

TOWN COUNCIL  
24 OCTOBER 2024

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 24 OCTOBER 2024 at 7.00pm

**PRESENT:** Councillor Ann Duke – Town Mayor  
Councillor Dawn Johnston – Deputy Town Mayor  
Councillor Peter Harris  
Councillor Lesley Howes  
Councillor Richard Lees  
Councillor Elizabeth Wickham

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – ATC/RFO  
x2 Members of the public

**ABSENT:** There were none

**203/24-25. 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.

**204/24-25. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Emma Ben-Moussa, due to other commitments.

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

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

An apology for absence was received from Greenhithe Dartford Borough Councillor David Mote.

An apology for absence was received from Greenhithe Dartford Borough Councillor Carol Gale.

An apology for absence was received from Rev. Charlie Lloyd-Evans.

**RESOLVED:**

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

**205/24-25. 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.***

**206/24-25. TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 25 JULY 2024 AND THE SPECIAL TOWN COUNCIL MEETING HELD ON 12 SEPTEMBER 2024.**

**RESOLVED:**

That the Minutes of the Town Council Meeting held on 25 July 2024 and the Special Town Council meeting held on 12 September 2024 be confirmed as a true record and be signed.

**207/24-25. ITEMS DEEMED URGENT BY THE TOWN MAYOR / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**208/24-25. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE MEETINGS HELD ON 4 SEPTEMBER 2024 AND 25 SEPTEMBER 2024**

**RESOLVED:**

That the Minutes of the Planning, Major Developments, Transportation and Environment Committee Meetings held on 4 September 2024 and 25 September 2024 be confirmed and the recommendations made therein be adopted.

**209/24-25. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 18 SEPTEMBER 2024**

**RESOLVED:**

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 18 September 2024 be confirmed and the recommendations made therein be adopted.

**210/24-25. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 12 SEPTEMBER 2024**

**RESOLVED:**

That the Minutes of the Finance and General Purposes Committee Meeting held on 12 September 2024 be confirmed and the recommendations made therein be adopted.

**211/24-25. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETINGS HELD ON 2 OCTOBER 2024.**

**RESOLVED:**

That the Minutes of the Community Safety Committee Meetings held on 2 October 2024 be confirmed and the recommendations made therein be adopted.

**212/24-25. RESIGNATION**

Councillor A E Barham had submitted a written letter of resignation, to the Town Mayor, on 10 October 2024 which had resulted in vacancies on Committees, Working Groups etc.

As per the Local Government Act 1972 Section 87 (2) a notice of Casual Vacancy for Swanscombe Parish Ward had been posted/ displayed with a deadline of 29 October 2024.

**RESOLVED:**

That the item be noted

**213/24-25. CO-OPTION.**

Following the passing of Councillor Peter Harman and in accordance with the Local Government Act 1972 Section 232 the Electoral Services Manager at Dartford Borough Council had been informed and a notice of Casual Vacancy for the Greenhithe Parish Ward had been posted with a deadline of 11 October 2024.

At the end of the notice period the Electoral Services Manager at Dartford Borough Council had confirmed that there had not been sufficient requests received for the Greenhithe Parish Ward and that the Town Council were now able to fill the vacancy by co-option.

Due to the other vacancy detailed in the previous item, Members, following a vote, agreed that it would be more practical/appropriate not to publicise to fill this vacancy by co-option until such time that it was known whether the other vacancy resulted in a by-election or whether the Town Council would be able to fill that vacancy by co-option too.

**RESOLVED:**

1. That it be agreed to wait for the result of the other Notice of Casual Vacancy before filling this vacancy by co-option.
2. That a deadline date for Expressions of Interest for both vacancies, should they both be able to be filled by co-option, be set as 20 November 2024.



**214/24-25. VACANCIES ON COMMITTEES, SUB-COMMITTEES, OUTSIDE BODIES REPRESENTATIVES, WORKING GROUPS, BANK SIGNATORIES AND SWANSCOMBE AND GREENHITHE RECOGNITION AWARD PANEL.**

Following discussion members agreed to fill some of the vacancies on Committees, Sub-Committees, Outside Bodies, Working Groups, Bank Signatories and the Recognition Award Panel.

**RESOLVED:**

That the vacancies on Committees, Sub-Committees, Outside Bodies, Working Groups, Bank Signatories and the Recognition Award Panel be filled as per the annexed list.

**215/24-25. KENT COMMUNITY WARDEN SERVICE REVIEW – GEOGRAPHICAL ALLOCATION POLICY (GAP).**

Members considered the report regarding the Kent Community Service Review, which has resulted in the Kent Community Warden Service no longer being able to provide cover for Greenhithe.

Members were advised that the recent meeting of the KALC Dartford Area Committee had agreed to table a motion for the upcoming KALC AGM putting forward the dissatisfaction of the Parish & Town Councils of Kent with the allocation of Wardens following the review. Comments to form part of this motion were being collated by Councillor Lesley Howes.

**RESOLVED:**

1. That any members wishing to provide comments in support of the proposed motion for the KALC AGM, send these directly to Councillor Lesley Howes.
2. That Officers approach the Kent Community Warden Service to find out the proposed costs associated with funding an additional Warden for Greenhithe.
3. That Officers request further detail on how the implementation and management of any volunteer Warden scheme would work.
4. That Officers request further detail as to why Greenhithe would no longer be covered by a Community Warden.

**216/24-25. DARTFORD BOROUGH COUNCIL POLLING DISTRICT AND POLLING REVIEW 2024.**

Members discussed the mandatory review of Polling Districts being carried out by DBC and which had a deadline for comments of 4 November 2024

**RESOLVED:**

That no comments be made, and the item be noted.

**217/24-25. EXTERNAL AUDITOR REPORT AND CERTIFICATE 2023 – 2024.**

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 2023 – 2024 be noted.

**218/24-25. CAS COMMUNITY SOLUTIONS CIC.**

The Town Council had been notified by Sue Hart that a decision had been made to close CAS at the old Fire Station building and that they would not be returning in September 2024.

**RESOLVED:**

That the item be noted.

**219/24-25. YOUTH SERVICES PROPOSAL – SWANSCOMBE AND GREENHITHE COMMUNITY HUB (S&GCH).**

Further to the above item the Town Council had been contacted by a new constituted volunteer led group (entitled the S&GCH) who had formed to try and retain the services previously provided by CAS.

Members considered the proposal from S&GCH to deliver the remainder of the Homework Heroes commissioned Youth Service from November 2024 to March 2025 along with a verbal update on the group's constitution and operation.

**RESOLVED:**

That the proposal by S&GCH to deliver the previously commissioned Homework Heroes Youth Service from November 2024 to March 2025 be agreed subject to:

1. Confirmation being received that the legal agreement for use of the building has been secured from Dartford Borough Council.
2. That S&GCH agree to have a representative of the Town Council sit on their committee.



**220/24-25. 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

**RESOLVED:**

That the item be noted.

**221/24-25. 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).  
The Town Council currently had a vacancy for its representative on the LRCHCLG.

Ingress Park (Greenhithe) Management Limited (IPGM).

Councillor Peter Harris and “vacancy” are the Council’s representatives on IPGM. IPGM had indicated that, although unable to provide documentation, they would like to submit verbal updates to the Town Council.

Councillor Harris confirmed that the budget had been completed for this year but was late again due to a challenge with Firstport.

Following a further inspection of the Follies, the main tunnel had been closed for Health & Safety reasons.

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, including the minutes from the 15 July 2024 meeting, were available for inspection.

Dartford Young People's Partnership Conversation (DYF)

Councillor Hazel Stephens is the Town Councils representative on the DYF. The last meeting had been held on 16 September 2024 with the focus being on brainstorming problems in the area and hearing a case study on an inspirational young man and his journey to becoming a Youth Leader.

Bluewater Forum (BF)

The Town Mayor is the Town Councils representative on the BF. The last meeting had been held on 26 September 2024 with the focus being around transport and foodbanks, with both Fastrack and the Lower Thames Crossing discussed.

Whitecliffe Community Liaison Group (WCLG).

The Town Council currently had a vacancy as representative on the WCLG. As previously agreed, the agenda and minutes from the 24 September 2024 meeting were available for inspection.

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.

Councillor Howes advised that the details of the new contractor for Fastrack was confirmed as Go Coaches, who had a licence to operate up to 37 routes in the area and that they would be investing in electric buses.

In addition, a contract had been issued to roll out smart shelters, which provide updates on services, and would also have advertising space for local charities.

Borough and Parish Forum (BPF).

The Town Mayor and Town Clerk are the Town Councils representatives on the BPF. As previously agreed, the agenda for the 1 October 2024 meeting was available for inspection.

**222/24-25. REPORT FROM KENT COUNTY COUNCILLOR.**

There is currently a vacancy for the Kent County Councillor representing Swanscombe and Greenhithe with an election taking place on 21 November 2024.

**RESOLVED:**

That the item be noted.



**223/24-25. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

The Dartford Borough Councillors updated members which included:

A General Assembly of the Council (GAC) scheduled for Monday 14 October 2024 was cancelled due to a lack of substantive business.

Cabinet Advisory Committee had recently considered new policies in relation to tenants' safety and put forward a recommendation to cabinet for the demolition of the buildings in Leonard Avenue that were suffering with subsidence

The community garden in Gunn Road had been cut back and discussions were underway to offer this land as allotments.

A new gardener had been appointed to assist with the outside spaces for the most vulnerable and elderly in the community.

Regular inspections had been undertaken in the area, and an issue around disputed parking on Southfleet Road had been redirected to Kent Police.

A question was planned to be raised at the next GAC regarding enforcement levels for the double yellow lines on Swanscombe High Street.

**RESOLVED:**

That the item be noted.

**224/24-25. SEALING OF DOCUMENTS.**

There were none.

**225/24-25. TOWN MAYORS ANNOUNCEMENTS.**

The Town Mayor advised that she was hosting a 'Meditate with the Mayor' session on Tuesday 29 October 2024 at the Town Council Offices Community Hall.

It was confirmed that a Christmas Fair would be held, also at the Community Hall, on Saturday 14 December, with Father Christmas expected to pay a visit.



**226/24-25. INGRESS PARK COMMUNITY CENTRE (IPCC) – UPDATE.**

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

Members were also provided a verbal update from Officers who had attended a Zoom meeting on 22 October 2024 with the Senior Planner (DBC) and the Technical Director & Deputy Managing Director – Eastern Crest Nicholson and the following had been confirmed:

That progress had been made on the planning application for the additional car park. With the decision and a Section 106 agreement expected to be sent to Crest shortly.

That a discharge application was expected to be submitted by Crest in relation to conditions 10 & 11. This included commissioning the installation of sound limiting equipment, and the same contractor would also undertake the previously noted snagging works.

The bike and bin store had been commissioned with work expected to be undertaken as per the original planning agreement.

That Crest had stated that the expected timeline for completion of the associated works across all outstanding items was May/June 2025.

**RESOLVED:**

That the update, and current position, be noted.

**227/24-25. FORMER COUNCILLOR PETER HARMAN – MEMORIAL / TRIBUTE.**

Further to minute 164/24-25 Members considered the report, and additional verbal suggestions, on proposals for a fitting memorial / tribute within the Town, following the sad passing of former Town Councillor Peter Harman.

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

**RESOLVED:**

1. That, with the family's consent, the Town Council would name the new community centre in Ingress Park, Greenhithe "The Peter Harman Centre".
2. That, with the family's consent, a 'Chatter Bench' with a suitable dedication plaque be installed on the grass area outside the Town Council Offices in Swanscombe.

228/24-25. **FINANCE REVIEW – ESTIMATES 2025 – 2026.**

As per minute 123/24-25 Members considered the report regarding the current financial position of the Town Council.

The RFO detailed the report and the financial position of the Council. Members acknowledged that the Town Council had worked very hard to attempt to keep its demands on residents to a minimum but the current pressures the council were under meant that this was no longer sustainable and, as disappointing as it was, the recommendations in the report were reasonable and proportional.

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

**RESOLVED:**

1. That the current financial position of the Town Council be noted.
2. That the proposed timeline for the setting of the budget, including the review of the FRAs, be noted and endorsed.
3. That the precept be increased by a figure of 7% to enable the Town Council to cover the potential shortfall, begin increasing reserves and add resilience to its budget.
4. That the provision of youth services be re-assigned for the 2025 – 2026 financial year directly from the budget. But that funding is sought to try and still commission this service, and that the money allocated for youth provision be redirected to the maintenance of both the Church Road and Grove Halls to resolve the leaking roofs, with Church Road Hall being the priority.
5. That the increase to fees and charges for the 2025 – 2026 be set to 3% across all areas to support the financial stability of the Town Council and to mitigate the increased costs of providing these facilities.
6. That the recommendation of an initial pay rise of 2.5% be set for the 2025 – 2026 financial year, subject to a review by the Personnel Committee at its meeting in May 2025.

There being no further business to transact the Meeting closed at 8.45 pm.

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



TC 5/12/24

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 20 NOVEMBER 2024 AT 7.00PM

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

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

**ABSENT:** There were none

**254/24-25. 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.

**255/24-25. APOLOGIES FOR ABSENCE.**

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

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

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

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

**256/24-25. SUBSTITUTES.**

There were none.

**257/24-25. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Lorna Cross declared a prejudicial interest in agenda item 9.1 Town Planning, in relation to application DA/24/00095/FUL, as she is a volunteer for the Food Bank who will be using the facility.

***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.***

**258/24-25. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**259/24-25. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 25 SEPTEMBER 2024.**

**Recommended:** The Minutes of the meeting held on 25 September 2024 were confirmed and signed.

**260/24-25. KENT MINERALS & WASTE LOCAL PLAN 2024 - 2039 – PROPOSED MAIN MODIFICATIONS CONSULTATION**

The Head of Planning Applications Growth & Communities, Kent County Council, had provided the above consultation for consideration and which had a deadline for responses of 28 November 2024.

**Recommended:** That no response be submitted to this consultation.

**261/24-25. TEMPORARY CLOSURE OF A226 GALLEY HILL ROAD.**

On 10 April 2023 a portion of the northern edge of the Swanscombe Quarry collapsed causing a landslide. It led to a lot of chalk and other materials falling to the quarry floor, onto business premises below.

Further to the recent Temporary Road Closure Notice from KCC advising that the road would be closed for a further 36 months, members considered the impact this additional closure would have on local residents and businesses alike.

It was agreed that correspondence be sent to Toby Howe, Strategic Resilience Manger, Highways & Transportation, KCC, to express that the Town Council are dissatisfied with the lack of new measures being considered to support traffic in the area, given the additional closure for a further 36 months. The Town Council would wish to request that KCC investigate conducting traffic surveys of the Town to better understand the impact, and then use this information to consider more suitable approaches to improving traffic flow for all road vehicles including public transport.

**Recommended:** That correspondence, as detailed above, be sent to KCC.

**262/24-25. DEVELOPER SIGNS REQUEST – KENT COUNTY COUNCIL (KCC).**

The Street Works Co-ordinator for Dartford (KCC) had submitted a request regarding developer signs for the Public Highway. Members considered the installation of a developer sign directing traffic along Swanscombe High Street. Given the previously mentioned extended closure of Galley Hill it was agreed that the following response be sent to KCC.

That the Town Council objects to the placement of a developer sign at location 11 (junction of London Road and Swanscombe High Street), whilst the closure of Galley Hill remains in place.

The Town Council would recommend that the developer directs all visitors via other routes to minimise congestion through the High Street and via Stanhope Road.

**Recommended:** That the response, as detailed above, be sent to KCC.



*Having already declared a prejudicial interests, Councillor Lorna Cross left the chamber and took no part in the discussion or decision in relation to application DA/24/00095/FUL.*

263/24-25 **The following planning applications had 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/23/00709/FUL	<p>Demolition of existing outbuilding and erection of a detached outbuilding for storage including cold storage room (retrospective).</p> <p>Akash Tandoori, 54 Milton Road, Swanscombe.</p>
OBSERVATIONS	<p>Whilst the Town Council note the recent Noise Assessment provided by the applicant, we also note the representations from neighbouring properties in relation to the noise impact of the development.</p> <p>The Town Council would like to reiterate our previous comments to object to this application as it is retrospective and is not replacing like with like and it is noticeable that the building/storage is visible from the park and its users to the rear of the property and is not in keeping with the houses surrounding it.</p> <p>If the proposal is for a cold chiller room storage area the noise from the machinery required to maintain the low temperature may cause a nuisance to the neighbouring properties which are residential on both sides of the proposal.</p> <p>There are concerns regarding the access for deliveries as this does not appear to be adequate.</p>
DA/24/00995/FUL	<p>Provision of a container to facilitate use as a food bank storage and visitor facility to the rear of the of the St Peter and St Paul church hall incorporating removal of an existing storage shed.</p> <p>Church Centre, 112 Swanscombe Street, Swanscombe.</p>
OBSERVATIONS	<p>The Town Council wish to support the provision of this service for the Town and welcome the decision to move existing storage facilities to make space for this.</p> <p>Please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/24/00860/VCON	<p>Variation of condition (22)(operating hours) of planning permission DA/21/00923/VCON [Provision of a new drive thru lane, ground floor extension to building with new drive thru booths, new site access/egress, with the re-arrangement of the car park, a new patio area, bin store and substation (variation of conditions 2 and 20 of planning permission 20/00140/FUL to change the type and specification of external plant to be installed</p>



	<p>to the rear of the building)) to enable the restaurant to operate 24 hours a day, seven days a week</p> <p>McDonalds, Bean Road, Greenhithe.</p>
OBSERVATIONS	<p>The Town Council have considered this application and the further response from the developer but would like to resubmit its previous comments / observations:</p> <p>The Town Council objects to this application on the grounds that, given the site's proximity to residential dwellings, the extended hours are likely to cause an increase in litter, traffic noise and congestion. It is also likely that the site may become a focal point for anti-social behaviour, including anti-social driving.</p> <p>The original permission for this development (DA/20/00140/FUL), was granted subject to several conditions, one of which was condition 21 which was "that the use shall not be carried on outside the hours of 5am to Midnight Mondays to Fridays with the exception of Saturdays and Sundays when the use may be carried out for 24 hours each day unless otherwise agreed in writing by or on behalf of the Local Planning Authority."</p> <p>The reason for this condition was "to avoid unreasonable disturbance outside normal working hours of nearby residential properties contrary to Policy DOP5 of the adopted Dartford Local Plan."</p> <p>The applicant is now requesting that this condition be varied but the proposed variation would create unreasonable disturbance outside of normal working hours of nearby residential properties and should therefore be refused.</p>
EDC/24/0146	<p>Application for variation of conditions 3 &amp; 4 attached to planning permission reference no. 12/01451/EQVAR for a mixed-use development of residential accommodation &amp; up to 231,000 square metres of non-residential floorspace with associated infrastructure and open space; to allow for the substitution of approved parameter plans and documents under condition 3 and revised strategies under condition 4.</p> <p>Eastern Quarry, Watling St, Swanscombe.</p>
OBSERVATIONS	No observations.
DA/24/01259/FUL	<p>Erection of single storey rear extension (retrospective application)</p> <p>18 Stanley Road, Swanscombe.</p>
OBSERVATIONS	Whilst the Town Council have no objections to this application it is disappointed that this has been submitted retrospectively.



DA/24/00805/VCON	Raising of roof height to provide additional storey of accommodation plus rooms within new roof space, part three storey rear extension, and alterations to convert single dwelling into two semi-detached houses (variation of condition 2 of planning permission DA/21/01291/FUL in respect of external alterations to building as built).  The Orchard, Mounts Road, Greenhithe.
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/24/01200/VCON	Site clearance, building operations and other operational works to the existing cliffs to enable the erection of an adventure centre comprising a reception building, aerial trekking course, 360 vertigo swings, skydiving machine, zip wire, zip wire start tower and landing platform, 'giant swing', adventure platform and external rock climbing wall, with associated hard and soft landscaping (Variation of condition 1 (approved drawings) and removal of condition 9 (which states that hot food will not be served in the reception domes) of planning permission on Ref 24/00068/VCON.  Hangloose Adventure, Bluewater Parkway, Bluewater, Greenhithe.
OBSERVATIONS	No observations.
DA/24/01312/FUL	Erection of a two-storey side extension with new doors, sidelight and windows to match existing style.  5 Mayfields, Swanscombe.
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

264/24-25. **The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/24/00881/TPO	Application for 1 No. Beech tree - 30% reduction as per annotated photo subject to Tree Preservation Order No.11 1990  3 Watermans Way, Greenhithe.
DA/24/00882/TPO	Application for 1 No. Cherry tree - reduction of 30% as per annotated photos subject to Tree Preservation Order No.11 1990  3 Watermans Way, Greenhithe.

DA/24/00964/CDNA	<p>Submission of details relating to phase 2 contamination and remediation method statement (condition 5) pursuant to planning permission DA/23/00957/VCON</p> <p>Former Builders Yard, Harmer Road, Rear of 64 Stanhope Road, Swanscombe.</p>
DA/24/01018/CDNA	<p>Submission of details relating to Pleistocene and Palaeolithic geoaerchaeological evaluation (condition 4) pursuant to planning permission DA/23/00957/VCON</p> <p>Former Builders Yard, Harmer Road, Rear of 64 Stanhope Road, Swanscombe.</p>
DA/24/00702/TPO	<p>Application for continued maintenance/works to trees for a period of 3 years to the whole line of Street trees along Ingress Park Avenue with the works being; crown lift over paths and main road to highways specification to give a ground clearance of 5.4m over the highway and 3.2m over the footpath; cut back branches to provide a clearance of 1-2m from adjacent street furniture (road signs &amp; lampposts); and cut back branches to provide a clearance of no more than 2.5m from the front of adjacent properties subject to Tree Preservation Order No.3 2008.</p> <p>Ingress Park Avenue, Ingress Park, Greenhithe.</p>
DA/24/01085/TRCON	<p>Notification for 3 Sycamore trees-remove one limb overhanging car park, 10 small branches overhanging alleyway and gardens of 4 houses back to boundary of woodland and small shrubs overhanging alleyway (see annotated photos) within Greenhithe Conservation Area.</p> <p>Land Rear of Arethusa Place, Greenhithe.</p>
DA/24/01060/FUL	<p>Erection of a first-floor front extension.</p> <p>36 Caspian Way, Swanscombe.</p>
DA/24/01070/TPO	<p><b>CONSENT FOR LESSER WORKS</b></p> <p>Application for 2 No. Sycamore trees reduce lower than the 3rd floor gutter and back form the house as per annotated photo subject to Tree Preservation Order No.11 1990</p> <p>19 Watermans Way, Greenhithe.</p>



265/24-25. **The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/24/00911/TPO	Application for removal of 1 No. Ash tree in middle of garden subject to Tree Preservation Order No.11 1990  3 Watermans Way, Greenhithe.
DA/24/00904/FUL	Change of use to takeaway shop and provision of a kitchen extractor unit.  5A Stanley Road, Swanscombe.
DA/24/00933/FUL	Demolition of existing garage and construction of a new attached two storey, two-bedroom dwelling.  13 Mounts Road, Greenhithe.

There being no further business to transact, the Meeting closed at 8.15pm.

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

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



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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE  
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 14  
NOVEMBER 2024 at 7.00PM

**PRESENT:** Councillor Emma Ben Moussa – Chairman  
Councillor Peter Harris – Vice-Chairman  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Lesley Howes  
Councillor Dawn Johnston  
Councillor Elizabeth Wickham

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

**ABSENT:** There were none

**241/24-25. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**242/24-25. APOLOGIES FOR ABSENCE.**

There were none.

**243/24-25. SUBSTITUTES.**

There were none.

**244/24-25. 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.*

**245/24-25. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**246/24-25. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2024.**

**Recommended:** That the Minutes of the Meeting held on 18 September 2024 were approved and signed as a true record.



**247/24-25. 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, Eagles Road, Heritage Park, Knockhall Park, Manor Park, Swanscombe Park, Saxon Court, Equipment / Staffing and Miscellaneous.

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

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

**248/24-25. GANG MOWING.**

Further to minutes 377/23-24 and 409/23-24 and in accordance with Financial Regulation 11.1 (iv) (and in consultation with the Chairman of Finance and General Purposes Committee) a continuation contract for gang mowing the Town Councils open space areas from 2025 to 2027 (3 years) had been signed.

**Recommended:** That, in accordance with Financial Regulation 11.1 (iv), the action in agreeing the contract for gang mowing of the Town Councils open space areas from 2025 to 2027 (3 years) be endorsed.

**249/24-25. ENVIRONMENTAL ACTION PLAN WORKING GROUP.**

Further to minute 122/24-25 members considered the notes from the Working Groups 23 October 2024 meeting.

**Recommended:**

1. That the item be noted.
2. That the amended Environmental Action Plan be adopted.

**250/24-25. 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 cafe 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 the 27, 30 and 31 December 2024 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.

**251/24-25. ESTIMATES FOR 2025 – 2026.**

Members had previously considered a report at the 24 October 2024 full Council meeting which had detailed the constraints and pressures the Town Council were experiencing. At that meeting (minute 228/24-25), it had been unanimously agreed that various issues be resolved including that the financial position of the Town Council being noted, and that the precept be increased by 7%.

This enabled the draft Annual Estimates 2025 – 2026 to be collated and prepared for members to consider at the 5 December 2024 meeting which would then pass to be approved and endorsed by the full Council in January 2025 before setting the Council Tax Base for the 2025 – 2026 financial year.

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

**252/24-25. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Dawn Johnston 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).

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

**253/24-25. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) DRAFT PROPOSAL SCALE OF CHARGES 2025 FOR THE SWANSCOMBE CENTRE.**

Further to minute 293/23-24 and in accordance with the Management Agreement (Section 28), the Head of Operations, GCLL, had advised of the proposed Scale of Charges for 2025 and had included the current charges for information.

After discussion it was proposed, duly seconded and agreed:

**Recommended:** That the proposed Scale of Charges for 2025, submitted by GCLL, be agreed.

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

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



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MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 7 NOVEMBER 2024 at 7.00PM

**PRESENT:** Councillor Lesley Howes – Chairman  
Councillor Lorna Cross – Vice-Chairman  
Councillor Emma Ben-Moussa  
Councillor Ann Duke – (ex-officio)  
Councillor Peter Harris  
Councillor Richard Lees

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

**ABSENT:** There were none

**229/24-25. 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.

**230/24-25. APOLOGIES FOR ABSENCE.**

An apology for absence was submitted by Councillor Dawn Johnston, due to other commitments.

An apology for absence was submitted by Councillor Hazel Stephens, due to other commitments.

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

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

**231/24-25. SUBSTITUTES.**

There were none.

**232/24-25. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

At the Chairmans discretion the meeting was briefly adjourned to enable the member of the public present to supply documentation to the Town Council regarding the history and significance of the Lychgate in Swanscombe cemetery.



**233/24-25. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**234/24-25. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2024**

**Recommended:** That the Minutes of the meeting held on 12 September 2024 were confirmed and signed as a true record.

**235/24-25. 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 Dawn Johnston was appointed (minute 30/24-25).

**Recommended:** That the bank reconciliations for September 2024 be noted.

**236/24-25. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken from August and September 2024

**Recommended:** That the bank transfers undertaken for August and September 2024 be approved.

**237/24-25. 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 August and September 2024.

**Recommended:** That the receipts and payments for August and September 2024, as per the annexed list, be approved.

**238/24-25. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 30 September 2024.

**Recommended:** That the summary of accounts to 30 September 2024 be noted.

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

**239/24-25. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL**

Members considered the application, and, after discussion, it was agreed that the following funding be awarded from the 2024 - 25 budget:

- Oasis Domestic Abuse Service - £200.00

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

**240/24-25. PUBLIC SECTOR DEPOSIT FUND – CCLA.**

As part of the Town Councils Investment Strategy the RFO had been considering options for Specified Investments. These were defined as High Yield, Low Risk, Investments with a return of less than 3 years.

Until recently this had predominantly been achieved through the investment of funds via Treasury Deposit.

The forecast on Treasury Deposits had depleted and had a minimum investment value of £100,000.

Members considered the fund specification and details for Public Sector Deposit Fund operated by CCLA which is operated specifically for investment from within our sector as is currently used by multiple Parish Councils from within Kent.

Members discussed allowing a small investment of £25,000 to the Public Sector Deposit Fund for a period of 6 months to gauge the return for potential further investment.

**Recommended:** That the investment of £25,000, for a period of 6 months, to the Public Sector Deposit Fund be agreed.

There being no further business, the Meeting closed at 7.40pm.

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



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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 Ann Duke  
Councillor Lesley Howes  
Councillor Elizabeth Wickham

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

**ABSENT:** There were none

**195/24-25. 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.

**196/24-25. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Claire Pearce, due to other commitments.

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

**197/24-25. SUBSTITUTES.**

There were none

**198/24-25. 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.*

**199/24-25. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**200/24-25. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 25 OCTOBER 2023**

**Recommended:** That the Minutes of the Meeting held on 25 October 2023 be confirmed and signed as a true record.



201/24-25. **SWANSCOMBE CEMETERY – LYCHGATE & WALL.**

Members considered the update report provided by officers in relation to work that had been undertaken, in partnership between the Town Council and Revd. Charlie Lloyd-Evans, to progress surveying the site to determine the potential cost of repairs.

Members requested that the Town Council contact the Lead Member for Parks & Heritage at Dartford Borough Council, Councillor Drew Swinerd, to ascertain if he could assist with this matter in any way.

**Recommended:**

1. That the actions taken to date to ascertain the requirements to re-instate the lychgate and wall be endorsed.
2. That the continued partnership between the Town Council and the Church to attempt to secure the necessary quotes, permissions and funding to have the required work undertaken be agreed.
3. That it be noted that the legal responsibility for maintenance of this area was still to be determined.
4. That the Dartford Borough Council Lead Member for Parks & Heritage be contacted to ascertain if they could assist with this matter in any way.

202/24-25. **ANNUAL ALLOTMENT SITE INSPECTION.**

Members considered the report from the annual visit to each allotment site undertaken 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) on 19 September 2024.

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

There being no further business to transact, the Meeting closed at 11.20 am.

Signed \_\_\_\_\_  
Chairman Date

Present: Cllr Emma Ben Moussa  
Cllr Lorna Cross  
Cllr Ann Duke  
Cllr Lesley Howes

Also Present: Martin Harding - ATC/RFO

Apologies: Graham Blew – Town Clerk

Absent: None

**1. NOTES FROM MEETING 19 JUNE 2024.**

Members agreed the notes from the Working Group meeting held on the 19 June 2024.

**2. UPDATE REPORT.**

Officers provided a verbal update on the progress of the funding application made to the Community Ownership Fund. It was confirmed that the last correspondence stated that the fund was pending the outcome of the Autumn Budget.

EBM confirmed that she would attempt to contact the local MP and other senior figures within Government to push for answers on this. MH confirmed that Jim Dickson MP had been copied into all correspondence with the fund.

**3. BUILDING UPDATE & PROJECT TIMELINE.**

Members were provided with pictures from the recent site visit and a verbal update from MH regarding the condition of the building.

It was confirmed that the building was extremely mouldy and whilst structurally holding it would deteriorate further with time.

MH pointed out to members that the building would hit a point where it would be no longer feasible to regenerate /refurbish it.

Officers had also requested that a timeline be considered for the next steps in the project, given the planning permission, including demolition would expire in July 2026.

Following discussion members decided that the following recommendations would be placed before the next Town Council meeting on the 5 December 2024:

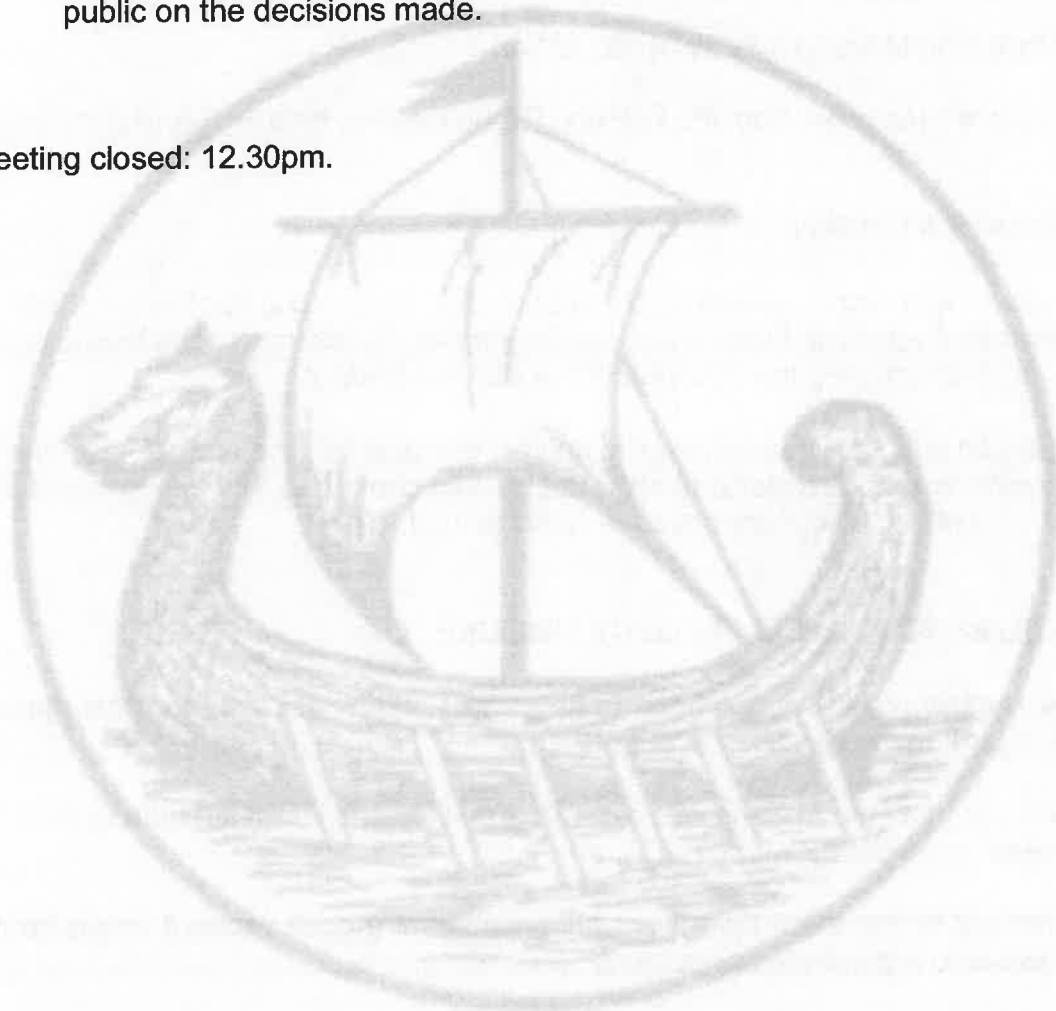
1. That work continued to actively pursue funding for either the rebuild in line with the planning consent or refurbishment of the existing structure.



PAVILION WORKING GROUP MEETING – NOTES FROM 7 NOVEMBER 2024 AT 11.50am

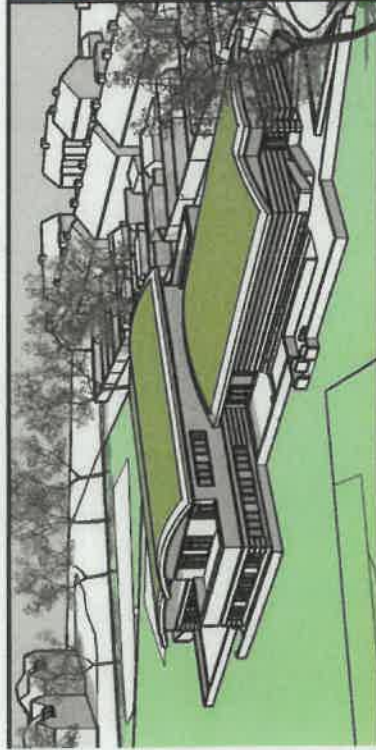
2. That specifications / quotations be sought for the installation of container style units to provide changing facilities and potentially a café. This would include business plans for how they would operate.
3. That should funding not be in place for either a rebuild/ refurb by January 2026, then an item be placed on the agenda to endorse the decision to pursue the demolition of the existing building and installation of container units, subject to funding.
4. That a draft publicity document be approved, to be released via the Town Councils website and social media feeds following the meeting, to update the public on the decisions made.

Meeting closed: 12.30pm.



# PAVILION PROJECT UPDATE

The Town Councils Pavilion Working Group recently met to formulate an update on the project. This was considered by the Town Council at its meeting on the 5 December and we are now providing this to residents, interested stakeholders and the wider community.



## Plan A – Rebuild

Following the withdrawal of funding from Central Government, work continues to seek alternative sources. This includes liaising with Government and discussions with Private Finance Initiatives.

The planning permission for this build is still in place until July 2026.

## Plan B – Refurbish

The Town Council consulted a contractor to obtain a budget estimate to fully refurbish the existing building, allowing it be used again.

A bid for £1.8 million was then lodged with the Community Ownership Fund for this work. The bid made it to panel and was then suspended for the recent General Election. Pressure is being placed to ascertain when this fund will reopen.

## Plan C – Change Direction

The Town Council discussed the ongoing deterioration of the site and a finite timeline for refurbishment.

It was agreed that should funding for refurbishment be unsuccessful by January 2026, then a decision would be made to demolish the existing building and seek funding to have modular facilities put in place for the recreation users.



**SWANS COMBE  
AND GREENHITHE  
TOWN COUNCIL**

"TAKING PRIDE IN OUR TOWN"



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TC 5/12/24

**7**

Present: Cllr Emma Ben Moussa  
Cllr Lorna Cross  
Cllr Ann Duke  
Cllr Lesley Howes  
Cllr Hazel Stephens  
Martin Harding – ATC/RFO

Apologies for Absence: Graham Blew – Town Clerk

Absent: There were none

**1. TO NOTE THE MINUTES FROM THE WORKING GROUP MEETING HELD ON THE 27 JUNE 2024 (p).**

Members noted the minutes from the Working Group meeting held on 27 June 2024.

**2. UPDATE ON PROGRESS AND ALLOCATION OF ACTIONS.**

<b>Actions:</b>	<b>Update:</b>
To approach any organisations, clubs, groups who may want a stall or to perform at the event to advise of the proposed date.	Officers had contacted a local dance group, Rainbows and Brownies, Swanscombe Tigers and GCLL about being involved in the event.
To approach the Fire Service to borrow a rope to have the tug of war contest.	PMH had contacted the Fire Service who didn't have a rope but directed him to Cambria Sea Scouts.
To approach the Cambria Sea Scouts about running the drinks stall, as with previous years, but asking if they could include cold drinks.	PMH had spoken to Cambria Sea Scouts who were happy to provide the drinks stall and would also try to locate their tug of war rope.
To approach the DJ who provided the music at the last community event to check his cost and availability.	EBM had spoken to the DJ and he was available and would charge the same price as last year.
To approach We Are Beams about whether they could set up a SEN friendly zone within the park, possibly utilising the picnic area.	EBM had spoken to them at the Dartford Big Day Out and they were happy to attend and provide a sensory area.



**COMMUNITY EVENT WORKING GROUP – NOTES FROM 7 NOVEMBER 2024 at 11.00am**

To approach a local resident who can provide a military themed exhibit.	LCH had spoken to the local resident who could provide a 1940's Fire Station exhibit and would do this free of charge.
To approach local schools about whether they would be able to work with students to put on a show of maypole dancing.	Still pending.
To begin finding out options and costs for activities at the event.	Officers had spoken to our existing activity providers; x 3 animal experience providers and x 3 inflatable providers and were co-ordinating prices.  Officers had also spoken to a company called Beaming Stars who would consider providing a soft play area for young children.
To begin work on publicity material for the event.	Officers had created a released a save the date / expression of interest poster which had generated some interest from potential stall holders.

**3. DISCUSS AND AGREE A PLAN GOING FORWARD.**

<b>Actions Agreed:</b>	<b>Tasked to:</b>
To speak to the Lions, Local History Group and St Marys Church regarding be involved at the event.	LCH
To speak to the SEN Families group and the local MP about attending the event.	EBM
To speak to St Peter & St Pauls Church about attending the event.	LMC
To approach any organisations, clubs, groups who may want a stall or to perform at the event to advise of the proposed date.	All
To approach local schools about whether they would like to be involved and whether they could promote a 'design a bunting' competition.	All
To approach the Allotment Association and Community Hub about being involved.	Officers

COMMUNITY EVENT WORKING GROUP – NOTES FROM 7 NOVEMBER 2024 at 11.00am

To contact Springhead Nurseries about whether they would donate prizes for competition and / or set up a flower stall.	Officers
To contact Hartley Morris Dancers and some other local musical talent regarding performing at the event.	AD
To continue publicising the event on social media	Officers

**4. ST AUGUSTINES DAY 2025.**

Members discussed the proposal for the Town Council to arrange an event on the 26 May 2025 to mark St Augustine's Day.

Councillor Lesley Howes agreed to contact Local Historian, Christoph Bull regarding putting on a free talk at a venue to be agreed.

It was noted that the 26 May 2025 was a bank holiday and the beginning of half term so it might be beneficial to also include an activity for children.

Members agreed that an item be placed on the Town Council meeting on the 5 December 2024 recommending that the Council agree to the event taking place and asking the Working Group to finalise the event details, noting the budget limitations of the Council, for final approval.

**Date of Next Meeting**

It was agreed that the next meeting of the Working Group would be called in early 2025.

Meeting closed at 11.50am



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## ESTIMATES 2025 - 2026

### **Background.**

At the Town Council meeting on the 24 October 2024 a Financial Review report was considered and the following minute approved.

#### **228/24-25. FINANCE REVIEW – ESTIMATES 2025 – 2026.**

*As per minute 123/24-25 Members considered the report regarding the current financial position of the Town Council.*

*The RFO detailed the report and the financial position of the Council. Members acknowledged that the Town Council had worked very hard to attempt to keep its demands on residents to a minimum but the current pressures the council were under meant that this was no longer sustainable and, as disappointing as it was, the recommendations in the report were reasonable and proportional.*

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

### **RESOLVED:**

- 1. That the current financial position of the Town Council be noted.*
- 2. That the proposed timeline for the setting of the budget, including the review of the FRAs, be noted and endorsed.*
- 3. That the precept be increased by a figure of 7% to enable the Town Council to cover the potential shortfall, begin increasing reserves and add resilience to its budget.*
- 4. That the provision of youth services be re-assigned for the 2025 – 2026 financial year directly from the budget. But that funding is sought to try and still commission this service, and that the money allocated for youth provision be redirected to the maintenance of both the Church Road and Grove Halls to resolve the leaking roofs, with Church Road Hall being the priority.*
- 5. That the increase to fees and charges for the 2025 – 2026 be set to 3% across all areas to support the financial stability of the Town Council and to mitigate the increased costs of providing these facilities.*
- 6. That the recommendation of an initial pay rise of 2.5% be set for the 2025 – 2026 financial year be agreed, subject to a review by the Personnel Committee at its meeting in May 2025.*

This included agreement that the resulting Annual Estimates will be provided in draft format to the Town Council meeting on the 5 December 2024.

Following this the finalised documents will be presented for review by the Finance & General Purposes Committee on the 9 January 2025, for endorsement and then to set the precept at the Special Town Council meeting that follows on the same evening.



## **Draft Estimates**

Attached for members consideration are the draft estimates for 2025 – 2026 taking into account the agreed resolutions from minute 228/24-25:

The following key points are brought to members attention:

- Each line of salary expenditure has included the proposed increase, and also taken into account the changes to Employers National Insurance that will come into effect from April 2025.
- That an uplift of between 5-8% has been placed on utility costs to add resilience within the budget.
- The uplift of fees and charges of 3% have been implemented against all hall hire, sports pitches and allotments.
- The rental costs for both the Bowls Pavilion and Heritage Hall have been uplifted in line with the terms of the individual leases.
- That the expenditure allocated to Youth Service has been left within Miscellaneous Expenditure to enable it to be reallocated as needed for repairs to buildings. Work has also begun in partnership with the current provider to secure external funding for the continuation of these services into 2025 and onwards.
- That expenditure in relation to Ingress Park Community Centre has been allocated into the 2025 – 2026 financial year with the potential completion date of June 2025.
- That sums of between £500 and £2000 have been allocated to the FRA contributions of Halls, Parks and Admin to begin rebuilding the resilience of the Town Councils finances.

Members need to be aware that to ensure additional resilience this forecast has been created with no expected uplift in the number of billable properties from Dartford Borough Council (Council Tax Base). This figure is expected to be provided between now and the formal setting of the precept in January. Should this enable a reduction in the overall increase in Council Tax, this will be notified at that stage.

**Recommended:** To note the draft Estimates 2025 - 2026 in line with minute 228/24-25.

**CALCULATION OF COUNCIL TAX 2025/26 AS REQUIRED BY  
SWANSCOMBE & GREENHITHE TOWN COUNCIL**

Balance at Bank 1st April 2024	170,498	170498
Plus Precept - 2024/25	440,713	
Plus Section 136 - 2024/25	0	
Plus Government Grant 2024/25	14,435	
	<u>625,646</u>	

Less probable expenditure 2024/25	459,891
Less reserve account	157,000
Less working balance	25,000
Less Earmarked from 2024/25 Balances	0
Available Balance	<u>-16,245</u>

Estimated expenditure 2025/26	469,130
Less available balance	<u>-16,245</u>
	<u>485,376</u>

Less Section 136	0
Less Government Grant	14,435

Total amount Required	<u>470,941</u>
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**COUNCIL TAX CALCULATION**

Basic rate for calculation as provided by Dartford Borough Council  
4663.91 properties

Band	2025/26				
A	£67.32				
B	£78.54				
C	£89.76				
D	£100.98	<b>£94.49</b>	<b>£6.49</b>	Percentage	6.86
E	£123.41				
F	£145.85				
G	£168.29				
H	£201.95				



	2023/24 ACTUAL	2024/25 EST	2024/25 PROB	2025/26 EST	2026/27 FORE	2027/28 FORE
<b>Cost Centre 1 Public Lighting</b>						
<b>Cod: Description</b>						
1 Supply & Maintenance	1450	3150	2850	3150	3245	3342
3 Christmas Lighting	3600	4170	4000	4170	4295	4424
4 Repairs	500	500	500	500	515	530
5 Long Term Financial Risks	0	0	0	0	500	500
<b>Total Expenditure</b>	<b>5550</b>	<b>7820</b>	<b>7350</b>	<b>7820</b>	<b>8555</b>	<b>8796</b>
7 Miscellaneous Income	1	1	1	1	1	1
<b>Total Income</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Total to Public Lighting Summary</b>	<b>5549</b>	<b>7819</b>	<b>7349</b>	<b>7819</b>	<b>8553</b>	<b>8795</b>
<b>Cost Centre 2 Grove Car Park</b>						
<b>Cod: Description</b>						
20 Rates	4571	2100	2100	2100	2184	2271
21 Repairs & Maintenance	500	500	250	500	515	530
22 Long Term Financial Risks	0	0	0	0	655	655
<b>Total Expenditure</b>	<b>5071</b>	<b>2600</b>	<b>2350</b>	<b>2600</b>	<b>3354</b>	<b>3457</b>
7 Miscellaneous Income	1000	1000	3500	1000	800	800
<b>Total Income</b>	<b>1000</b>	<b>1000</b>	<b>3500</b>	<b>1000</b>	<b>800</b>	<b>800</b>
<b>Total to Car Parks Summary</b>	<b>4071</b>	<b>1600</b>	<b>-1150</b>	<b>1600</b>	<b>2554</b>	<b>2657</b>
<b>Cost Centre 4 Parks Establishment</b>						
<b>Cod: Description</b>						
40 Wages	102500	106250	102750	110250	113006	115831
41 Equipment/Materials	32000	31000	28500	31000	31775	32728
42 New Grounds Maintenance Ec	0	0	0	0	0	0
43 Fuel	2350	2000	2000	1900	1948	2006
44 Fencing	2500	3000	3000	3000	3075	3167
45 Telephone	400	250	100	250	256	264
45 Vehicles	2500	2000	2000	2000	2050	2112
47 Water Rates	2000	2060	2500	3000	3075	3167
48 Gas / Electricity	2500	3000	3200	3600	3690	3801
49 Playground Equipment & Maint	5000	5000	4000	5000	5000	5150
50 Training	1000	2000	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	750	500	750	769	792
57 Long Term Financial Risks	5000	5000	5000	7000	10500	10500
58 New Community Facility	0	0	0	0	0	0
<b>Total Expenditure</b>	<b>167500</b>	<b>167060</b>	<b>159800</b>	<b>174500</b>	<b>181988</b>	<b>186477</b>
66 Miscellaneous Income	500	500	500	500	500	500
<b>Total Income</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total to Parks Summary</b>	<b>167000</b>	<b>166560</b>	<b>159300</b>	<b>174000</b>	<b>181488</b>	<b>185977</b>

	2023/24 ACTUAL	2024/25 EST	2024/25 PROB	2025/26 EST	2026/27 FORE	2027/28 FORE
<b>Cost Centre 5 Swanscombe Park</b>						
<b>Code Description</b>						
70 Bowls Pavilion Maintenance	0	0	0	0	0	0
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
75 Bowls	3700	4246	4272	4382	4373	4505
<b>Total Income</b>	<b>3700</b>	<b>4246</b>	<b>4272</b>	<b>4382</b>	<b>4373</b>	<b>4505</b>
<b>Total to Parks Summary</b>	<b>-3700</b>	<b>-4246</b>	<b>-4272</b>	<b>-4382</b>	<b>-4373</b>	<b>-4505</b>
<b>Cost Centre 6 Knockhall Playing Field</b>						
<b>Code Description</b>						
80 Rates	158	153	147	153	157	162
<b>Total Expenditure</b>	<b>158</b>	<b>153</b>	<b>147</b>	<b>153</b>	<b>157</b>	<b>162</b>
85 Football	5740	6240	6103	6427	6620	6818
<b>Total Income</b>	<b>5740</b>	<b>6240</b>	<b>6103</b>	<b>6427</b>	<b>6620</b>	<b>6818</b>
<b>Total to Parks Summary</b>	<b>-5582</b>	<b>-6087</b>	<b>-5956</b>	<b>-6274</b>	<b>-6462</b>	<b>-6656</b>
<b>Cost Centre 7 Broomfield Sports Ground</b>						
<b>Code Description</b>						
95 Football	7300	8600	9373	8858	9124	9397
96 Cricket	2000	0	660	0	0	2000
97 Miscellaneous Income	0	0	0	0	0	0
<b>Total Income</b>	<b>9300</b>	<b>8600</b>	<b>10033</b>	<b>8858</b>	<b>9124</b>	<b>11397</b>
<b>Total to Parks Summary</b>	<b>9300</b>	<b>8600</b>	<b>10033</b>	<b>8858</b>	<b>9124</b>	<b>11397</b>
<b>Cost Centre 8 Churchyard - SP &amp; SP</b>						
<b>Code Description</b>						
110 Maintenance	1000	2000	500	2000	2060	2122
<b>Total Expenditure</b>	<b>1000</b>	<b>2000</b>	<b>500</b>	<b>2000</b>	<b>2060</b>	<b>2122</b>
<b>Total to Parks Summary</b>	<b>1000</b>	<b>2000</b>	<b>500</b>	<b>2000</b>	<b>2060</b>	<b>2122</b>
<b>Cost Centre 9 Other Projects</b>						
<b>Code Description</b>						
121 General Projects (inc Sum Etr)	10000	10000	10000	10000	10300	10609
<b>Total Expenditure</b>	<b>10000</b>	<b>10000</b>	<b>10000</b>	<b>10000</b>	<b>10300</b>	<b>10609</b>
128 Miscellaneous Income	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total to Parks Summary</b>	<b>10000</b>	<b>10000</b>	<b>10000</b>	<b>10000</b>	<b>10300</b>	<b>10609</b>
<b>Cost Centre 10 Bus Shelters</b>						
<b>Code Description</b>						
130 Maintenance	250	250	250	250	300	300
<b>Total Expenditure</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>300</b>	<b>300</b>
128 Miscellaneous Income	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total to Parks Summary</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>300</b>	<b>300</b>
<b>Cost Centre 19 Heritage Park</b>						
<b>Code Description</b>						
100 Maintenance / Rent	500	500	500	500	500	500
101 Water Supply	0	0	0	0	0	0
102 Fencing	0	0	0	0	0	0
103 Changing Rooms	0	0	0	0	0	0
<b>Total Expenditure</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total to Parks Summary</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>



	2023/24 ACTUAL	2024/25 EST	2024/25 PROB	2025/26 EST	2026/27 FORE	2027/28 FORE
<b>Cost Centre 11 Leisure Centre</b>						
<b>Code Description</b>						
146 Rates & Ins Rent - DBC	28000	32500	32500	32500	33475	34479
155 GCLL Management Fee	58000	58000	58000	58000	57000	57000
<b>Total Expenditure</b>	<b>86000</b>	<b>90500</b>	<b>90500</b>	<b>90500</b>	<b>90475</b>	<b>91479</b>
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total To Leisure Centre Summary</b>	<b>86000</b>	<b>90500</b>	<b>90500</b>	<b>90500</b>	<b>90475</b>	<b>91479</b>

<b>Cost Centre 14 Allotments</b>						
<b>Code Description</b>						
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
<b>Total Expenditure</b>	<b>495</b>	<b>495</b>	<b>495</b>	<b>495</b>	<b>1510</b>	<b>525</b>
218 Rent	3551	5230	4755	5230	6015	6917
<b>Total Income</b>	<b>3551</b>	<b>5230</b>	<b>4755</b>	<b>5230</b>	<b>6015</b>	<b>6917</b>
<b>Total To Allotment Summary</b>	<b>-3056</b>	<b>-4735</b>	<b>-4260</b>	<b>-4735</b>	<b>-4505</b>	<b>-6392</b>

<b>Cost Centre 15 Administration</b>						
<b>Code Description</b>						
230 Wages	132500	138500	133500	144750	149093	153565
231 Furn (F&F) & Equipment	500	750	500	750	773	796
232 Photocopier	750	1000	1000	1000	1030	1061
233 Stationery, Advertising, Postage	2300	1600	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	14000	15000	15000	15450	15914
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	2500	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	2000	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	4500	4500	4635	4774
250 Handyman (including seasonal)	500	500	500	500	515	530
251 Council Offices Building Maint	13350	12000	11000	12000	12360	12731
252 Water Rates	1700	2000	2000	2500	2575	2652
253 Gas	2400	2750	2750	3400	3502	3607
254 Electricity	5750	6500	6500	7000	7210	7426
255 Rates (NNDR)	22000	17500	17500	17500	18025	18566
256 Long Term Financial Risks	0	0	0	2000	2000	2000
<b>Total Expenditure</b>	<b>225400</b>	<b>231000</b>	<b>234600</b>	<b>242400</b>	<b>249492</b>	<b>256797</b>
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
<b>Total Income</b>	<b>6000</b>	<b>4000</b>	<b>4500</b>	<b>4000</b>	<b>0</b>	<b>0</b>
<b>Total to Administration Summary</b>	<b>219400</b>	<b>227000</b>	<b>230100</b>	<b>238400</b>	<b>249492</b>	<b>256797</b>

	2023/24 ACTUAL	2024/25 EST	2024/25 PROB	2025/26 EST	2026/27 FORE	2027/28 FORE
<b>Cost Centre 16 Church Road Hall</b>						
<b>Code Description</b>						
280 Wages	4975	5500	4950	6800	7004	7214
281 Repairs & Maintenance	500	500	500	500	515	530
282 Gas & Electricity	700	850	1400	1500	1545	1591
283 Cleaning Materials	100	100	100	100	103	106
284 Furniture & Fittings	100	100	100	100	103	106
285 Rates (NNDR)	1439	1172	1172	1172	1207	1243
287 Misc Expenditure	125	125	125	125	129	133
288 Long Term Financial Risks	0	0	0	500	0	0
290 Telephone / Broadband	400	100	100	100	400	400
<b>Total Expenditure</b>	<b>8339</b>	<b>8447</b>	<b>8447</b>	<b>10897</b>	<b>11006</b>	<b>11324</b>
295 Hire Income	5500	6500	7370	6500	6695	3000
<b>Total Income</b>	<b>5500</b>	<b>6500</b>	<b>7370</b>	<b>6500</b>	<b>6695</b>	<b>3000</b>
<b>Total To Community Halls Summary</b>	<b>2839</b>	<b>1947</b>	<b>1077</b>	<b>4397</b>	<b>4311</b>	<b>8324</b>

<b>Cost Centre 17 Grove Hall</b>						
<b>Code Description</b>						
301 Repairs & Maintenance	500	500	500	500	-85	-88
302 Gas & Electricity	100	100	200	300	309	318
<b>Total Expenditure</b>	<b>610</b>	<b>610</b>	<b>710</b>	<b>810</b>	<b>234</b>	<b>241</b>
315 Hire Income	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total To Community Halls Summary</b>	<b>610</b>	<b>610</b>	<b>710</b>	<b>810</b>	<b>234</b>	<b>241</b>

<b>Cost Centre 18 Heritage Community Hall</b>						
<b>Code Description</b>						
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
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
335 Hire Income	13000	13796	13525	14072	14494	14929
<b>Total Income</b>	<b>13000</b>	<b>13796</b>	<b>13525</b>	<b>14072</b>	<b>14494</b>	<b>14929</b>
<b>Total To Community Halls Summary</b>	<b>-13000</b>	<b>-13796</b>	<b>-13525</b>	<b>-14072</b>	<b>-14494</b>	<b>-14929</b>

<b>Cost Centre 20 Sports Pavilion</b>						
<b>Code Description</b>						
340 Utilities	700	0	700	1000	0	0
343 Rates	0	0	4000	4000	0	0
345 Misc Expenditure	0	0	0	0	0	0
346 Professional Fees	0	0	0	0	0	0
425 Construction Costs	0	0	0	0	0	0
<b>Total Expenditure</b>	<b>700</b>	<b>0</b>	<b>4700</b>	<b>5000</b>	<b>0</b>	<b>0</b>
350 Rent	10500	0	0	0	0	0
426 Grant Income	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total To Community Halls Summary</b>	<b>700</b>	<b>0</b>	<b>4700</b>	<b>5000</b>	<b>0</b>	<b>0</b>



	2023/24 ACTUAL	2024/25 EST	2024/25 PROB	2025/26 EST	2026/27 FORE	2027/28 FORE
<b>Cost Centre 21 Town Council Offices Community Hall</b>						
<b>Cod: Description</b>						
360 Wages (Caretaker)	8278	8500	8100	9750	10043	10344
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	500	5185	4540
<b>Total Expenditure</b>	<b>9113</b>	<b>9355</b>	<b>8955</b>	<b>11105</b>	<b>16108</b>	<b>15791</b>
370 Rent	40500	47500	50000	48925	48925	50393
<b>Total Income</b>	<b>40500</b>	<b>47500</b>	<b>50000</b>	<b>48925</b>	<b>48925</b>	<b>50393</b>
<b>Total To Community Halls Summary</b>	<b>-31387</b>	<b>-38145</b>	<b>-41045</b>	<b>-37820</b>	<b>-32817</b>	<b>-34602</b>

<b>Cost Centre 22 Old Fire Station Café</b>						
<b>Cod: Description</b>						
380 Wages	18500	19800	21000	22800	23484	24189
381 Food/Supplies	4000	4000	6000	6000	6180	6365
382 F, F & Equipment (including le	500	500	500	500	500	500
383 Advertising	100	100	100	100	103	106
384 Rates (NNDR)	1916	2250	2250	2250	2318	2387
385 Electricity & Water	1300	1500	1500	2000	2060	2122
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 Miscellaeous (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
<b>Total Expenditure</b>	<b>35046</b>	<b>36880</b>	<b>40080</b>	<b>42380</b>	<b>43636</b>	<b>44930</b>
395 Café Income	14500	20500	25000	25000	20000	20000
<b>Total Income</b>	<b>14500</b>	<b>20500</b>	<b>25000</b>	<b>25000</b>	<b>20000</b>	<b>20000</b>
<b>Total To Community Café Summary</b>	<b>20546</b>	<b>16380</b>	<b>15080</b>	<b>17380</b>	<b>23636</b>	<b>24930</b>

<b>Cost Centre 23 Ingress Park Community Centre</b>						
<b>Cod: Description</b>						
400 Wages	0	6000	0	6000	6180	6365
401 Repairs & Maintenance	0	500	0	500	515	530
402 Gas & Electricity	0	1500	0	2000	2060	2122
403 Cleaning Materials	0	500	0	500	515	530
404 Furniture & Fittings	0	500	0	500	515	530
405 Rates (NNDR)	0	1600	0	1600	1648	1697
406 Water Rates	0	600	0	600	618	637
407 Key Holder Security	0	600	0	600	618	637
408 Misc Expenditure	0	100	0	100	103	106
409 Long Term Financial Risks	0	0	0	0	0	0
<b>Total Expenditure</b>	<b>0</b>	<b>11900</b>	<b>0</b>	<b>12400</b>	<b>12772</b>	<b>13155</b>
415 Hire Income	0	1400	0	14000	14000	14000
416 Commuted Sum	0	6000	0	13500	6000	6000
417 Contingency Fund	0	10000	0	10000	0	0
<b>Total Income</b>	<b>0</b>	<b>17400</b>	<b>0</b>	<b>37500</b>	<b>20000</b>	<b>20000</b>
<b>Total To Community Halls Summary</b>	<b>0</b>	<b>-5500</b>	<b>0</b>	<b>-25100</b>	<b>-7228</b>	<b>-6845</b>

	2023/24 ACTUAL	2024/25		2025/26 EST	2026/27 FORE	2027/28 FORE
		EST	PROB			
<b>SUMMARY</b>						
Street Lighting	5549	7819	7349	7819	8553	8795
Car Parks	4071	1600	-1150	1600	2554	2657
Parks	178768	177577	170355	184952	192935	199744
Leisure Centre	86000	90500	90500	90500	90475	91479
Allotments	-3056	-4735	-4260	-4735	-4505	-6392
Administration	219400	227000	230100	238400	249492	256797
Community Halls	-40238	-54884	-48083	-66785	-49994	-47810
Community Café	20546	16380	15080	17380	23636	24930
	<u>471040</u>	<u>461257</u>	<u>459891</u>	<u>469130</u>	<u>513147</u>	<u>530200</u>
<b>Total Expenditure</b>	<b>471040</b>	<b>461257</b>	<b>459891</b>	<b>469130</b>	<b>513147</b>	<b>530200</b>

**Reserve Account - Earmarked Funds**

General Reserves	FRA Reserves
£115,000 CIL Balance	£157,000 FRA Balance

<u>£115,000</u>	<u>£157,000</u>
<b>Total in Reserve Account</b>	<u><b>£272,000</b></u>

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1

# EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

SWANSCOMBE

Return to:  
Mr Graham Blew, Town Clerk,  
Council Offices  
The Grove  
Swanscombe, DA10 0GA

A

07 NOV 2024

AGENDA ITEM  
TC 5/12/24 16

Email: [Info@swanscombeandgreenhithetowncouncil.gov.uk](mailto:Info@swanscombeandgreenhithetowncouncil.gov.uk)

Full name	Michael Amir Blandford
Home address	Church Road
Inc. Postcode	Swanscombe Kent DA10 0HF
Telephone number	
Mobile number	
Email	mblandford

## LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / <del>No</del>
Are you 18 or over?	Yes / <del>No</del>

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for the ward of Swanscombe within Swanscombe and Greenhithe?	Yes / <del>No</del>
Have you lived either in the ward of Swanscombe, or within three miles of its boundary, for at least a year?	Yes / <del>No</del>
Have you been the owner or tenant of land in the ward of Swanscombe for at least a year?	Yes / <del>No</del>
Have you had your only or main place of work in the ward of Swanscombe for at least a year?	<del>Yes</del> / No

## EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

### DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No
Are you subject to any relevant notification requirements or a relevant order in relation to a sexual offence (as set out in the Local Government (Disqualification) Act 2022)	Yes / No

Please briefly outline of why you are interested in being a Town Councillor.

I am interested as a resident of Swanscombe I understand the issues facing residents and believe I would be able to voice these issues at council level.

I also have an avid interest in politics and have a keen interest in social politics and being able to help address local residents concerns to improve the locality for residents. I understand and see the issues facing Swanscombe on a daily basis and understand action is required to improve the decline currently happening in Swanscombe.

I am also a Labour party member and believe I would be a good representative on the council as a Labour party member.



## EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business, or trade union experience.

I have Trade union experience being part of a trade union, I have experience of being able to articulate my points as a senior manager in several large companies

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise.

I have managed projects in businesses and in my current role have financial responsibility and I also have a degree in politics, I am also used to collaborative working

Are there any questions you would like to ask the council?

Where would I best fit to use both my financial experience and planning skills

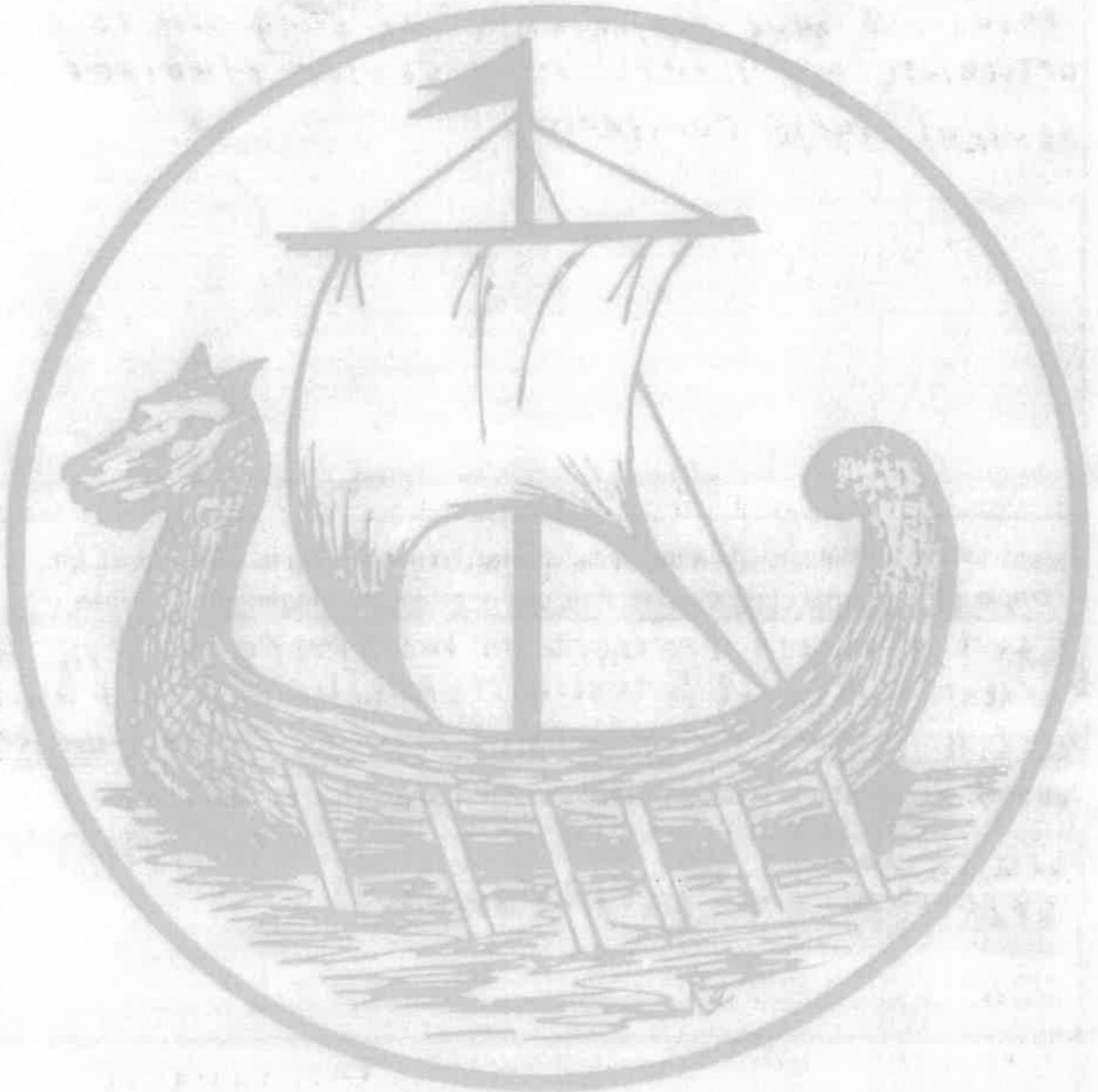
Please use a separate sheet if required.



**EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.**

Signed.  .....

Date: 6.11.24 .....



# EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

SWANSCOMBE

Return to:  
Mr Graham Blew, Town Clerk,  
Council Offices  
The Grove  
Swanscombe, DA10 0GA



07 NOV 2024

Email: [Info@swanscombeandgreenhithetowncouncil.gov.uk](mailto:Info@swanscombeandgreenhithetowncouncil.gov.uk)

Full name	Paul Parsons
Home address Inc. Postcode	Keary Road, Swanscombe. DA10
Telephone number	
Mobile number	
Email	pparsons

## LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes
Are you 18 or over?	Yes

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for the ward of Swanscombe within Swanscombe and Greenhithe?	Yes
Have you lived either in the ward of Swanscombe, or within three miles of its boundary, for at least a year?	Yes
Have you been the owner or tenant of land in the ward of Swanscombe for at least a year?	Yes
Have you had your only or main place of work in the ward of Swanscombe for at least a year?	Yes

## EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

### DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	No
Are you disqualified by order of a court from being a member of a local authority?	No
Are you subject to any relevant notification requirements or a relevant order in relation to a sexual offence (as set out in the Local Government (Disqualification) Act 2022)	No

Please briefly outline of why you are interested in being a Town Councillor.

I have been doing various voluntary roles within Swanscombe & Greenhithe for many years. I attend many Town Council meetings, working closely with the Town Council Community Safety Committee and Kent Police.

I would relish the opportunity to continue serving Swanscombe & Greenhithe seeking the best outcomes for our residents.



## EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business, or trade union experience.

**PLEASE SEE ATTACHED SHEET**

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise.

With over 20 years administration experience within corporate companies, telecommunications, marine and logistics suppliers. I can consult with all levels of staff on a professional level, and I am very good with liaising with the public. I have experience with initiating, planning, and progressing large projects which involve heavy work loads. I command a proficient level of IT experience using various Windows and bespoke IT platforms. I currently work and have experience of working within the manufacturing and production sectors. I currently have been with my employer in the electronics sector for 11 years.

Are there any questions you would like to ask the council?

- 1) What is the term for Town Council?
- 2) Do I require to join a political party, or can I be independent?
- 3) I work full time, but I am flexible with the requirements, is there any mandatory requirements?

EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

Signed.....

Date: 4/11/24 .....



### **Volunteer**

#### **Granby Island Community Centre April 2011 - Aug 2011 · 5 months**

Helping support service users with CV's, job searching and in-house training courses.

### **Volunteer**

#### **Oasis Project March 2012 - May 2012 · 3 months**

Helping service users with CV's, attending, assisting with job club, and helping with Food Bank.

### **Committee Member**

#### **Dartford Borough Council Tenants & Leaseholders Forum Dartford Borough Council October 2019 - February 2024 · 4 years 5 months**

Elected committee member since October 2019 as part of a group of Dartford Council tenant and leaseholder forum. Monitoring, and shaping the Council's housing service. Ensuring the views and needs of residents are recognised in decision making. Our forum meets every month to discuss various agenda issues. I have since become a member on the Executive committee which meets every quarter as part of the Housing Advisory Board, as well as being a portfolio holder for the Repair and Maintenance committee, who meets every month to discuss various issues relating to any repair and maintenance. This to me is a very community spirited project and I am proud to be able to help shape the Council's housing sector, as well as being part of a resolute team supporting tenants and leaseholders of Dartford Borough Council. Some of my projects to date is the completion of a garden revamp project and successful communications in delivering vital information on a social housing new build program. Communications were between tenants, leaseholders, contractors, Dartford Borough Council, and other outside bodies. This was pivotal in smooth operations between all parties and more importantly keeping tenants and leaseholders informed on vital works. I left this volunteering role in February 2024, holding the position of vice chair.

### **Residents Panel Volunteer**

#### **Housing Ombudsman – Mar 2021 - Mar 2024 · 3 years 1 month**

I am 1 of 600 members throughout the UK helping shape the Housing Ombudsman Service. Attending various meetings, taking part in various surveys and follow up emails. To support and establish key objectives to deliver a fair and impartial service, create positive change, produce a service which is professional and friendly. A service which is world class, open and transparent. To be involved in each aspect of the Housing Ombudsman and to help with the way complaints are managed. This volunteering post ended in March 2024, after serving a three-year term.



### **Committee Member**

#### **Swanscombe and Greenhithe Residents Association Aug 2021 - Sep 2021 · 2 months**

Involved with SGRA helping shape the resident's needs for Swanscombe, only short term.

### **Patient Participation Group**

#### **Committee Member - Patient Participation Group July 2022 - Present · 2 years 5 months**

Committee member on PPG for Swanscombe & Bean Partnership helping be the platform between the patient and Swanscombe Bean Partnership. Currently seeking new roles within the committee and this is currently ongoing, expanding my knowledge with the partnership to enhance further volunteering tasks.

### **Committee Member**

#### **Integrated Advisory Group (IAG) Integrated Advisory Group (IAG) Jul 2023 - Present · 1 year 4 months.**

Committee member for the IAG (Integrated Advisory Group) which involves communications and updates from Kent Police. The board meets every quarter and involves discussing local issues regarding Kent Police. There is also the opportunity to go on different events and meet with the local community. Committee member for the IAG (Integrated Advisory Group) which involves communications and updates from Kent Police. The board meets every quarter and involves discussing local issues regarding Kent Police. There is also the opportunity to go on different events and meet with the local community.

### **Christmas Call Companion**

#### **Re-engage Oct 2024 - Present · Oct 2024 - Present · 2 months.**

I am delighted to be part of an effective team being a Christmas call companion to an elderly person, through the month of December. This comprises of a 30-minute call either weekly or fortnightly, being there to listen and be a friend. Re-engage is committed to older people being heard, valued, and engaged. The period around Christmas can be difficult for anyone on their own. During December, our Christmas call companions service offers lonely or isolated older people a weekly chat over the telephone with a friendly volunteer.

All our services are free to older people. Our vision is a world where no one is ever too old to make friends and enjoy social interaction.

Our mission is to work within communities to end social isolation and loneliness in older people. I hope to continue my role in the new year helping with the wonderful work that Re-engage conducts. Work to hopefully continue in 2025.

# EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

GREENHITHE

Return to:  
Mr Graham Blew, Town Clerk,  
Council Offices  
The Grove  
Swanscombe, DA10 0GA

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13 NOV 2024

AGENDA ITEM

17

Email: [Info@swanscombeandgreenhithetowncouncil.gov.uk](mailto:Info@swanscombeandgreenhithetowncouncil.gov.uk)

Full name	Graham Roger Taylor
Home address	Sara Crescent
Inc. Postcode	Greenhithe DA9 9NY
Telephone number	[REDACTED]
Mobile number	[REDACTED]
Email	graham [REDACTED]

## LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes
Are you 18 or over?	Yes

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for the ward of Greenhithe within Swanscombe and Greenhithe?	Yes
Have you lived either in the ward of Greenhithe, or within three miles of its boundary, for at least a year?	Yes
Have you been the owner or tenant of land in the ward of Greenhithe for at least a year?	Yes
Have you had your only or main place of work in the ward of Greenhithe for at least a year?	Yes

## DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

## EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

Are you the subject of a bankruptcy restrictions order or interim order?	No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	No
Are you disqualified by order of a court from being a member of a local authority?	No
Are you subject to any relevant notification requirements or a relevant order in relation to a sexual offence (as set out in the Local Government (Disqualification) Act 2022)	No

Please briefly outline of why you are interested in being a Town Councillor.

I have always taken an interest in local matters and local government but never seen the opportunity to get involved. This changed following the collapse of Galley Hill when I attended the public meetings and found myself speaking out. What I said was generally well received and led to me being invited onto the SGRA committee. Since then I have become even more aware of issues affecting the community, not just in Greenhithe but also in Swanscombe and the different roles played by S&GTC, DBC and KCC in meeting those needs.

I would now like to play a more active role in shaping decisions and have the opportunity to initiate projects that enhance community life.

example, previous local government experience, work in the voluntary or charitable sector, business, or trade union experience.



## EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

Although I obtained a degree in Chemical Engineering I never got to work in the Chemical industry. That said the scientific and mathematical background gives me an ability to analyse problems and seek solutions in a level headed rational way. In particular I enjoy solving knotty problems that may require a novel approach.

The majority of my working life was spent in teaching and I ended up being the Headteacher for the KCC statutory provision of education for pupils out of school for medical reasons. This meant I was often working in a multi-agency environment having to influence others to commit their budgets to the pupils I was responsible for. This required building good working relationships, a clear understanding of strategic goals and if necessary acceptable compromises, clear communication skills, and persistence. I suspect all these skills will be necessary as a councillor.

This work also gave me insight into the relationship, and different roles, of elected KCC councillors, Lead Officers and the wider KCC workforce and that it is necessary to approach the right people with the right questions in order to make progress. All Councils have similar structures and constraints. I now have my own 1 person limited company making plastic wagon kits for model railways which has added to the understanding of source and application of funds that I learnt as a Headteacher. In addition to my work in education for many years I was the Youth Theatre Director of Gravesend Theatre Guild so I am passionate about seeing young people living full and active lives and having appropriate opportunities to develop.

Are there any questions you would like to ask the council?

What is the true story of why the last bid for funds for the pavilion failed (as opposed to the rumours and gossip), where are we now and what can I do to help move it forward.

Signed.....Graham Roger Taylor.....

Date: 12<sup>th</sup> November 2024

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**CO-OPTION POLICY**

(This Policy was reviewed by the full Council at its AGM held on 15 May 2024, minute 20/24-25.)

**Vacancies:**

A casual vacancy can occur for several reasons:

Resignations from the council must be made in writing to the Chairman. When the Chairman resigns, they serve the resignation in writing on the Clerk. Resignations are effective immediately on receipt by the Chairman / Clerk and cannot be post-dated or withdrawn. If a member fails to attend any meeting of the council for 6 months, without a reason for absence being formally accepted by the council, they automatically cease to be a member of the council. If a member dies, a casual vacancy occurs.

1. Following receipt of a resignation, or confirmation of a casual vacancy for any other reason, the Clerk must inform Dartford Borough Council as soon as practicable. (In accordance with s232 of the 1972 Local Government Act).
2. A notice of casual vacancy will then be issued by the Clerk on the instruction of Dartford Borough Council and will be displayed in a conspicuous place. A notice of casual vacancy allows for 10 people on the electoral register to request, in writing to the proper officer of the principal authority, that an election be held. Should this happen, a by-election must be held (unless an ordinary election is due within the next six months).
3. If no request to hold a by-election is forthcoming, the Town Council are permitted to exercise the power to co-opt a person on to the council to fill a casual vacancy. Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.
4. Whenever the need for co-option arises, the Town Council will advertise the vacancy to seek and encourage 'expressions of interest' from anyone in the parish who is eligible to stand as a parish councillor. All potential candidates will be asked to complete an expression of interest form. (Attached as Appendix A of this policy).

**Co-option procedure:**

5. At the next available Full Council meeting following receipt of expressions of interest:
  - a. Members of the Council will have received copies of the expression of interest forms submitted.
  - b. Candidates will be asked to give a brief verbal supporting statement and Councillors will have opportunity to ask any additional questions. In the event a candidate cannot attend the meeting they will have the opportunity to submit an additional written supporting statement and they will be considered equally to any candidates in attendance.
  - c. Within the open session of the meeting members will vote on the acceptability of each candidate for co-option. An absolute majority vote is required for each candidate from all members present and entitled to vote (LGA 1972 Sch. 12. Para 39) (When there are more candidates than vacancies, the candidate with the least number of votes cast will be



CO-OPTION POLICY

(This Policy was reviewed by the full Council at its AGM held on 15 May 2024, minute 20/24-25.)

- deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies).
- d. One person will be chosen for each vacancy. However, where the Council believes it has sound reason to do so, due to the unsuitability of a candidate, it may choose not to appoint a candidate and to readvertise a vacancy. (Any decision not to appoint a candidate and leave a vacancy must be for reasons that would satisfy any future legal challenge.)
6. If present, the co-opted member/s may join the meeting after signing the acceptance of office form. However, it should be noted that their vote on any matter requiring prior notice will be discounted in the case of a tied vote for that meeting only.
  7. The Clerk will notify Dartford Borough Council of the new Councillor appointment/s and advise the co-opted member/s of their obligations about registration of interests and acceptance of Code of Conduct.
  8. The same process will be filled to co-opt members following an ordinary election after which vacancies remained.