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## SWANSCOMBE & GREENHITHE TOWN COUNCIL

# SUMMONS & AGENDA

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

**Thursday 24 July 2025 at 7.00pm**

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

*Graham Blew*

**Graham Blew  
Town Clerk**

Dated: 18 July 2025

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

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.  
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## AGENDA

### A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive and accept apologies for absence (*Local Government Act 1972, s.85*).
2. Declarations of interest in items on the Agenda (*Localism Act 2011, s.31*).
- \* ***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***
3. To approve the Minutes of the Annual General Meeting held on 14 May 2025 and the Special Town Council Meeting held on 2 July 2025 (p) (*Local Government Act 1972, Sch 12, Para 41(1)*).
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*)
5. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p).**  
(*Local Government Act 1972, Sch 12, Para 41(1)*):
  - Planning, Major Developments, Transportation and Environment Committee – 23 April 2025, 21 May 2025, 11 June 2025 and 9 July 2025.
  - Recreation, Leisure and Amenities Committee – 26 June 2025
  - Finance and General Purposes Committee – 19 June 2025
  - Community Safety Committee – 9 April 2025 and 2 July 2025.
  - Executive & Emergency Committee – 10 April 2025 and 24 June 2025.
  - Personnel Committee – 12 May 2025.
  - Heritage Sub-Committee – 10 April 2025 and 3 July 2025.
6. **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS (p).**

Further to minute 464/25-26 (full council 27 March 2025) the attached amendment is proposed for Standing Order 38(b) and Financial Regulation 11(c).

This would update the sections on procurement and contracts to refer to the updated Procurement Act 2023 and Procurement Regulations 2024.

**Recommended:**

That the proposed amendment, as detailed be agreed and endorsed.

**7. COMMUNITY RESILIENCE PLAN (p).**

The Executive & Emergency Committee have been investigating the possibility of setting up a Community Resilience Plan and have been promoting the need for volunteers to come forward to enable this to happen.

Despite this being promoted heavily on social media etc. to date only one volunteer has come forward.

As requested, contact has been made with the Emergency Planning Officer, Dartford Borough Council and their response is attached for members information.

**Recommended:** That a decision be made as to whether it is possible to proceed with producing a Community Resilience plan.

**8. FLAG SCHEDULE - REVIEW (p).**

Members are asked to review the current flag schedule and agree a final version.

**Recommended:** That the flag schedule, as detailed, be agreed.

**9. RELOCATION OF MANOR PARK HGV TRANSPORT HUB - LORRY PARK WORKING GROUP UPDATE (p).**

Further to minutes 399/24-25 (PTE Meeting 5 February 2025) and 466/24-25 (full council 27 March 2025) the Lorry Park Working Group have met twice (10 April 2025 and 24 June 2025) and recently held an informal Teams meeting with the Dartford MP and the Transport Strategy Manager Kent Highway Services (15 July 2025), the notes from this informal meeting are attached for members information.

**Recommendation:** That the update be noted.

**10. COMMUNITY EVENT WORKING GROUP – UPDATE (p).**

Attached for members consideration are the notes from the Working Group meeting held on 3 July 2025.

**Recommendation:** That the update be noted.

**11. FESTIVE LIGHTS CONTRACT 2025 – GREENHITHE & SWANSCOMBE HIGH STREETS (p).**

The attached report details the options available for members consideration.

**Recommendation:** To select the Town Councils Festive Lights supplier for 2025.



## 12. DEVOLUTION WORKING GROUP – UPDATE (p).

At the AGM, on 14 May 2025, the Devolution Working Group was formed (minute 36/25-26). The Working Group held its first meeting on 26 June 2025 and the notes from this meeting are attached for members information.

**Recommendation:** That the update be noted.

## 13. GENERAL PROJECT UPDATES.

This item has been placed on the agenda to give Officers the opportunity to provide any latest updates should any be available.

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

## 14. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken: -

Cllr Dawn Johnston Town Clerk	KALC Extraordinary General Meeting – 19 June 2025.	KALC - Ashford
Cllr Dawn Johnston ATC/RFO	Planning Conference – 20 June 2025.	KALC - Luddesdown
Town Clerk ATC/RFO	Transfer of Assets – 26 June 2025	KALC – Online.
Cllr Lorna Cross Cllr Dawn Johnston Cllr Paul Parsons Cllr Elizabeth Wickham	Local Government Reorganisation – Transfer of Assets – 16 July 2025	KALC – online.
Town Clerk ATC/RFO	Contract Management for Asset Transfers – 31 July 2025.	KALC - online.
Town Clerk	Local Govt. Reorganisation Package – Procurement. – 8 September 2025.	KALC - online.
ATC/RFO	Planning for the Future:Navigating the new planning framework – 29 October 2025.	NALC – online.

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

## **15. REPORTS OF OUTSIDE REPRESENTATIVES.**

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

### **15.1 Ingress Park (Greenhithe) Management Limited (IPGM).**

Councillors' Peter Harris and Dawn Johnston are the Council's representatives on IPGM. IPGM have indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

### **15.2 Bluewater Forum (BF)**

Councillor Dawn Johnston is the Town Council's representative on the BF. The last meeting was scheduled to take place on 29 May 2025.

### **15.3 Whitecliffe Community Liaison Group (WCLG).**

Councillor Dawn Johnston is the Town Council's representative on the WCLG. As previously agreed, the minutes from the 18 March 2025 meeting and the agenda and minutes from the 20 May 2025 meeting are available for inspection. The agenda for the 22 July 2025 meeting is also available for inspection.

### **15.4 Joint Transportation Board, Dartford Borough Council (JTB).**

Councillor Lesley Howes is one of the x2 Parish Representatives on the JTB. The next meeting is scheduled to be held on 2 September 2025.

## **16. REPORT FROM KENT COUNTY COUNCILLOR.**

This item gives the Kent County Councillor for Swanscombe and Greenhithe, Mr Thomas Mallon, the opportunity to submit a verbal report on relevant news or issues from Kent County Council.

## **17. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

This item gives the x5 Dartford Borough Councillors representing Swanscombe and Greenhithe the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

## **18. SEALING OF DOCUMENTS.**

There are none.

## **19. TOWN MAYOR'S ANNOUNCEMENTS.**

## 20. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members are requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

### **Recommended:**

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

### **INFORMATION IN THE OFFICE.**

- KALC News – June and July 2025.
- The Clerk – SLCC – July 2025.
- Clerks & Councils Direct – July 2025, issue 160.



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

