

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 14 MAY 2025 at 7.00pm

**PRESENT:** Councillor Dawn Johnston – Town Mayor  
Councillor Paul Parsons – Deputy Town Mayor  
Councillor Emma Ben Moussa  
Councillor Ann Duke  
Councillor Peter Harris  
Councillor Richard Lees  
Councillor Hazel Stephens  
Councillor Graham Taylor

**ABSENT:** Councillor Claire Pearce  
Councillor Alan Reach

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
Sandra Kelleher – Administration Assistant  
x4 Members of the Public

**1/25-26. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**2/25-26. ELECTION OF TOWN MAYOR.**

The Town Mayor requested nominations for the position of Town Mayor for the forthcoming year.

MOVED by Councillor Hazel Stephens and seconded by Councillor Peter Harris.

**RESOLVED:**

That Councillor Dawn Johnston be duly elected as Town Mayor for the ensuing year 2025 - 2026.

**3/25-26. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Following her election, Councillor Dawn Johnston made her Declaration of Office and signed the Acceptance of Office form.

**4/25-26. ELECTION OF DEPUTY TOWN MAYOR.**

MOVED by Councillor Dawn Johnston and seconded by Councillor Ann Duke

**RESOLVED:**

That Councillor Paul Parsons be duly elected as Deputy Town Mayor for the ensuing year 2025 - 2026.

ANNUAL GENERAL MEETING  
14 MAY 2025

**5/25-26. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Following his election, Councillor Paul Parsons made his Declaration of Office and signed the Acceptance of Office form.

**6/25-26. VOTE OF THANKS.**

Councillor Dawn Johnston gave a vote of thanks to the outgoing Town Mayor, Councillor Ann Duke.

**7/25-26. PAST MAYOR'S BADGE.**

Councillor Dawn Johnston presented the past Town Mayor, Councillor Ann Duke with a past mayor's badge.

**8/25-26. RESPONSE BY COUNCILLOR ANN DUKE.**

Councillor Ann Duke thanked the Town Mayor for her kind vote of thanks.

The term had been challenging with the passing of former Councillor Peter Harman but serving as Town Mayor had been an honour and a privilege.

Councillor Duke was happy to have initiated the annual celebrations for St Augustine's Day. She began work on a collaborative heritage project incorporating groups from across North Kent, and spearheaded health initiatives around meditation and chair yoga.

Councillor Duke thanked her Councillor colleagues along with her Deputy Town Mayor for their support as well as the staff of the Town Council.

**9/25-26. APOLOGIES FOR ABSENCE.**

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

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

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

**RESOLVED:**

That the reasons for absence, for all the Councillors' listed, be formally accepted and approved.

**10/25-26. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.**

There were none.



ANNUAL GENERAL MEETING  
14 MAY 2025

**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.**

**11/25-26. TO APPOINT COMMITTEES AND SUB-COMMITTEES.**

- a) Allotments & Cemeteries Sub-Committee.
- b) Community Safety Committee.
- c) Executive & Emergency Committee.
- d) Finance & General Purposes Committee.
- e) Heritage Sub-Committee.
- f) Leases & Legal Sub-Committee.
- g) Personnel Committee.
- h) Planning, Major Developments, Transport & Environment Committee.
- i) Regeneration & Quality Sub-Committee.
- j) Recreation, Leisure & Amenities Committee.

It was agreed that Councillor Lesley Howes replace Councillor Alan Reach on the Executive & Emergency Committee.

MOVED by Councillor Richard Lees and seconded by Councillor Ann Duke

**RESOLVED:**

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the annexed list.

**12/25-26. TERMS OF REFERENCE OF THE COMMITTEES, SUB-COMMITTEES, AND INTERNAL AUDIT.**

Members were provided with the Terms of Reference of the Committees, Sub-Committees, and Internal Audit to be approved.

MOVED by Councillor Graham Taylor and seconded by Councillor Richard Lees.

**RESOLVED:**

That the Terms of Reference of the Committees, Sub-Committees, and Internal Audit be approved, as per the annexed list.

ANNUAL GENERAL MEETING  
14 MAY 2025

**13/25-26. DATES AND TIMES OF MEETINGS.**

- a) The Council
- b) Standing Committees

Members had been provided with an amended/updated schedule of dates and times of meetings.

It was agreed that the proposed Town Council meeting scheduled for the 4 December 2025 be moved back to the 11 December 2025.

MOVED by Councillor Ann Duke and seconded by Councillor Peter Harris.

**RESOLVED:**

That the dates and times of the above Meetings be approved as per the annexed list.

**14/25-26. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

- a) Town Mayor or agreed substitute to serve on the Bluewater Forum.
- b) One Representative to serve on the Borough and Parish Forum, to be the Town Mayor (plus the Town Clerk).
- c) One Representative to serve on the Children's Partnership Conversation.
- d) One Representative to serve on the Ebbsfleet Water Management Group.
- e) One Representative to serve on the Elderly Forum (Dartford Borough Council).
- f) Two Representatives to serve on the Greenhithe Community Association.
- g) Two Representatives to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- h) Two Representatives to serve on the Kent Association of Local Councils (KALC) County Area Committee.
- i) Two Representatives to serve on the Kent Association of Local Councils (KALC) Dartford Area Committee.
- j) One Representative to serve on the committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- k) One Representative to serve on the Whitecliffe Community Liaison Committee.
- l) One Representative to serve on the Young People's Partnership Conversation
- m) One Representative to serve on the Youth Forum (DBC).

MOVED by Councillor Peter Harris and seconded by Councillor Hazel Stephens.

**RESOLVED:**

That the appointment of representatives to outside bodies be approved as per the tabled list.



ANNUAL GENERAL MEETING  
14 MAY 2025

**15/25-26. BANK SIGNATORIES.**

MOVED by Councillor Richard Lees and seconded by Councillor Graham Taylor.

**RESOLVED:**

That the following Members be appointed as signatories to authorise the payment of cheques.

Current Account	Town Mayor's Charity Account
1 Cllr Lorna Cross	1. Town Clerk
2. Cllr Peter Harris	2. Assistant Town Clerk/RFO
3. Cllr Lesley Howes	
5 Cllr Paul Parsons	
5 Cllr Hazel Stephens	
6 Cllr Elizabeth Wickham	

**16/25-26. MINUTES OF THE MEETING HELD ON 27 MARCH 2025.**

MOVED by Councillor Richard Lees and seconded by Councillor Ann Duke.

**RESOLVED:**

That the Minutes of the meeting held on 27 March 2025 be confirmed as a true record and signed outside of the meeting.

**17/25-26. REVIEW OF ACTION PLAN FOR 2025 - 2026.**

Members reviewed the Action Plan for 2025 - 2026.

MOVED by Councillor Hazel Stephens and seconded by Councillor Paul Parsons.

**RESOLVED:**

That the Action Plan 2025 – 2026 be confirmed.

**18/25-26. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

Members reviewed the Standing Orders and Financial Regulations.

MOVED by Councillor Graham Taylor and seconded by Councillor Dawn Johnston.

**RESOLVED:**

That Standing Orders and Financial Regulations be approved.

**19/25-26. ANNUAL RISK MANAGEMENT POLICY AND INTERNAL CONTROLS REVIEW.**

Members reviewed the Risk Management Policy and Internal Controls.

MOVED by Councillor Richard Lees and seconded by Councillor Peter Harris.

**RESOLVED:**

That the Risk Management Policy and Internal Controls be approved.

**20/25-26. REVIEW OF COUNCIL POLICIES AND PROCEDURES.**

Members reviewed the current policies and procedures of the Town Council, including the proposed amendment to the Complaints Handling Procedure.

MOVED by Councillor Richard Lees and seconded by Councillor Peter Harris.

**RESOLVED:**

That the Policies and Procedures, as listed, be endorsed including the proposed amendment to the Complaints Handling Procedure.

**21/25-26. SUBSCRIPTIONS / MEMBERSHIPS.**

In accordance with Financial Regulation 5.6 members were provided with the list of subscriptions - memberships held by the Town Council.

MOVED by Councillor Ann Duke and seconded by Councillor Hazel Stephens.

**RESOLVED:**

That the continued subscriptions - memberships, as detailed, be approved.

**22/25-26. REGULAR PAYMENTS – DIRECT DEBITS AND BACS PAYMENTS.**

In accordance with Financial Regulations 5.6 and 6.9 members considered the list of organisations paid, on a regular basis, via Direct Debit or the BACS system.

MOVED by Councillor Ann Duke and seconded by Councillor Paul Parsons.

**RESOLVED:**

That the continued regular payments, as listed, be approved.



ANNUAL GENERAL MEETING  
14 MAY 2025

**23/25-26. REVIEW OF INTERNAL AUDIT.**

Members reviewed the internal audit and confirmed they were satisfied the regulatory requirements were being met.

Regulation 6 requires that a council *"shall have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems"*.

Members reviewed the legal requirements, regarding control objectives, which included an assessment of each of the following: the scope of internal audit, independence, competence, relationships, audit planning and reporting the council had to achieve throughout the financial year and agreed that the council had an adequate and effective system of internal audit.

MOVED by Councillor Dawn Johnston and seconded by Councillor Richard Lees.

**RESOLVED:**

That, after assessing the process for the internal audit, specifically: the scope of internal audit, independence, competence, relationships, audit planning and reporting; the effectiveness of the council's internal controls were deemed adequate and that these ensured the regulatory requirements regarding control objectives were being met.

**24/25-26. RE - APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2025 - 2026.**

Members were asked to agree to the re-appointment of Mr Lionel Robbins as internal auditor for the year 2025 – 2026.

MOVED by Councillor Hazel Stephens and seconded by Councillor Graham Taylor.

**RESOLVED:**

That Mr Lionel Robins be re-appointed as internal auditor for the year 2025 – 2026.

**25/25-26. ANNUAL INTERNAL AUDIT REPORT 2024 – 2025.**

Members received the internal auditors report for 2024 - 2025. Officers highlighted to members and made them aware of the implications regarding the comment from the Internal Auditor about the levels of reserve being below recommended levels and that steps would need to be taken over the next 12 months to remedy this.

MOVED by Councillor Hazel Stephens and seconded by Councillor Paul Parsons.

**RESOLVED:**

That the report be noted.

ANNUAL GENERAL MEETING  
14 MAY 2025

**26/25-26. ANNUAL RETURN FOR YEAR END 31 MARCH 2025 – GOVERNANCE STATEMENT.**

Members considered Section 1 of the Annual Return, the Annual Governance Statement requested by the External Auditor (Mazars), for the year end 31 March 2025.

MOVED by Councillor Richard Lees and seconded by Councillor Graham Taylor.

**RESOLVED:**

That Section 1 of the Annual Return – Governance Statement, for the year end 31 March 2024 be approved.

**27/25-26. ANNUAL RETURN FOR YEAR END 31 MARCH 2025 – ACCOUNTING STATEMENT.**

Members considered Section 2 of the Annual Return, the Accounting Statement requested by the External Auditor, for the year end 31 March 2025.

MOVED by Councillor Peter Harris and seconded by Councillor Graham Taylor.

**RESOLVED:**

That Section 2 of the Annual Return – Accounting Statement, for the year end 31 March 2025 be approved.

**28/25-26. BALANCE SHEET FOR YEAR END 31 MARCH 2025.**

Members considered the balance sheet for the year end 31 March 2025 (as indicated this had been signed off by the Independent Internal Auditor, 24 April 2025).

MOVED by Councillor Richard Lees and seconded by Councillor Graham Taylor.

**RESOLVED:**

That the balance sheet for the year end 31 March 2025 be approved.



ANNUAL GENERAL MEETING  
14 MAY 2025

**29/25-26. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2025 – 2026.**

Further to minute 444/14-15 Members discussed, and agreed, the three Town Councillors to make up the Panel along with the Town Mayor and Deputy Town Mayor (ensuring this resulted in one Member from each of the three wards).

MOVED by Councillor Richard Lees and seconded by Councillor Hazel Stephens.

1. Councillor Dawn Johnston (Town Mayor) – Greenhithe Ward
2. Councillor Paul Parsons (Deputy Town Mayor) – Swanscombe Ward
3. Councillor Emma Ben Moussa – Swanscombe Ward
4. Councillor Peter Harris – Knockhall Ward
5. Councillor Graham Taylor – Greenhithe Ward

**RESOLVED:**

That the Panel for 2025 - 2026 be made up of the Councillors as detailed above.

**30/25-26. MONTHLY BANK RECONCILIATION.**

In accordance with Financial Regulation 2.2, a member of the council other than the Town Mayor or a cheque signatory needs to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis.

MOVED by Councillor Graham Taylor and seconded by Councillor Ann Duke.

**RESOLVED:**

That Councillor Richard Lees be appointed to undertake the verification of bank reconciliations.

**31/24-245 MEMBERSHIPS OF WORKING GROUPS.**

As per Standing Order 25 (a) each working group should have a membership of between 3 – 5 members with the quorum for a meeting to take place being 3.

- a. Community Event Working Group
- b. Environmental Action Plan Working Group
- c. Financial Risk Assessment Working Group
- d. Grove Car Park Working Group
- e. Ingress Park Community Centre Working Group
- f. Lorry Park Working Group
- g. Pavilion Working Group

It was agreed that Councillor Emma Ben Moussa would replace Councillor Dawn Johnston on the Grove Car Park Working Group.

MOVED by Councillor Paul Parsons and seconded by Councillor Richard Lees.

**RESOLVED:**

ANNUAL GENERAL MEETING  
14 MAY 2025

That the memberships of the Working Groups, including the amendment as detailed, be confirmed.

**32/25-26. SUMMER ENTERTAINMENT 2025.**

Members were issued with the calendar of activities that officers were currently preparing to deliver over the summer 2025 period. These included:

- Children's Summer Entertainment
- Summer of Sports – Taster Classes

Additional funding applications were pending which, if successful, would be used to increase the number of activities on offer.

Promotional material would be placed on the Town Councils noticeboards, website, and social media feeds nearer the time.

MOVED by Councillor Richard Lees and seconded by Councillor Ann Duke.

**RESOLVED:**

That the item be noted.

**33/25-26. EXTERNAL FUNDING – SUCCESSFUL APPLICATIONS 2024 – 2025.**

Members were sent a detailed report outlining the successful applications that have been made during the 2024 – 2025 financial year.

Officers updated members that a grant of £1,500 had been successfully secured from Groundwork UK for summer activities, and a grant of £20,035 had been obtained from the English Cricket Board for works to the cricket square and the purchase of a new cricket roller.

MOVED by Councillor Richard Lees and seconded by Councillor Ann Duke.

**RESOLVED:**

That the item be noted



ANNUAL GENERAL MEETING  
14 MAY 2025

**34/25-26. FORMER COUNCILLOR PETER HARMAN – MEMORIAL/ TRIBUTE.**

Further to minutes 164/24-25 and 467/24-25 Members were sent the response that had been received from the Address Management Officer, Dartford Borough Council (DBC).

Members discussed the option presented to name the hall within the building as the Peter Harman Hall.

Whilst members were unhappy with the result of discussion with DBC they agreed that this was the most viable option to ensure Councillor Harman's legacy could be duly marked.

MOVED by Councillor Richard Lees and seconded by Councillor Paul Parsons.

**RESOLVED:**

That the name of the facility be kept as the Ingress Park Community Centre and the hall inside be called The Peter Harman Hall with an appropriate plaque/sign installed.

**35/25-26 PAVILION PROJECT UPDATE.**

Members were sent a report detailing the current work being undertaken and progress made on the regeneration of the Pavilion at Broomfield Park.

Officers provided a verbal update that correspondence was ongoing with Dartford Borough Council Planning Officers regarding the latest costings received. A business case for the strategic need for the building had also been submitted in relation to the importance of the site for sports provision.

MOVED by Councillor Graham Taylor and seconded by Councillor Dawn Johnston.

**RESOLVED:**

That the item be noted

**36/25-26 LOCAL GOVERNMENT REORGANISATION – DEVOLUTION WORKING GROUP.**

On 21 March 2025 the 14 principal authorities in Kent submitted the Kent Interim Plan for Local Government Reorganisation. The paper confirmed that while no agreement had been reached on the boundaries of new unitary authorities, they aimed to submit a final proposal by November 2025.

Parish and Town Councils were being encouraged by KALC to review local assets and services, both district and county, that they may be interested in taking on.

To begin this review members were being asked to form a Devolution Working Group to begin the process and report back.

Following discussion, the nominations for membership of the Working Group were:

1. Councillor Emma Ben Moussa
2. Councillor Ann Duke
3. Councillor Dawn Johnston
4. Councillor Paul Parsons
5. Councillor Graham Taylor

**RESOLVED:**

That the Working Group, as detailed, be formed.

**37/25-26. COMMUNITY INFRASTRUCTURE LEVY (CIL), DARTFORD BOROUGH COUNCIL (DBC).**

Further to minutes 51/21-22 (*full Council 24 June 2021*), 36/23-24 (*AGM 17 May 2023*) and 34/24-25 (*AGM 15 May 2024*) the Infrastructure Levy Monitoring and Management Officer (DBC) had written advising that a proportion of the CIL receipts received from development/s within the Town Council area, for period 1 October 2024 to 31 March 2025, had been received and apportioned accordingly.

MOVED by Councillor Graham Taylor and seconded by Councillor Dawn Johnston.

**RESOLVED:**

That the item be noted



ANNUAL GENERAL MEETING  
14 MAY 2025

**38/25-26 ELECTRIC VEHICLE CHARGING POINTS (EVCP), LICENCE AGREEMENT RENEWAL WITH KENT COUNTY COUNCIL (KCC) (p).**

The Town Council currently held a licence agreement with KCC to install and maintain x 4 EVCP's at the Grove Car Park, Swanscombe. This would expire in March 2026, but KCC had been successful in securing funding to install a further x 4 EVCP's at the site.

KCC recommended that the agreement for the existing x 4 spaces be renewed at this point and the additional x 4 EVCP's be added into a single agreement.

MOVED by Councillor Dawn Johnston and seconded by Councillor Peter Harris.

**RESOLVED:**

1. That the installation of the additional x 4 EVCPs in the bays adjacent to the existing points be agreed.
2. That the renewal agreement with KCC be signed outside of this meeting in line with Standing Order 21.

There being no further business to transact the Meeting closed at 8.10 pm.

Members were invited to join the Mayor Elect for refreshments after the Meeting.

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

**This page is intentionally left blank.**



TC 24/7/25

SPECIAL TOWN COUNCIL  
2 JULY 2025

**MINUTES of the SPECIAL TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 2 JULY 2025 at 8.10pm**

**PRESENT:**

Councillor Dawn Johnston – Town Mayor  
Councillor Paul Parsons – Deputy Town Mayor  
Councillor Lorna Cross  
Councillor Peter Harris  
Councillor Lesley Howes  
Councillor Richard Lees  
Councillor Hazel Stephens  
Councillor Graham Taylor  
Councillor Elizabeth Wickham

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Martin Harding – ATC/Responsible Financial Officer  
Rev. Charlie Lloyd-Evans  
x2 Members of the public

**ABSENT:**

Councillor Emma Ben Moussa  
Councillor Alan Reach.

**99/25-26. 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.

**100/25-26. REVD. CHARLIE LLOYD-EVANS, PRIEST IN CHARGE AT ST MARY GREENHITHE & ST PETER AND ST PAUL SWANSCOMBE.**

The Town Mayor welcomed Revd. Charlie Lloyd-Evans to the meeting, Revd. Lloyd-Evans thanked the Town Council for the invitation and led the Council in prayer.

**101/25-26. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Ann Duke, due to other commitments.

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

**RESOLVED:**

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

**102/25-26. 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.***

**103/25-26. PAVILION PROJECT UPDATE**

Members were provided with an update on the liaison process with both Dartford Borough Council (DBC) and Ebbsfleet Development Corporation (EDC) regarding funding for this project.

Members discussed the proposal to invest a further £3,500 in a scoping design for a £1million facility for sports users, and what options could be included.

Officers reiterated that whilst this work would support a funding bid, there was no guarantee of the success of the expression of interest to DBC or bid to EDC.

After discussion it was proposed, duly seconded and agreed:

**Resolved:**

1. That the current position in relation to funding from CIL be noted.
2. That the scoping work detailed, for a £1million facility for sports users be commissioned.
3. That the scoping work detailed be funded from the CIL receipt received in April 2025.
4. That officers be thanked for their continued work on this project.

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

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



MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 23 APRIL 2025 AT 7.00PM

**PRESENT:**

Councillor Dawn Johnston – Chairman  
Councillor Hazel Stephens – Vice-Chairman  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Paul Parsons (substituting for Councillor Richard Lees)  
Councillor Graham Taylor  
Councillor Elizabeth Wickham

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO

**ABSENT:**

There were none

**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.

**505/24-25. 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.

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

**506/24-25. SUBSTITUTES.**

Councillor Paul Parsons substituted for Councillor Richard Lees.

**507/24-25. 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.***

**508/24-25. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.



**509/24-25. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 19 MARCH 2025**

**Recommended:** The Minutes of the meeting held on 19 March 2025 were confirmed and signed.

**510/24-25. HIGHWAYS IMPROVEMENT PLAN (HIP) – KENT COUNTY COUNCIL (KCC).**

Further to minute 104/24-25, Members considered the latest version of the HIP and asked for the following points to be raised with the West Kent Community Engagement Team Leader for possible inclusion on the HIP.

That the proposed bollards (item 1 on the existing HIP) for the western side of Swanscombe High Street be installed for the stretch of pathway not affected by the development of the former Wheatsheaf Public House, with the remainder being undertaken on completion of the construction works.

That a red route is considered for the entire length of both Swanscombe High Street and Stanhope Road between the junctions of London Road and Southfleet Road. This would be to mitigate the impact of on street parking in the area and traffic flow and the detrimental effect this has on pedestrians and vehicle users in relation to road safety.

**Recommended:** That the proposed updates to the HIP, as detailed, be taken forward and submitted to West Kent Community Engagement Team.

**511/24-25. ORDER TO DIVERT PUBLIC FOOTPATH DS1 (PART)**

Ebbsfleet Development Corporation had made an Order to divert part of public footpath DS1 under section 257 of the Town and County Planning Act 1990.

The Order had been made as a result of an application received from the developer to whom planning permission had been granted for an additional area for car parking consisting of 11 parking spaces in association with the community centre. planning application reference: EDC/23/0031.

**Recommended:** Due to the Town Councils involvement with the future ownership of the site no comments be submitted.

**512/24-25** 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/25/00253/FUL	Erection of a part two/part single storey side/rear extension and canopy over front entrance (retrospective application for alterations to previously approved planning permission DA/17/00869/FUL).  22 Beaton Close, Greenhithe.
OBSERVATIONS	The Town Council note that this is a retrospective application and would like to raise concerns regarding the proposal to place a Juliet balcony on the western aspect of the building as this would face a brick wall from a neighbouring property which



	<p>seems strange. It could also potentially become an access point should an additional external staircase attempt to be installed at a later date.</p> <p>In addition, the scale and style of the works undertaken are not in keeping with the other properties in the area.</p>
DA/25/00333/FUL	<p>Erection of a two-storey rear extension.</p> <p>26 Gasson Road, Swanscombe.</p>
OBSERVATIONS	<p>The Town Council object to this application on the basis that the scale of the extension is not in keeping with other properties in the area and the building would both overshadow and overlook neighbouring dwellings causing a loss of light and privacy.</p>
DA/25/00291/VCON	<p>Erection of 4 semi-detached houses with associated, parking, amenity and landscaping (variation of condition 1 of planning permission DA/23/00957/VCON in respect of adding single storey rear extensions to each of the houses)</p> <p>Builders Yard, Harmer Road, Swanscombe.</p>
OBSERVATIONS	<p>The Town Council strongly object to this application as the inclusion of the extensions to the rear would result in an increase to internal floor space resulting in the possibility of the properties being utilised as two-bedroom dwellings without sufficient parking to accommodate this.</p> <p>The Town Council would like to re-iterate the comments already submitted by local residents that this extension would cause an intrusion into neighbouring properties with this scale of building having previously been refused on prior applications.</p> <p>Members would strongly recommend a site visit is undertaken, by the Planning Authority, at the earliest convenience to enable checks on both the size and position of the buildings under construction meet the previously agreed plans.</p>
DA/25/00376/FUL	<p>Demolition of existing conservatory and erection of a double storey rear extension</p> <p>31 Bean Road, Greenhithe.</p>
OBSERVATIONS	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/25/00394/TPO	<p>Application for Ash tree in rear garden marked 1 - Whole crown reduction to previous pollard points (as per annotated photos) subject to Tree Preservation Order No.11 1990</p> <p>3 Watermans Way, Greenhithe.</p>

OBSERVATIONS	No observations provided the work is carried out by professional tree surgeons, please ensure all neighbouring properties are consulted prior to the decision of the application.
20250138	Erection of single storey building for storage of lead products.  Britannia Metal Refinery and Premises, Northfleet, Gravesend.
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/25/00405/FUL	Conversion of garage into habitable rooms and associated alteration to front elevation and reinstate railing on first floor balcony.  16 Spring Vale, Greenhithe.
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/25/00117/FUL	Conversion of existing store to a new dwelling (retrospective application)  Rear of 64 Stanhope Road, Swanscombe.
OBSERVATIONS	The Town Council strongly object to this application.  The created parking provision is inadequate given the visibility and manoeuvrability of the road to enter the spaces created.  With development underway on neighbouring land this constitutes an overdevelopment of a street with limited space and no provision provided/detailed for waste storage. The building also has the potential for use as a two-bedroom property with the provision of home working area included and the two-storey development does not match the space standards document included with the application.  The Town Council have grave concerns that the building may have been developed without due consideration to building regulations for both insulation and fire control and strongly recommend a site visit by the Planning Authority to check this is undertaken.
DA/25/00344/FUL	Change of use from residential garden yod siting of portacabin as office use together with excavation of site by 0.5m and erection of 2m high close boarded fencing along Eynsford Road street frontage (Retrospective)  11 Knockhall Chase, Greenhithe.



OBSERVATIONS	<p>The Town Council note that this is a retrospective application and have concerns about the loss of off-street parking as a result of the siting of the portacabin. Unfortunately, members do not feel they can adequately consider this application without sufficient details/further clarity.</p> <p>The applicant needs to provide details regarding the nature of the use of the office, will it be being used as a business that may attract visitors as opposed to a space to work from home. This could affect how this development would impact the wider parking provision alongside the existing loss of off-street parking for the property.</p>
--------------	--

513/24-25. **The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/24/01407/FUL	<p>Provision of a dropped kerb onto Albert Road and creation of a car parking space in front garden</p> <p>6 Albert Road, Swanscombe.</p>
-----------------	---

There being no further business to transact, the Meeting closed at 8.00 pm.

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

**This page is intentionally left blank.**



MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 21 MAY 2025 AT 7.00PM

**PRESENT:**

Councillor Dawn Johnston – Chairman  
Councillor Richard Lees – Vice-Chairman  
Councillor Lorna Cross  
Councillor Hazel Stephens  
Councillor Graham Taylor  
Councillor Elizabeth Wickham

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO

**ABSENT:**

There were none

**30/25-26. 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.

**40/25-26. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Ann Duke, due to other commitments.

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

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

**25-26. SUBSTITUTES.**

There were none.

**42/25-26. 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.***

**43/25-26. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

44/25-26. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 23 APRIL 2025**

**Recommended:** The Minutes of the meeting held on 23 April 2025 were confirmed and signed.

45/25-26 **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/25/00478/TPO	<p>Application to re-pollard Walnut tree crown by the removal of all rejuvenation crown growth back to the vicinity of the previous pollard points whilst retaining any suitable live laterals around these points on the tree, subject to Tree Preservation Order No.1 2018</p> <p>The Sun, 16 Swanscombe Street, Swanscombe.</p>
OBSERVATIONS	<p>The Town Council are concerned that the applicant has not provided "written arboricultural advice or other diagnostic information from an appropriate expert", as is required under Section 8 (1) of the planning application form.</p>
DA/25/00464/OUT	<p>Outline application with all matters reserved except access for the demolition of all existing structures and hardstanding and redevelopment of the site comprising up to 400 new dwelling houses (Use Class C3) and/or residential institutions (Use Class C2), up to 350 sqm of non-residential floorspace in the form of children's early years learning/day nursery and/or community uses (Use Class E), associated engineering operations, formation of highways accesses (on to London Road and on to Knockhall Chase), landscaping works and all other associated and ancillary works.</p> <p>Pit 11, West of Knockhall Chase, Greenhithe.</p>
OBSERVATIONS	<p>The Town Council strongly object to this application as it is presented (in its current form) for the following reasons:</p> <p>The levels of vehicular movement would not be suitable in an area that already has issues regarding this and on road parking.</p> <p>Access and egress from the site are a huge concern as the Knockhall Chase junction already has issues at peak time with queues frequently being built up.</p> <p>The Planning Authorities Strategic Housing Land Availability Assessment, revised 2022, identifies this area of land as unsuitable for housing.</p> <p>The developers say they have carried out ground investigations but they have not produced or provided the results of these investigations which could go a long way to easing the concerns</p>



	<p>of residents and the Borough Councillors for this area including those regarding environmental matters.</p> <p>When the developer undertook consultation for this proposal, they included 1473 addresses across a 200+ acre area which equates to approximately 7 homes per acre whereas the proposal is for 17 homes per acre which is significantly higher than the current community.</p> <p>There are concerns that the utilities (water and waste) for the area will not be sufficient as residents already raise issues about water pressures being low.</p> <p>With the temporary closure of London Road / Galley Hill any traffic surveys undertaken would not be a true reflection of what the conditions would normally be like and cannot be relied on.</p> <p>There are also concerns regarding the infrastructure of the area not being able to sustain a development of this site with medical and educational facilities already being oversubscribed.</p>
DA/25/00504/FUL	<p>Loft conversion to create two dormers, with two velux windows to the front slope.</p> <p>67 The Boulevard, Greenhithe.</p>
OBSERVATIONS	<p>The Town Council object to this application as there is insufficient parking provision, due to the increased living space created, in an area that is already overstretched and would be detrimental to highway safety, parking conditions and the character and appearance of the locality.</p>

46/25-26. **The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/25/00253/FUL	<p>Erection of a part two/part single storey side/rear extension and canopy over front entrance (retrospective application for alterations to previously approved planning permission DA/17/00869/FUL).</p> <p>22 Beaton Close, Greenhithe.</p>
DA/25/00294/FUL	<p>Demolition of existing conservatory and erection of single storey rear extension.</p> <p>35 Mounts Road, Greenhithe.</p>
DA/25/00394/TPO	<p>Application for Ash tree in rear garden marked 1 – Whole crown reduction to previous pollard points (as per annotated photos) subject to Tree Preservation Order No.11 1990.</p> <p>3 Watermans Way, Greenhithe.</p>

DA/24/00941	Retention of a detached building as built to provide dental surgery (retrospective application)  Cheers Dental Practice, 23 High Street, Swanscombe.
-------------	--

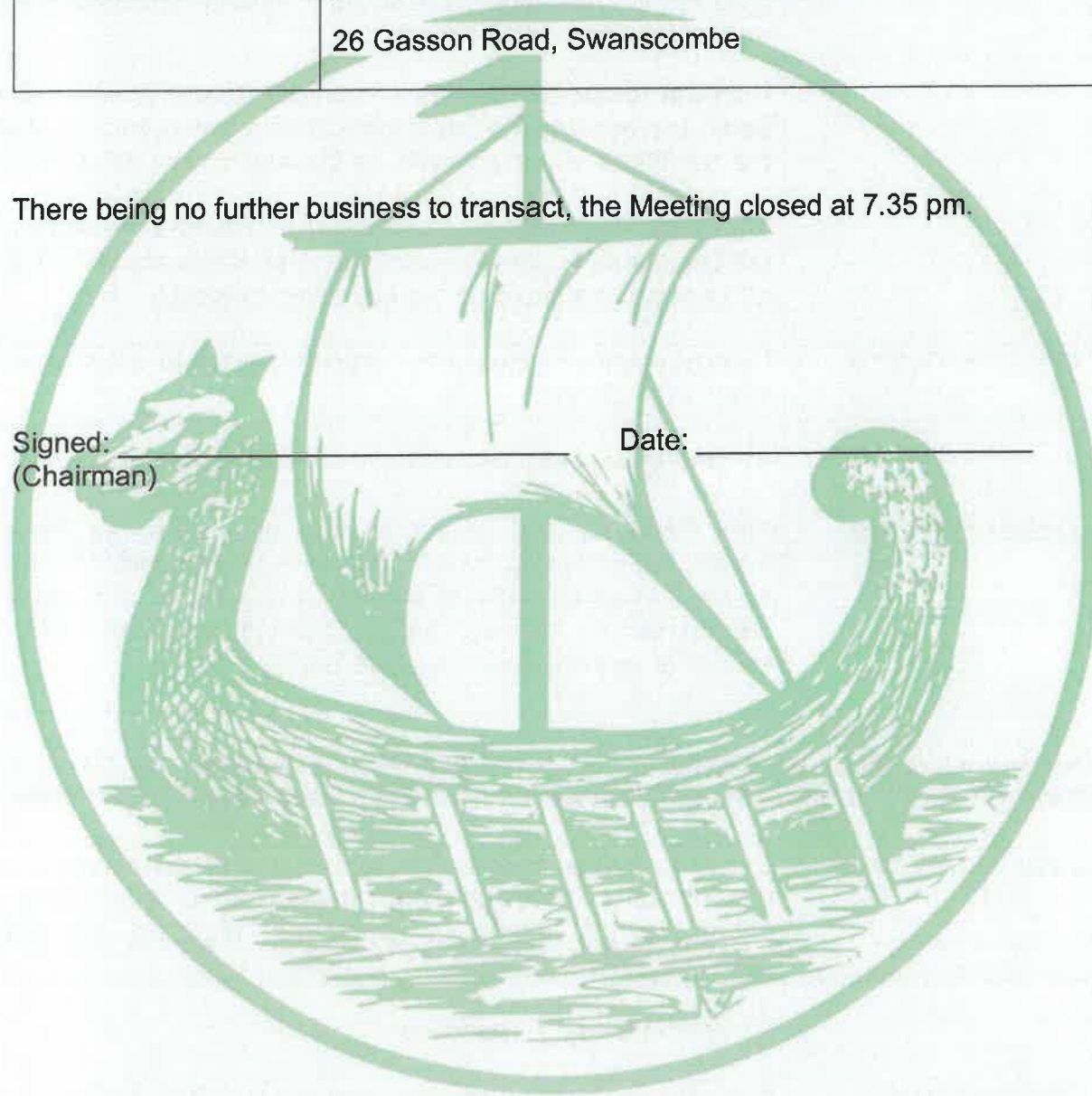
47/25-26. **The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/25/00253/FUL	Erection of a two-storey rear extension.  26 Gasson Road, Swanscombe
-----------------	--

There being no further business to transact, the Meeting closed at 7.35 pm.

Signed:  
(Chairman)

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





MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 11 JUNE 2025 AT 7.00PM

**PRESENT:**

Councillor Richard Lees – Vice-Chairman in the Chair  
Councillor Lorna Cross  
Councillor Lesley Howes  
Councillor Hazel Stephens  
Councillor Graham Taylor

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO

**ABSENT:**

There were none

**48/25-26. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Vice – Chairman in the Chair explained the arrangements and constraints relating to the filming or recording of the meeting.

**49/25-26. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Ann Duke, due to other commitments.

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

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

**Recommended:**

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

**50/25-26. SUBSTITUTES.**

There were none.

**51/25-26. 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.***

**52/25-26. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**53/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 21 MAY 2025**

**Recommended:** The Minutes of the meeting held on 21 May 2025 were confirmed and signed.

**54/25-26** 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/25/00544/FUL	Conversion of garage into a habitable room.  6 Sara Crescent, Greenhithe.
OBSERVATIONS	The Town Council objects to this application in its current form on the grounds that it contravenes Dartford Borough Council Planning Policy DP.7 in relation to the material harm to the public amenity from the loss of off-road parking.  This would also increase pressure on street parking within an area that is already struggling with the volume of vehicles.
DA/25/00593/FUL	Erection of a single storey rear extension.  3 Stonely Crescent, Greenhithe.
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/25/00644/FUL	Erection of a single storey rear extension.  26 Gasson Road, Swanscombe.
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

**55/25-26.** The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.

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 Orchards, Mounts Road, Greenhithe.
------------------	--



DA/25/0001/FUL	Erection of a single storey rear/side extension with wraparound to the side, two storey side extension and front porch.  19 Woodland Way, Greenhithe.
DA/25/00376/FUL	Demolition of existing conservatory and erection of a double storey rear extension.  31 Bean Road, Greenhithe
DA/25/00405/FUL	Conversion of garage into habitable rooms and associated alteration to front elevation and reinstate railing on first floor balcony  16 Spring Vale, Greenhithe.
DA/23/01502/CDNA	Submission of details relating to foul water drainage pursuant to condition 12 of planning permission DA/19/01464/FUL for demolition of lock up garages and erection of a mix of 14 flats (10 x 2 bed and 4 x 1 bed) and 2 x 3 bed houses, including new access drive, off-street parking, bin & cycle storage and communal garden areas; New off street parking and additional parking spaces for the allotments to the North West of the site  Former Block of 43 Lock-Up Garages Rear of Gilbert Close, Swanscombe.

There being no further business to transact, the Meeting closed at 7.15 pm.

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

**This page is intentionally left blank.**



MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 9 JULY 2025 AT 7.00PM

**PRESENT:**

Councillor Dawn Johnston - Chairman  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Lesley Howes  
Councillor Hazel Stephens  
Councillor Graham Taylor  
Councillor Elizabeth Wickham

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO

**ABSENT:**

Councillor Richard Lees

**125-26. 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.

**113/25-26. APOLOGIES FOR ABSENCE.**

There were none.

**114/25-26. SUBSTITUTES.**

There were none.

**115/25-26. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Dawn Johnston and Councillor Hazel Stephens both declared a prejudicial interest in application DA/25/00659/LBC, under agenda item 7.1, as they are on the board of Ingress Park Greenhithe Management who are the applicants.

*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.*

**116/25-26. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**117/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 11 JUNE 2025**

**Recommended:**

The Minutes of the meeting held on 11 June 2025 were confirmed and signed.

**118/25-26. BUS SERVICES ACROSS SWANSCOMBE AND GREENHITHE.**

Councillor Graham Taylor had submitted his thoughts about bus services across the area and possible improvements the Town Council could suggest.

An addendum to Option 1 was tabled at the meeting.

Councillor Taylor provided a summary of the proposal focusing on three key areas:

- To allow access to all local buses along the dedicated bus route between Darent Valley Hospital and Bluewater.
- That the drop off point for coaches at Ebbsfleet International Station be realigned to facilitate bus stops and a bus gate be installed on International Way to facilitate ease of access.
- That the routes for the 480 bus services and Fastrack B be aligned to facilitate better coverage for the area.

**Recommended:** That the proposal be taken forward by Councillor Lesley Howes, as the Parish Council Representative, to the Joint Transportation Board at Dartford Borough Council.

**119/25-26** 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/25/00630/COU	Change of use of Coach House from Office Use (Class E(g)(i)) to residential use, ancillary to Ingress Abbey.  Ingress Abbey, Prioress Crescent, Greenhithe.
OBSERVATIONS:	Whilst the Town Council do not object to this application it appears it may be retrospective as the site is already being used for short term residential lettings.
DA/25/00631/LBC	Listed Building Consent for internal works related to Change of Use of Coach House from office use (Class E(g)(i)) to residential use, ancillary to Ingress Abbey.  Ingress Abbey, Prioress Crescent, Greenhithe.
OBSERVATIONS:	No observations.
DA/25/00618/FUL	Erection of composite, modular garden room to the rear corner of the garden (retrospective).  6 Peacock Close, Greenhithe.



OBSERVATIONS:	The Town Council objects to this application as the size and scale of the development will intrude on the amenity of neighbouring properties.
DA/25/00653/FUL	Erection of a single-storey rear extension.  64 Knockhall Road, Greenhithe.
OBSERVATIONS:	The Town Council strongly objects to this application as the work that has already begun on site does not appear to match the plans submitted within this application.

*Having already declared a prejudicial interest Councillor Dawn Johnston and Councillor Hazel Stephens both left the chamber for the consideration of application DA/25/00659/LBC.*

*Councillor Graham Taylor was elected Chair for the consideration of application DA/25/00659/LBC.*

DA/25/00659/LBC	Listed Building application for removal and replacement of sections of stone window mullions and associated works.  The Grange Follie, Ingress Abbey, Ingress Park, Greenhithe.
OBSERVATIONS:	No observations.
DA/25/00615/FUL	Erection of a single storey rear/side extension.  44 Church Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application
DA/25/00664/FUL	Erection of two external canopies.  Ebbsfleet Academy, Southfleet Road, Swanscombe.
OBSERVATIONS:	No observations.
DA/25/00608/FUL	Conversion of garage into a habitable room, addition of a porch area and removal/replacement of first floor balcony door with a window.  15 Spring Vale, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application

DA/25/00682/ADV	Display of 1 no. freestanding 48-sheet internally illuminated digital poster display of static advertisements. Greenhithe Service Station, London Road, Greenhithe.
OBSERVATIONS:	<p>The Town Council strongly objects to this application as the size and scale of the proposed display would constitute a road safety concern.</p> <p>Visibility would be greatly impaired of the Service Station from the road and the changing digital display would be a distraction to road users approaching the nearby zebra crossing causing a risk to road and footpath users.</p>

**120/25-26. The following Granted Decision Notices had been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/25/00478/TPO	<p>Application to re-pollard Walnut tree crown by the removal of all rejuvenation crown growth back to the vicinity of the previous pollard points whilst retaining any suitable live laterals around these points on the tree, subject to Tree Preservation Order No.1 2018</p> <p>The Sun, 16 Swanscombe Street, Swanscombe.</p>
DA/25/00291/VCON	<p>Erection of 4 semi-detached houses with associated, parking, amenity and landscaping (variation of condition 1 of planning permission DA/23/00957/VCON in respect of adding single storey rear extensions to each of the houses)</p> <p>Former Builders Yard, Harmer Road rear of 64 Stanhope Road, Swanscombe</p>
DA/25/00504/FUL	<p>Loft conversion to create one dormer window to rear roof slope and velux windows to the front roof slope.</p> <p>67 The Boulevard, Greenhithe.</p>



**121/25-26. The following Refused Decision Notices had been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/25/00344/FUL	Change of use from residential garden to siting of portacabin as office use together with excavation of site by 0.5m and erection of 2m high close boarded fencing along Eynsford Road street frontage (Retrospective).  11 Knockhall Chase, Greenhithe.
DA/25/00344/FUL	Change of use from residential garden to siting of portacabin as office use together with excavation of site by 0.5m and erection of 2m high close boarded fencing along Eynsford Road street frontage (Retrospective.)  11 Knockhall Chase, Greenhithe.

**122/25-26. The following Withdrawn Notices had been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/24/01309/FUL	Provision of additional flood defence wall with railings.  Open Space at The Boulevard, Greenhithe.
-----------------	---

**123/25-26. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were 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 would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted.

**Recommended:** That, in accordance with section 101 (1) (a) of the Local Government Act 1972, the Town Clerk be delegated authority to respond to planning applications during the recess period.

There being no further business to transact, the Meeting closed at 7.45 pm.

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

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

**This page is intentionally left blank.**



**MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE  
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 26  
JUNE 2025 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 Hazel Stephens  
Councillor Elizabeth Wickham

**ALSO PRESENT:**

Councillor Paul Parsons  
Councillor Graham Taylor  
Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
Dan Usher – Senior Groundsman / Gardener

**ABSENT:**

There were none

**71/25-26. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**72/25-26. APOLOGIES FOR ABSENCE.**

There were none

**73/25-26. SUBSTITUTES.**

There were none.

**74/25-26. 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.***

**75/25-26. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**76/25-26. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 13 MARCH 2025**

**Recommended:**

That the Minutes of the Meeting held on 13 March 2025 were approved and signed as a true record.

**77/25-26. 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, Eagles Road, Heritage Park, Knockhall, Manor Park, Swanscombe Park, Saxon Court, Equipment / Staffing and Miscellaneous.

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

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

**78/25-26. LARGE CONIFER HEDGE – SWANSCOMBE PARK.**

The Senior Groundsman/Gardener had reported that the large conifer hedge alongside the bowls green had become the victim of disease and would eventually die off. The Senior Groundsman/Gardener did indicate that the hedge was showing signs of green and small shoots but the previous professional advice was that the hedge would not survive

Members were asked to consider what course of action, if any, should be taken.

**Recommended:** That the hedge be monitored for a period to check whether it could recover, and a quote for removal, if needed, be sought.

**79/25-26. THE OLD FIRE STATION BUILDING CHURCH ROAD, SWANSCOMBE, DA10 0HF - ASSET OF COMMUNITY VALUE**

Dartford Borough Councils Solicitor had written to notify that The Old Fire Station Building had been accepted and added to the List of Assets of Community Value.

The Town Council submitted its re-application in January 2025 and the reasons for accepting the Town Councils re-application were outlined in the letter dated 12 May 2025.

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

**80/25-26. INGRESS PARK COMMUNITY CENTRE – UPDATE.**

Further to the previous update, minute 439/24-25, the Technical Director & Deputy Managing Director – Eastern, Crest Nicholson had advised that he believed they would be trying to handover the area in Autumn/Winter 2025.

The Town Mayor indicated that she would be chasing Crest directly on potential timelines as she intended to hold future events at the venue.

**Recommended:** That the update, and current position, be noted.



**81/25-26. APPLICATION FOR A MEMORIAL.**

Members considered an application for a memorial bench with plaque that had been received.

After discussion it was agreed that a memorial bench / plaque could be placed in line with the policy and contact should be made with the family to make the arrangements.

**Recommended:** That the family be contacted to make the necessary arrangements for a memorial bench and / or plaque to be placed in an agreed location.

**82/25-26. WOODLAND TRUST – COMMUNITY TREE PROJECT.**

As per previous years, the Town Council had successfully applied to the Woodland Trust for tree whips to further the planting of wildlife hedging within our open spaces.

Woodland Trust agreed to provide the Town Council with 426 free whips, arriving in November 2025. These would be used, in consultation with the Senior Groundsman Gardener and North West Kent Countryside Partnership, as needed between projects in Broomfield Park, Heritage Park or Swanscombe Park.

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

**84/25-26. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were 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 would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted.

**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.

**85/25-26. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Lorna Cross and seconded by Councillor Lesley Howes;

**RESOLVED:**

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

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

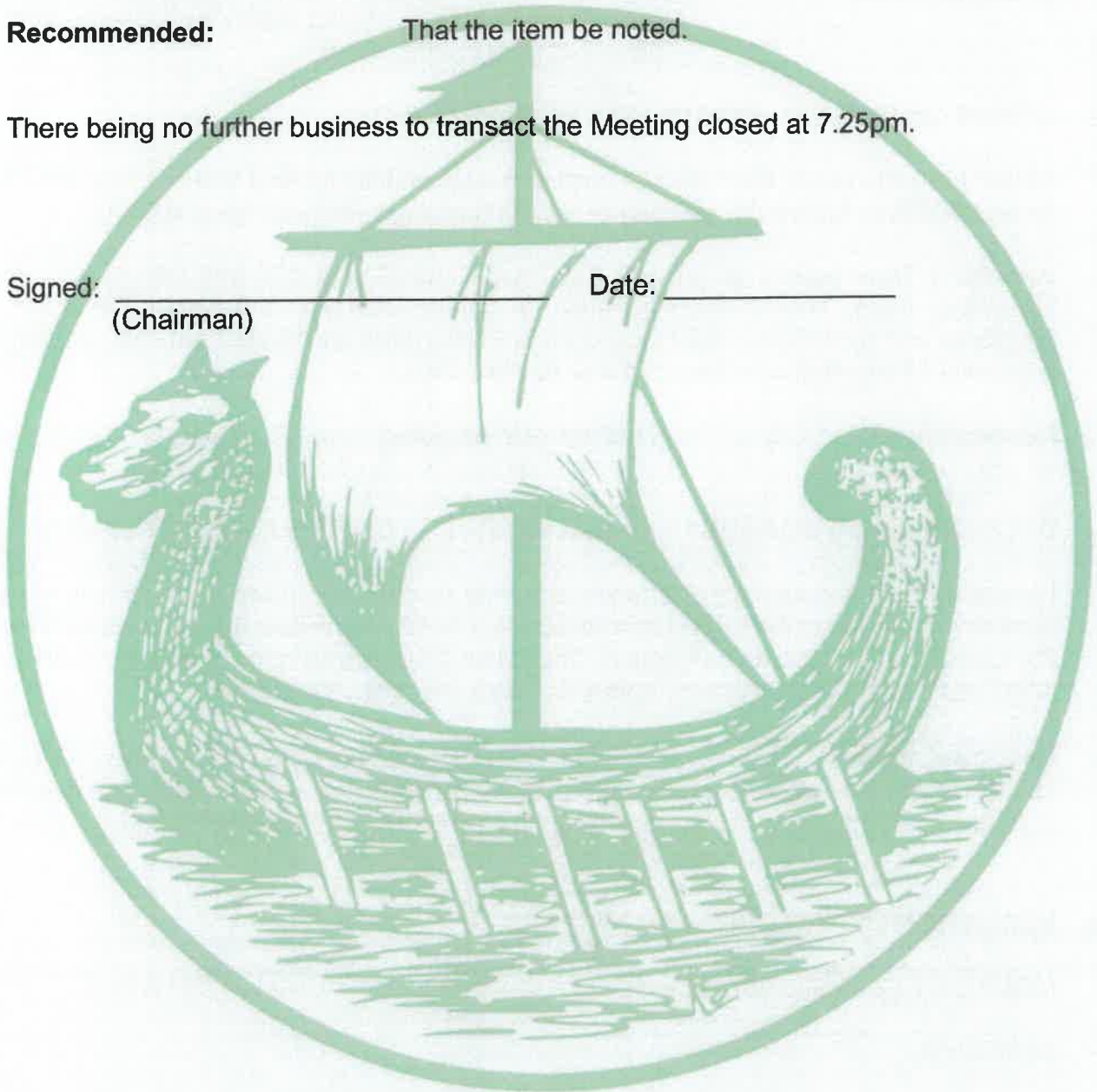
**86/25-26. THE SWANSCOMBE CENTRE – PERFORMANCE OF SERVICES UPDATE.**

The Finance Director GCLL had provided the latest Performance of Services Report which includes details for Health & Safety, Finance and Attendances.

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

There being no further business to transact the Meeting closed at 7.25pm.

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





**MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 19 JUNE 2025 at 7.00PM**

**PRESENT:** Councillor Lorna Cross – Vice-Chairman (in the chair)  
Councillor Peter Harris  
Councillor Dawn Johnston  
Councillor Hazel Stephens  
Councillor Graham Taylor

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

**ABSENT:** Councillor Richard Lees

**56/25-26. 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.

**57/25-26. APOLOGIES FOR ABSENCE.**

An apology for absence was submitted by Councillor Emma Ben Moussa, due to other commitments.

An apology for absence was submitted by Councillor Lesley Howes, due to other commitments.

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

**58/25-26. SUBSTITUTES.**

There were none.

**59/25-26. 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.***

**60/25-26. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.



**61/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 MARCH 2025**

**Recommended:** That the Minutes of the meeting held on 6 March 2025 be confirmed and signed as a true record.

**62/25-26. 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 Richard Lees was appointed (minute 30/25-26).

**Recommended:** That the bank reconciliations for May 2025 be noted.

**63/25-26. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken between February and May 2025

**Recommended:** That the bank transfers undertaken between February and May 2025 be approved.

**64/25-26. 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 between February and May 2025

**Recommended:** That the receipts and payments between February and May 2025, as per the annexed list, be approved.

**65/25-26. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 31 May 2025.

**Recommended:** That the summary of accounts to 31 May 2025 be noted.

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

**66/25-26. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL**

Members considered the applications, and, after discussion, it was agreed that the following funding be awarded from the 2025 - 26 budget:

- Consolidate Almshouses Charity of Swanscombe - £500.00
- Hi Kent - £500.00

After discussion Members agreed to award both requests for £500.00 funding each.

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

**67/25-26. STREETLIGHTS – MAINTENANCE CONTRACT RENEWAL.**

In consultation with the Chairman of the Finance & General Purposes Committee and to ensure continuity of works and best value, a quote, with a 4% increase, had been approved for the renewal of maintenance of contract for the Town Councils streetlights.

**Recommended:** That the actions taken in renewing this contract renewal be noted and endorsed.

**68/25-26. PUBLIC SECTOR DEPOSIT FUND - CCLA.**

At the meeting of this committee on the 7 November 2024 it was agreed (minute 240/24-25) that an investment of £25,000 would be made, for a period of 6 months, to the Public Sector Deposit Fund.

Following security checks and paperwork the deposit was made in January 2025. Since that point the Town Council has seen a return of 4% of its investment, with a payment received of interest accrued on a monthly basis.

**Recommended:**

1. That the deposit of £25,000 in the Public Sector Deposit Fund be retained.
2. That this investment be reviewed again in October 2025 and consideration be given on increasing the deposit depending on the financial position of the Town Council.

69/25-26. **DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were 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 would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted.

**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.

There being no further business, the Meeting closed at 7.25pm.

Signed: \_\_\_\_\_

(Chairman)

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



MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 9 APRIL 2025 at 7.00 PM

**PRESENT:** Councillor Peter Harris – Chairman  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Paul Parsons  
Councillor Hazel Stephens

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – ATC/RFO  
PC Adam Rafter – Kent Police  
Lewis Gilbert – Swanscombe Neighbourhood Watch  
x1 member of the public

**ABSENT:** Councillor Lesley Howes

**476/24-25. 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.

**477/24-25. APOLOGIES FOR ABSENCE.**

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

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

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

**478/24-25. SUBSTITUTES.**

There were none.

**479/24-25. 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.***

**480/24-25. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**481/24-25. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2025**

**Recommended:** That the Minutes of the Meeting held on 12 February 2025 be confirmed and signed as a true record.

**482/24-25. KENT POLICE REPORT.**

PC Rafter gave a summary of the current policing levels in the Borough and the work that was being undertaken in relation to theft of, and from motor vehicles, anti-social behaviour and the force priority of violence against women and girls. PC Rafter confirmed that he had undertaken engagement on parking issues on Swanscombe High Street with the Kent Police Cadets, working with Firstport Management and attended the recent Galley Hill Meeting

PC Rafter also confirmed that he would be holding his regularly surgeries over the coming weeks in both Swanscombe and Greenhithe.

**Recommended:** That PC Rafter be thanked for his attendance and contribution to the meeting.

**483/24-25. KENT COUNTY COUNCIL (KCC) COMMUNITY WARDENS REPORT.**

Unfortunately, the KCC Community Warden was unable to provide a report for this meeting due to absence from work.

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

**484/24-25. VEHICULAR ACCESS AND ENFORCEMENT – SWANSCOMBE.**

Further to minute 407/24-25 (Community Safety Committee – 12 February 2025) Members considered the correspondence received from both DBC Parking Enforcement and Kent Highways in relation to vehicle access and enforcement with Swanscombe.

Members noted that they were unsatisfied with the response from DBC Parking Enforcement and requested that further correspondence be sent requesting the decision be reconsidered.

**Recommended:** That a response be sent to DBC Parking Enforcement requesting a reconsideration of their decision.

**485/24-25. COMMUNITY SAFETY LIAISON.**

Neighbourhood Watch – Councillor Hazel Stephens confirmed that a meeting of the Ingress Park Neighbourhood Watch was due to be called shortly.



Lewis Gilbert from Swanscombe Neighbourhood Watch advised that a meeting was also due to be scheduled by the end of May once a venue had been arranged and liaison had occurred with other stakeholders.

Lewis also advised that the Swanscombe Neighbourhood Watch continued to pass on intelligence to Kent Police regarding incidents of dangerous parking and disputes, off-road bikes and issues around nitrous oxide cannisters.

It was confirmed that Swanscombe Neighbourhood Watch was working with Dartford Borough Council and Dartford Town Against Crime (DTAC) to liaise with shop owners to set up a 'Swanscombe Shop Safe Scheme' aimed at tackling anti-social behaviour and shoplifting from local businesses.

In her absence Councillor Elizabeth Wickham had provided a report for Lorry Watch which confirmed that residents and neighbours as well as members of the Lorry Watch Team were continuing to send in photos and reports of HGVs on the High Street and surrounding roads, some of which were legitimate delivery trucks or under the 7.5 ton limit. Those lorries that had breached the limit were reported to Kent Police via their reporting app and to Kent Freight via the Town Council.

Two new volunteers had joined the Lorry Watch Team which brought the number of members to 11. PC Rafter had spent some time with the Lorry Watch team recently.

**Recommended:** That those who provided reports be thanked and the information be noted.

486/24-25. **DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.**

Members were provided with, and discussed, the up-to-date detailed analysis of crime figures for Swanscombe and Greenhithe.

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

487/24-25. **INVITATION TO THIS COMMITTEE – KENT POLICE & CRIME COMMISSIONER (PCC)**

Members noted that the Kent PCC had declined the invitation to attend this meeting.

**Recommended:** That following the AGM the Kent PCC be sent the dates for the future meetings with an invitation to attend.



**488/24-25. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Ann Duke and seconded by Councillor Lorna Cross

**RESOLVED:**

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

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

**489/24-25. CONFIDENTIAL AGENDA ITEMS.**

Members considered a verbal update on camera enforcement in the Town from PC Rafter.

**Recommended:** That the verbal update be noted.

There being no further business to transact, the Meeting closed at 8.10pm

Signed \_\_\_\_\_

Chairman

Date \_\_\_\_\_

MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 2 JULY 2025 at 7.00 PM

**PRESENT:** Councillor Peter Harris – Chairman  
Councillor Dawn Johnston  
Councillor Lorna Cross  
Councillor Lesley Howes  
Councillor Paul Parsons  
Councillor Hazel Stephens  
Councillor Elizabeth Wickham

**ALSO PRESENT:** Councillor Richard Lees  
Councillor Graham Taylor  
Graham Blew – Town Clerk  
Martin Harding – ATC/RFO  
PC Adam Rafter – Kent Police  
Lewis Gilbert – Swanscombe Neighbourhood Watch  
x3 members of the public

**ABSENT:** There were none

**87/25-26. 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.

**88/25-26. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Ann Duke, due to other commitments.

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

**89/25-26. SUBSTITUTES.**

There were none.

**90/25-26. 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.***

A resident expressed their dissatisfaction with the content of the Dartford Borough Council response to the request from the Town Council for additional parking enforcement on Swanscombe High Street.



**91/25-26. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**92/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9 APRIL 2025**

**Recommended:** That the Minutes of the Meeting held on 9 April 2025 be confirmed and signed as a true record.

**93/25-26. KENT POLICE REPORT.**

PC Rafter gave a summary of the current policing levels in the Borough and explained that challenges were being faced ensuring that Neighbourhood policing was not being drafted into other areas of work.

PC Rafter explained that work was ongoing with reducing car thefts across Dartford and investigations had taken place in the area regarding an incident of dangerous driving, a mistakenly suspected firearm and issues with catapults.

PC Rafter also confirmed that he would be holding his regularly surgeries over the coming weeks in both Swanscombe and Greenhithe.

**Recommended:** That PC Rafter be thanked for his attendance and contribution to the meeting.

**94/25-26. KENT COUNTY COUNCIL (KCC) COMMUNITY WARDENS REPORT.**

Unfortunately, the KCC Community Warden was unable to attend but, in her absence, Angela Jarrett had submitted a report which included neighbour disputes, youth anti-social behaviour and a request for more volunteers to help at the Swanscombe Senior Lunch Club.

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

**95/25-26. VEHICULAR ACCESS AND ENFORCEMENT – SWANSCOMBE.**

Further to minute 407/25-26 (Community Safety Committee – 9 April 2025) Members requested further requests be made to Dartford Borough Parking Enforcement in relation to vehicle access and enforcement with Swanscombe.

Members echoed the comments raised by the resident during the public section that the most recent email from Dartford Borough Council (DBC) regarding additional enforcement in Swanscombe High Street was disappointing.

Members had been provided with some additional statistical information regarding the amounts of Penalty Charge Notices (PCNs) and enforcement visits, which had



been sent to the Town Council from a resident following a Freedom of Information request to DBC.

Members discussed the financial implications of providing additional parking enforcement and the legal process / statute under which enforcement is undertaken.

**Recommended:**

1. That a further request for additional parking enforcement be sent to DBC via the Dartford Borough Councillors for Swanscombe.
2. That an invitation be extended to Dartford Borough Councillor Richard Wells - Cabinet Portfolio Holder for Community Safety & Youth, to discuss this at a future meeting.
3. That contact be made with the Kent County Council Member for Swanscombe & Greenhithe to request their involvement as the overarching authority with responsibility for road safety and traffic management.

**96/25-26. COMMUNITY SAFETY LIAISON.**

Ingress Park Neighbourhood Watch – Councillor Hazel Stephens confirmed that the regular issues facing the area were continuing.

Lewis Gilbert from Swanscombe Neighbourhood Watch advised that a plan was in place to hold two separate meetings of the Swanscombe Neighbourhood Watch, one with and one without outside stakeholders.

Work had been ongoing to tackle issues around the garages in Keary Road and the anti-social behaviour in Stanley Road. It had also been noted that more incidents of drug dealing had been evidenced in the area.

A meeting was due to happen shortly to launch the Swanscombe Shop Safe Scheme with x7 local businesses.

Community Speed Watch – The Chairman advised that two sessions had occurred during recent months with x6 people caught speeding. Two of these had been doing over 30-mph in a 20-mph zone and would be receiving letters.

Lorry Watch – Councillor Elizabeth Wickham, Lorry Watch Lead Member, advised that since the last meeting of this committee seven Lorry Watch sessions had taken place with six lorries being identified and reported. A further five reports had been received from residents and passed on. An update was also provided on two recent incidents that occurred in the Town where lorries had got stuck.

**Recommended:**

That those who provided reports be thanked and the information be noted.

97/25-26. **DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.**

Members were provided with, and discussed, the up-to-date detailed analysis of crime figures for Swanscombe and Greenhithe.

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

98/25-26. **DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were 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 would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted.

**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.

There were no confidential items to be discussed.

There being no further business to transact, the Meeting closed at 8.05pm

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



MINUTES of the MEETING of the EXECUTIVE & EMERGENCY COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 10 APRIL 2025 at 11.00AM

**PRESENT:** Councillor Ann Duke - Chairman  
Councillor Peter Harris – Vice-Chairman  
Councillor Lesley Howes (substituting for Councillor Alan Reach)  
Councillor Dawn Johnston  
Councillor Paul Parsons  
Councillor Graham Taylor  
Councillor Elizabeth Wickham

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

**ABSENT:** There were none

**497/24-25. 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.

**498/24-25. 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 Alan Reach, due to other commitments.

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

**499/24-25. SUBSTITUTES.**

Councillor Lesley Howes substituted for Councillor Alan Reach.

**500/24-25. 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.*

**501/24-25. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**502/24-25. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 20 MARCH 2020.**

**Recommended:** The Minutes of the meeting held on 20 March 2020 were confirmed and signed as a true record.

**503/24-25. COMMUNITY RESILIENCE PLAN (p).**

Further to minute 469 – 24/25 (Town Council 27 March 2025) members considered the information supplied from the Kent Resilience Forum in relation to the production of Community Resilience Plan.

Members discussed at length what level of involvement the Town Council should have in relation to emergency planning, and how this would fit into the existing response structure provided by the Emergency Services and other senior stakeholders.

It was agreed that the Town Council would be best placed in gathering information in relation to local volunteers and the skills / resources they possess that could be used in a variety of different situations to help the wider community.

It was highlighted that forming a line of communication in different situations is key and could be a place that the Town Council are able to assist.

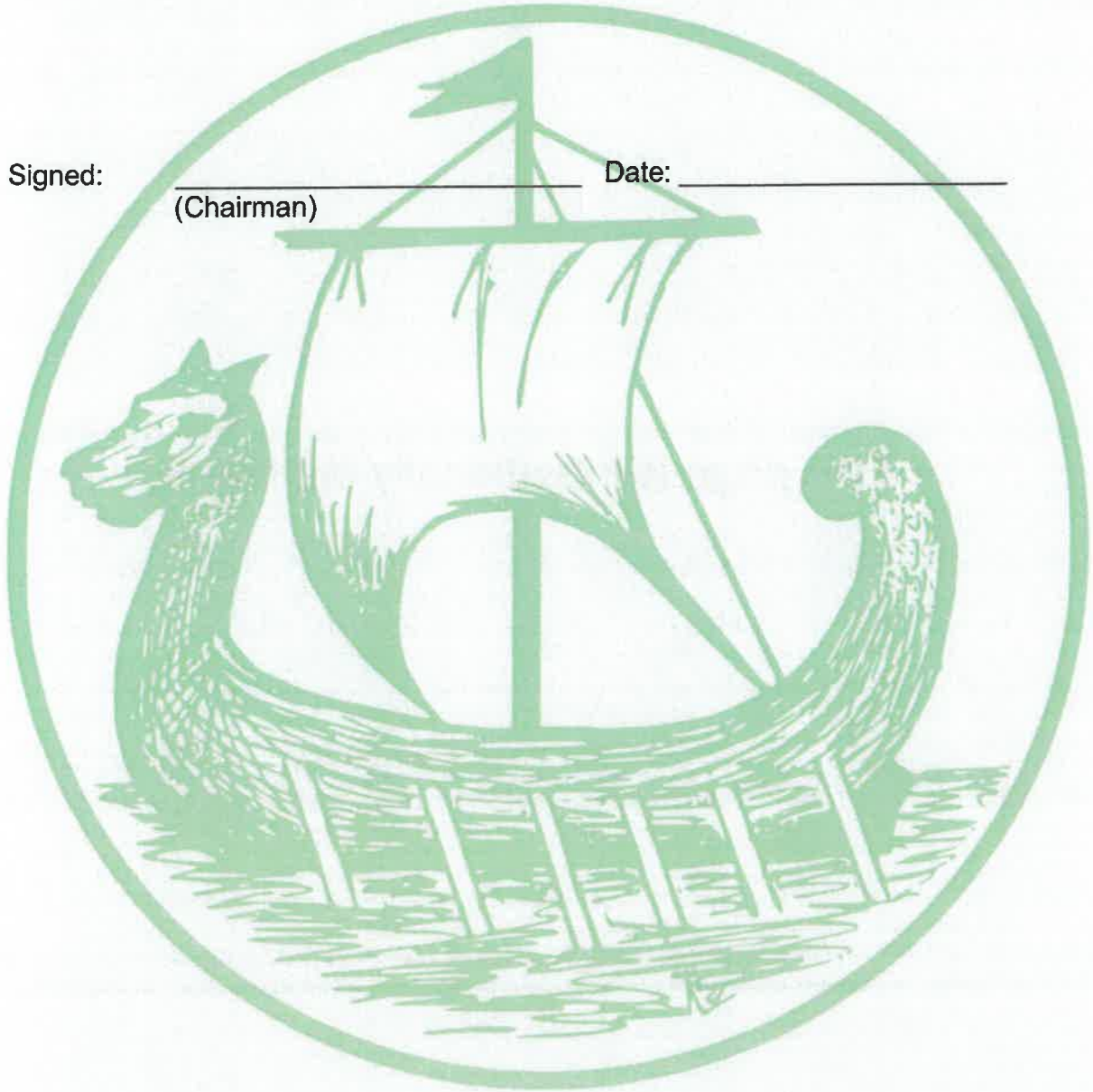
**Recommended:**

1. That officers initially place a call out for volunteers, using the template of information contained in Appendix E, via a variety of communication channels including social media.
2. That a list of potential volunteers be compiled.
3. That Councillors proactively engage with community groups to promote the initiative and the call for volunteers.
4. That officers review the draft plan template contained within the appendices and complete any known information in relation to the Town Council and the community.
5. That the next meeting of this committee be called for 3 months' time to review the initial response and information gathered.



There being no further business, the Meeting closed at 11.55am

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





**This page is intentionally left blank.**

**MINUTES of the MEETING of the EXECUTIVE & EMERGENCY COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 24 JUNE 2025 at 11.00AM**

**PRESENT:** Councillor Dawn Johnston – Chairman  
Councillor Peter Harris – Vice-Chairman  
Councillor Lorna Cross (substituting for Councillor Paul Parsons)  
Councillor Graham Taylor

**ALSO PRESENT:** Graham Blew – Town Clerk

**ABSENT:** Councillor Emma Ben Moussa

**70/25-26. 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.

**71/25-26. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Ann Duke, due to other commitments.

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

An apology for absence was received from Councillor Paul Parsons, due to other commitments.

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

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

**72/25-26. SUBSTITUTES.**

Councillor Lorna Cross substituted for Councillor Paul Parsons.

**73/25-26. 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.***

**74/25-26. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**75/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 10 APRIL 2025.**

**Recommended:** The Minutes of the meeting held on 10 April 2025 were confirmed and signed as a true record.

**76/25-26. COMMUNITY RESILIENCE PLAN.**

The Terms of Reference of the Executive / Emergency Committee includes:

*To assist, in an emergency, the population of Swanscombe and Greenhithe in overcoming any extreme or unusual conditions caused by natural or accidental means.*

*To co-operate with other Agencies, Statutory or Voluntary, to assist in the above.*

*To enlist the support of any other Organisations or individuals to assist in the above, as may be necessary.*

*To prepare contingency plans to meet any of the situations as described above.*

Further to minutes 469 – 24/25 (Town Council 27 March 2025) and 503/24-25 (E&E Committee 10 April 2025) publicity was released on social media, website, community café, notice boards etc. requesting volunteers.

Despite this request for volunteers having been pushed and re-published several times there had been no responses at all.



After discussion it was proposed, duly seconded and agreed:

**Recommended:**

1. That the Town Council keep promoting the request for volunteers.
2. That contact be made with the Emergency Planning Officer at Dartford Borough Council to ascertain how the Town Council fitted in with the Borough Community Resilience Plan, were there any "gaps" that the Town Council could help fill and whether Dartford Borough Council held data on vulnerable people and their locations within the borough.
3. That this item be placed on the agenda for the next Town Council meeting (24 July 2025).

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

Signed:

(Chairman)

Date:

**This page is intentionally left blank.**

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on MONDAY 12 MAY 2025 at 2.00pm

**PRESENT:** Councillor Ann Duke – Chairman  
Councillor Elizabeth Wickham – Vice-Chairman  
Councillor Peter Harris  
Councillor Dawn Johnston  
Councillor Graham Taylor

**ABSENT:** There were none.

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

**514/24-25. 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.

**515/24-25. APOLOGIES FOR ABSENCE.**

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

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.

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

**516/24-25. 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.***

**517/24-25. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.



**518/24-25. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 28 NOVEMBER 2024.**

**Recommended:** That the minutes from the meeting held on 28 November 2024 be confirmed and signed.

**519/24-25. STAFF ISSUES.**

Members were informed that Employee 61 had submitted a letter, on 1 May 2025, notifying that they would be retiring on 21 August 2025.

The Town Clerk informed members that any vacancies would be advertised and filled in the usual manner.

**Recommended:** That the item be noted and that any vacancies be advertised and filled in the usual manner.

**520/24-25. STAFF APPRAISALS 2024 – 2025.**

The Town Clerk had undertaken appraisals for all the appropriately experienced staff (ones that had passed their probationary periods), that report to him.

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

**521/24-25. TOWN CLERKS APPRAISAL 2024 – 2025.**

Further to minute 143/20-21 members were informed that the Town Clerks appraisal was undertaken by the Chairman and Vice – Chairman on 7 May 2025.

**Recommended:** That the completion of the Town Clerks Appraisal process for 2024 – 2025 be noted.

**522/24-25. PAY CLAIM 2025 – 2026.**

As part of its Terms of Reference the Personnel Committee are required to:

*“Exercise functions of the Council on questions of levels of pay and salary settlements for all staff employed by the Council.”*

Members considered a report detailing that the 2025 – 2026 estimates included the provision for awarding a cost of living pay rises to a minimum 2.5% and a 1 SP increase.

Any pay award would be dated from 1 April 2025.

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

**Recommended:** That a 3% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2025.

**523/24-25. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Graham Taylor 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 item of business.

**524/24-25. SPINAL POINT INCREASES.**

The Town Clerk re-iterated that the SP increase, detailed in the confidential report, were within the budget agreed and set out by the Town Council and were also within the Salary Bands of the Employees concerned.

As per minute 520/16-17 the Town Clerk reported the SP increase awarded and the rationale behind this.

Members considered the confidential report and after discussion it was proposed, duly seconded, and agreed.

**Recommended:** That the SP increase detailed in the confidential report be noted and endorsed.

There being no further business, the Meeting closed at 2.15 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(CHAIRMAN)

**This page is intentionally left blank.**



MINUTES of the MEETING of the HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on THURSDAY 10 APRIL 2025 at 10.30 AM

**PRESENT:** Councillor Lesley Howes – Chairman  
Councillor Elizabeth Wickham – Vice-Chairman  
Councillor Ann Duke  
Councillor Richard Lees  
Councillor Graham Taylor

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

**ABSENT:** There were none

**490/24-25. 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.

**491/24-25. 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 Councillor(s) listed, be formally accepted, and approved.

**492/24-25. SUBSTITUTES**

There were none.

**493/24-25. TO DECLARE INTERESTS 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.*

**494/24-25. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**495/24-25. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 30 APRIL 2024.**

**Recommended:** That the Minutes of the meeting held on 30 April 2024, be confirmed, and signed as a true record.

496/24-25. **RED PHONE KIOSK – PC01 PIER ROAD, GREENHITHE, DA9 9NS.**

As per the request from the Planning, Major Developments, Transportation and Environment Committee meeting on the 19 March 2025, members considered the possibility of Adopting the Grade II listed Red Phone Kiosk in Pier Road, Greenhithe.

Officers updated members on the costs implications to cover the structure through the Town Councils Public Liability Insurance.

Members discussed the process, current condition, future management and potential community uses and it was proposed, duly seconded and agreed:

**Recommended:**

1. That the Town Council apply to adopt the important heritage asset (Grade II Listed) Red Phone Kiosk in Pier Road, Greenhithe, from BT.
2. That officers investigate the current condition of the Phone Kiosk and begin trying to source funding for repair to ensure it is safe and useable.
3. That Members consult further with the public on potential uses and consider the future management / maintenance of the Kiosk, including a potential Charitable Trust for Heritage Assets.

There being no further business to transact, the meeting closed at 10.50 am.

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



MINUTES of the MEETING of the HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on THURSDAY 3 JULY 2025 at 11.00AM

**PRESENT:** Councillor Lesley Howes – Chairman  
Councillor Ann Duke  
Councillor Hazel Stephens (substituting for Councillor Elizabeth Wickham)  
Councillor Graham Taylor

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

**ABSENT:** There were none

**104/25-26. 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.

**105/25-26. APOLOGIES FOR ABSENCE**

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

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

**106/25-26. SUBSTITUTES**

Councillor Hazel Stephens substituted for Councillor Elizabeth Wickham.

**107/25-26. TO DECLARE INTERESTS 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.*

**108/25-26. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.



109/25-26. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 10 APRIL 2025.**

**Recommended:** That the Minutes of the meeting held on 1 April 2025, be confirmed, and signed as a true record.

110/25-26. **RED PHONE KIOSK – PC01 PIER ROAD, GREENHITHE, DA9 9NS.**

Members considered the report detailing the funding requirements for bringing the kiosk back into safe use.

Members also considered the merits of maintaining the site via either charitable trust or a volunteer 'Friends of' group.

**Recommended:**

1. That the Town Council adopt the kiosk at a cost of £1.00.
2. That work continues to seek funding for the repair works, including making an approach to the Local History Group for support.
3. That the Town Council release a public consultation seeking views on potential future use whilst simultaneously seeking volunteers to help maintain the kiosk.

11/25-26. **CONTRACT FOR ADOPTION OF RED PHONE KIOSK – PC01 PIER ROAD, GREENHITHE, DA9 9NS**

Members considered the contract that had been received from BT.

**Recommended;** That the contract be signed, in accordance with Standing Order 21, at the earliest opportunity after this meeting.

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

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

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

EXTRACT OF MINUTES

**462/24-25. REVIEW OF STANDING ORDER AND FINANCIAL REGULATIONS.**

As per Standing Order 41 b) an amendment was proposed for Standing Order 38(b) and Financial Regulation 11(c).

The proposal was to ensure that the sections on procurement and contracts are adjusted to refer to the updated Procurement Act 2023 and Procurement Regulations 2024.

The amendment was proposed and seconded and will stand adjourned without discussion to the next ordinary meeting of the Council.

**RESOLVED:**

That, in accordance with Standing Order 41 b), the proposed amendment, as detailed above, stand adjourned, without discussion, to the next ordinary meeting of the Council.

**This page is intentionally left blank.**



**STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its meeting on 25 July 2024. Minute 117/24-25

making process, will be asked by the Mayor or the Chairman to desist from such behaviour with immediate effect. Standing Order 34 (f) will be applied where the person fails to comply with the Mayor or Chairman's instruction.

- h) A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

**35. CONFIDENTIAL BUSINESS.**

- a) No member of the Council or of any committee or sub-committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- b) Any member in breach of the provisions of paragraph (a) of this Standing Order may be removed from any committee or sub-committee of the Council by the Council, subject to any decision made as per Standing Order 14 (e).

**36. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS.**

- a) A list of the scheduled meetings, as agreed at the AGM shall be sent, as way of an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.
- b) At the discretion of the Clerk a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

**37. PLANNING APPLICATIONS.**

The Clerk shall, as soon as it is received, keep a records of the following particulars of every planning application notified to the Council:

- i) the date on which it was received  
ii) the name of the applicant  
iii) the place to which it relates;

**38. FINANCIAL MATTERS.**

- a) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:
- i) the accounting records and systems of internal control;  
ii) the assessment and management of risks faced by the Council;  
iii) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;  
iv) the financial reporting requirements of members and local electors and

# **STANDING ORDERS**

These Standing Orders were reviewed by the Town Council at its meeting on 25 July 2024, Minute 117/24-25

- v) procurement policies (subject to (b) below) including the setting of values for different procedures where the contract has an estimated value less than £25,000.
- b) A public contract regulated by the ~~Public Contracts Regulations 2015~~The Procurement Act 2023 and the Procurement Regulations 2024, or any superseding legislation ("The Legislation") with an estimated value in excess of ~~£25,000~~£30,000 but less than the relevant thresholds in standing order 18(f) is subject to ~~Regulations 109-114 of the Public Contracts Regulations 2015~~The Legislation which include a requirement on the Council to advertise the contract opportunity on the Central Digital Platform at the GOV.UK Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
- c) Any formal tender process shall comprise the following steps:
  - i) a public notice of intention to place a contract to be placed in a local newspaper;
  - ii) a specification of the goods, materials, services and the execution of works shall be drawn up;
  - iii) a copy of the specification of works shall be added to the 'Contracts Finder' website.
  - iv) tenders are to be sent, in a sealed marked envelope, to the Responsible Financial Officer by a stated date and time;
  - v) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and/or Responsible Financial Officer and at least one Member of Council;
  - vi) tenders are then to be assessed and reported to the appropriate meeting of Council or committee.
- d) The Council, nor any committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 30 (e), 31 regarding improper activity.
- e) The Financial Regulations of the Council shall be subject to an annual review
- f) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
- g) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European

Formatted: Font: (Default) Arial, 12 pt



**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 15 May 2024. Minute 18/24-25.

- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods, and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for always obtaining value for money. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:



**FINANCIAL REGULATIONS**

These Financial Regulations were reviewed by the Town Council at its AGM on 15 May 2024. Minute 18/24-25.

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage, and telephone services.
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors, and planning consultants.
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
  - v. for additional audit work of the external Auditor up to an estimated value of £500 (more than this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 The Procurement Act 2023 and the Procurement Regulations 2024, or any superseding legislation ("the Regulations") which is valued at £25,000~~£30,000~~ or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the

<sup>2</sup> The Regulations require councils to use the Contracts Finder Central Digital Platform at the GOV.UK website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

After discussion it was proposed, duly seconded and agreed:

**Recommended:**

1. That the Town Council keep promoting the request for volunteers.
2. That contact be made with the Emergency Planning Officer at Dartford Borough Council to ascertain how the Town Council fitted in with the Borough Community Resilience Plan, were there any "gaps" that the Town Council could help fill and whether Dartford Borough Council held data on vulnerable people and their locations within the borough.
3. That this item be placed on the agenda for the next Town Council meeting (24 July 2025).

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

Signed: \_\_\_\_\_

(Chairman)

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

This page is intentionally left blank.



## DBC's RESPONSE

**From:** Martin Harding  
**Sent:** 11 July 2025 09:51  
**To:** Brian McDonnell; Graham Blew  
**Subject:** Reply: 2: Enquiry : Community Resilience Plan

Good morning Brian

Thank you for your email.

We will ensure this response is passed onto our members.

We are aware that without volunteers our resources are limited to the buildings we manage as a potential venue in need.

The Town Council had previously received guidance regarding setting up a Community Resilience Plan but one of the key points our members didn't want to end up doing was replication, especially if the Borough had something for most if not all eventualities, and the resources in place.

Thank you again for your time on this and we will ensure we come back once our members have had the chance to consider this further.

Yours sincerely,

Martin Harding  
**Assistant Town Clerk / RFO**

**From:** Brian McDonnell>  
**Sent:** 10 July 2025 19:43  
**To:** Graham Blew>  
**Cc:** Kerry Smith ; Elaine Henson ; Caroline Hicks >  
**Subject:** FW: 2: Enquiry : Community Resilience Plan  
**Importance:** High

Good afternoon Graham,

Thank you for your email.

I have called you a couple of times, but it has always gone to voicemail. I did leave a message asking you to call me to discuss the points that you raised.

If you can phone me to discuss it will save a lot of email traffic.

I will attempt to answer your questions with the information that you have provided thus far.

- How does the Town Council currently fit in with the Dartford Borough Community Resilience Plan?
  - DBC do not have a 'one size fits all' Resilience Plan, but rather an overarching high-level plan. This is then supplemented by numerous addition plans that have the granular detail. These granular detail plans deal with the differing types of emergencies, such as surface run-off flood, tidal surge flood, fire, storm, power loss, etc, and have appropriate emergency responses tailored to the differing requirements of each.
  - Do you currently have any plan whatsoever? Once I have sight of this I would be better placed to comment.
  - What can you offer in relation to support to DBC in the event of a major incident? E.g. what resources do you have?
  - Have you liaised with Andrea Allegra and Sacha Taylor at the Kent & Medway Local Resilience Forum to gain assistance and guidance in writing your Resilience Plan?
  - NALC (National Association of Local Councils) also offer assistance and guidance in the authoring of Resilience Plan.
- Are there any "gaps" in the borough plan that the Town Council can help filling?
  - I strive not to have gaps in the plans and, as stated above, without knowing what resources you have I am unable to assess how you can assist us.
- Does DBC hold data on vulnerable people and their location/s within the borough?
  - We do. We would be unable to share this with you due to GDPR. In the event of an emergency occurring, this GDPR restriction can be negated but the data cannot be shared prior to any incident. The incident would need to a major incident (have a risk to life) before the data could be shared.

- All utility providers also hold data on their vulnerable customers. The same GDPR conditions also apply to their data.

I am sorry to hear that you have had zero uptake on your volunteer request and I again question what support you can offer to DBC with no volunteers. I again urge to seek assistance from KMRF & NALC in obtaining help in your volunteer recruitment drive.

I am happy to take a call to discuss. I would be obliged if you can leave calling until next week as over the next few days I am overseeing the Dartford Big Day Out. If you are attending, I will be in the Event Control so come and say hello.

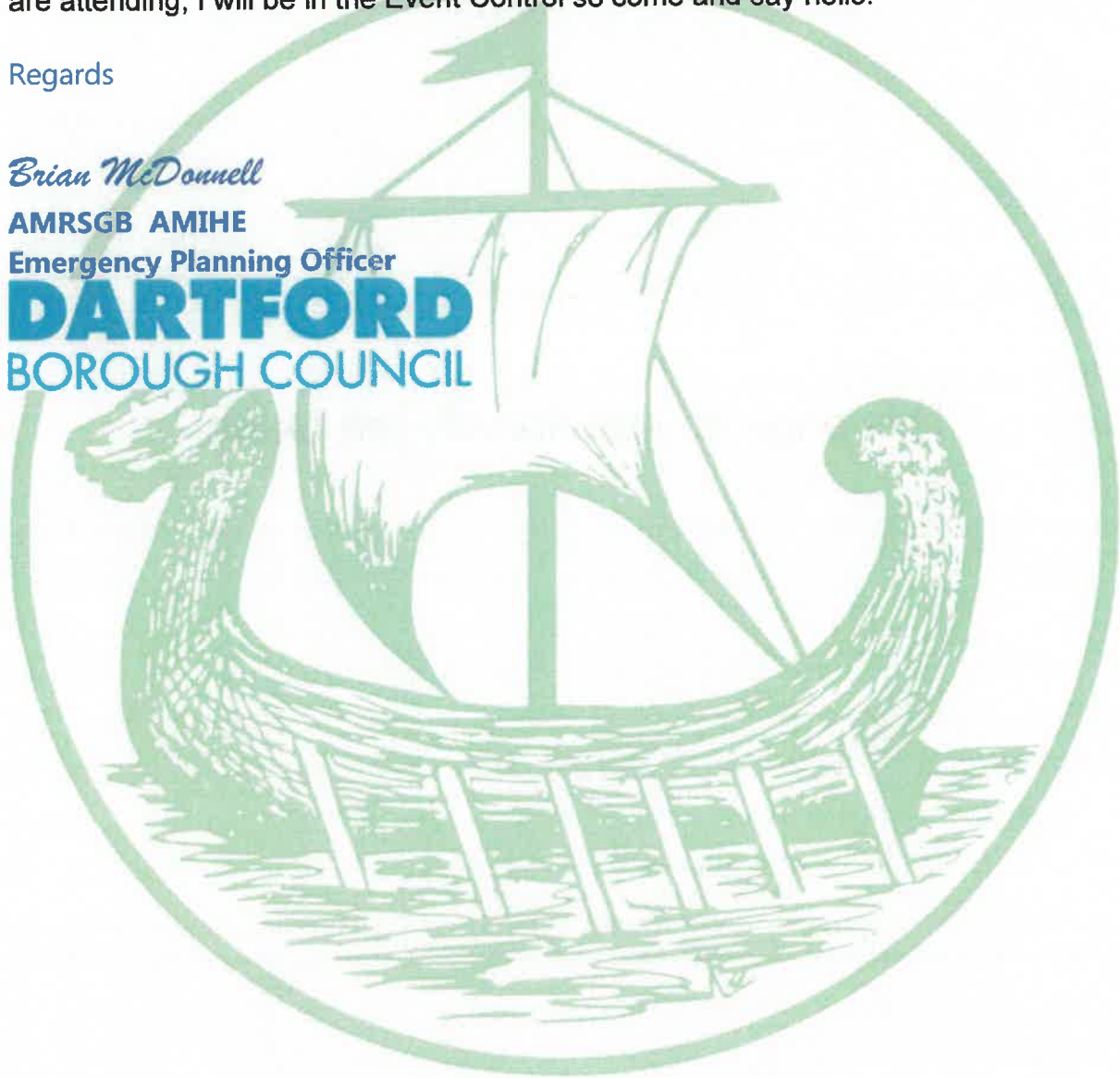
Regards

*Brian McDonnell*

**AMRSGB AMIHE**

**Emergency Planning Officer**

**DARTFORD**  
**BOROUGH COUNCIL**





**This page is intentionally left blank.**

# AGENDA ITEM

TC 24/7/25

8

Occasion	Date (normally)	Flag Used
Commonwealth Day	2 <sup>nd</sup> Monday in March	Commonwealth
Kings' actual birthday	3 <sup>rd</sup> Saturday in June?	Union Flag
St Georges Day	23 April	St Georges
VE Day	8 May	Union Flag
St Augustine's Day	26 May	Kentish Flag (white horse on red background).
Armed Forces Day	26 June	Armed Forces (this takes preference over pride Flag for this day)
LGBT Month	June	Pride
VJ Day	Was 15 Aug in 2020	Union Flag
Black History Month	October	Black History
Remembrance Day	Weekend nearest 11 November	Union Flag
King's actual birthday	14 November	Union Flag

**This page is intentionally left blank.**



**273/20-21. COMMEMORATIVE BENCHES.**

Members considered a suggestion to dedicate the new benches, planned to be installed within the new picnic area in Swanscombe Park, to those who had lost their lives during the COVID – 19 pandemic and / or to those key workers who went above and beyond to serve our community.

Following discussion, it was resolved:

**RESOLVED:**

1. That x 2 plaques be installed on the previously agreed new benches within the picnic area at Swanscombe Park.
2. That the plaques would dedicate the benches to those who had lost their lives during the COVID – 19 pandemic and to those key workers who went above and beyond to serve our community.
3. That an item be placed on the agenda for the next Town Council meeting to discuss other locations for benches that could be dedicated in this manner.

**274/20-21. VE DAY 2021 – TOMMY SILHOUETTES.**

Members discussed the possibility of purchasing tommy silhouettes to be used to commemorate VE Day 2021.

Members were made aware that as no budget has been allocated for this the cost would have to be met from the monies currently held in the Community Infrastructure Levy budget.

**RESOLVED:**

1. That x1 Tommy Silhouettes be purchased and that this is paid for from the monies currently held in the Community Infrastructure Levy budget.
2. That the Tommy Silhouette be installed as indicated within the report to commemorate VE Day, VJ Day and Remembrance Day.
3. That the flag schedule, previously agreed at minute 240/20-21, be amended to include raising the Union flag to commemorate VJ Day.

**240/20-21. FLAG SCHEDULE.**

Members had been provided with a draft flag schedule. Members asked that the Union Flag also be flown on the Queens actual birthday, 21 April.

**RESOLVED:**

That the flag schedule, with the addition of the Queens actual birthday (21 April) be agreed.

**241/20-21. ENVIROMENTAL ACTION PLAN WORKING GROUP.**

Members noted the update report, including photographs, on the progress to the new community areas within Swanscombe Park.

**RESOLVED:**

That the item be noted.

**242/20-21. STAFF / MEMBER TRAINING UPDATE.**

The following training had been scheduled / undertaken: -

Cllr Lorna Cross	KALC Annual Planning Conference (Zoom)	17 March 2021
Cllr Lesley Howes	KALC Annual Planning Conference (Zoom)	17 March 2021

**RESOLVED:**

That the item be noted.

**243/20-21. INSURANCE CLAIM/S – UPDATE.**

The following claim/s have now been settled: -

- a) Claim Ref: 27210000010 – Damaged fence at Knockhall (Storm Bella), this claim incurred a £100.00 excess.

**RESOLVED:**

That the item be noted.



LORRY PARK WORKING GROUP INFORMAL TEAMS MEETING –  
NOTES FROM 15 JULY 2025 AT 10.00 AM

**AGENDA ITEM**

TC 24/7/25

9

**Present:**

Cllr Dawn Johnston  
Cllr Claire Pearce  
Cllr Graham Taylor

Cllr Jessica McQueen STC

Jim Dickson – MP

Joseph Ratcliffe – Transport Strategy Manager, KHS

**Apologies:**

Cllr Peter Harris  
Cllr Elizabeth Wickham  
Cllr Stephanie Thredgle STC

**Absent:**

There were none

**Also Present:**

Graham Blew – Town Clerk  
Martin Harding – ATC/RFO

All present at the meeting clarified that the proposal pack had been read and were asked for their opinions.

Jim Dickson confirmed that he strongly supported the proposal but appreciated that the cost of developing a new site and the mitigating factors of moving operations would be issues that needed exploration. He confirmed that he felt the Europort Site would be the most suitable due to its strategic links but explained that the current lorry park operators would have to have the desire to relocate.

Cllr Taylor reiterated the background to the proposal, a summary of the challenges with the proposed sites, and introduced the wider lorry parking issues being faced in Stone Parish along London Road.

Joseph Ratcliffe outlined that Kent County Council (KCC), under the previous administration, had prioritised improving facilities for haulage through the road network and surveys had been regularly undertaken to determine potential sites. His team had previously supported private sector operators with data and information to help facilitate planning applications to bring sites forward in areas along the M20. Joseph acknowledged that a lack of services along the A2 corridor was an issue and that National Highways had not planned any services along any point of the Lower Thames Crossing both south and north of the river.

Joseph explained that the local planning authorities of Dartford Borough Council, Gravesham Borough Council and Ebbsfleet Development Corporation needed to be engaged with to firstly ascertain the planning status of the existing site, along with the feasibility for planning consent around other potential sites. He also explained that, whilst KCC Officers would be able to support this initiative with advice and data, they could not take a more active role and engage with potential operators etc without a mandate from the Cabinet Member for Highways.



**LORRY PARK WORKING GROUP INFORMAL TEAMS MEETING –**  
**NOTES FROM 15 JULY 2025 AT 10.00 AM**

Cllr McQueen outlined the issues being faced with lorry parking along London Road in Stone and explained that Stone Town Council had been waiting a long time for the results from a Green Corridors Consultation undertaken by Dartford Borough Council which may help alleviate this issue. Jim Dickson agreed to have a separate discussion with Cllr McQueen outside of this meeting.

Cllr Taylor did explain that the current site had been up for sale, with a deadline for offers having passed and that EDC were currently investigating the planning consent for the existing site.

Cllr Johnston explained that a presentation had been held by a developer for large scale redevelopment of Manor Park Industrial Area which could result in further freight through neighbouring roads.

<b>Actions Agreed:</b>	<b>Tasked to:</b>
To approach the KCC Member for the area to request he lobby the Cabinet Member for Highways for support in engaging KCC Officers in actively looking at lorry park solutions in the A2 corridor.	GB and JD
To write to National Highways to discuss whether any service stations could be incorporated into the road system being proposed for the Lower Thames Crossing.	JD
To contact the EDC to request a response with their opinions on the proposals, to clarify their plans for Car Park D at Ebbsfleet International Station and also to pursue the planning enforcement for the current site.	JD
In consultation with JR a list of potential operators be put together and approaches made regarding the proposed sites for lorry parks.	GB and GT
To compile a list of the existing operators at Manor Park along with the Landowners for engagement.	GT

Meeting Closed: 11.00am

LORRY PARK WORKING GROUP MEETING –  
NOTES FROM 24 JUNE 2025 AT 11.30 AM

**Present:** Cllr Lorna Cross (substituting for Cllr Elizabeth Wickham)  
Cllr Peter Harris  
Cllr Dawn Johnston  
Cllr Graham Taylor

Cllr Jessica McQueen STC  
Cllr Stephanie Thredgle STC

**Apologies:** Cllr Elizabeth Wickham

**Absent:** Cllr Claire Pearce

**Also Present:** Graham Blew – Town Clerk

Members discussed the responses/correspondence received from the various bodies/organisations because of the previous meeting and were pleased to see that Jim Dickson MP was very supportive of this work.

Members agreed that an informal meeting with Jim Dickson MP and the Transport Strategy Manager, KCC would be the best way forward in the first instance with a possible public/open meeting in the future.

After discussion Members agreed that the following actions should also be taken:

Keep pressing the EDC regarding the legality of the current situation at Manor Way Business Park.

MOTO be contacted to see if they would be interested in exploring alternative sites in the area for a lorry park.

That EDC be asked if Car Park D would be able to be used as a Lorry Park, even if only as a temporary measure.

That Natural England be contacted to see if they would countenance looking at proposals for an access road from International Way past Car Park D and along the railway into Manor Way Business Park.

Members agreed that the next meeting be dependent on the responses from the MP and the Transport Strategy Manager, KCC.

**Meeting Closed: 12.05pm**

**This page is intentionally left blank.**



LORRY PARK WORKING GROUP MEETING –  
NOTES FROM 10 APRIL 2025 AT 12.00PM

Present: Cllr Peter Harris  
Cllr Dawn Johnston  
Cllr Graham Taylor  
Cllr Elizabeth Wickham

Apologies: Cllr Claire Pearce

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

1. Members discussed and agreed on the following Terms of Reference for the Working Group:

*'That the Working Group liaise with strategic partners to attempt to move the Lorry Park located at Manor Way, Swanscombe.  
This in turn is with the aim of reducing the volume of 40-ton HGV lorries from entering the Town'.*

2. Officers advised members that Stone Parish Council had been contacted and were investigating sending 2 members to attend future Working Group meetings.

Officers also advised that contact had been made with the Planning Department at Ebbsfleet Development Corporation to ascertain the planning status of the land.

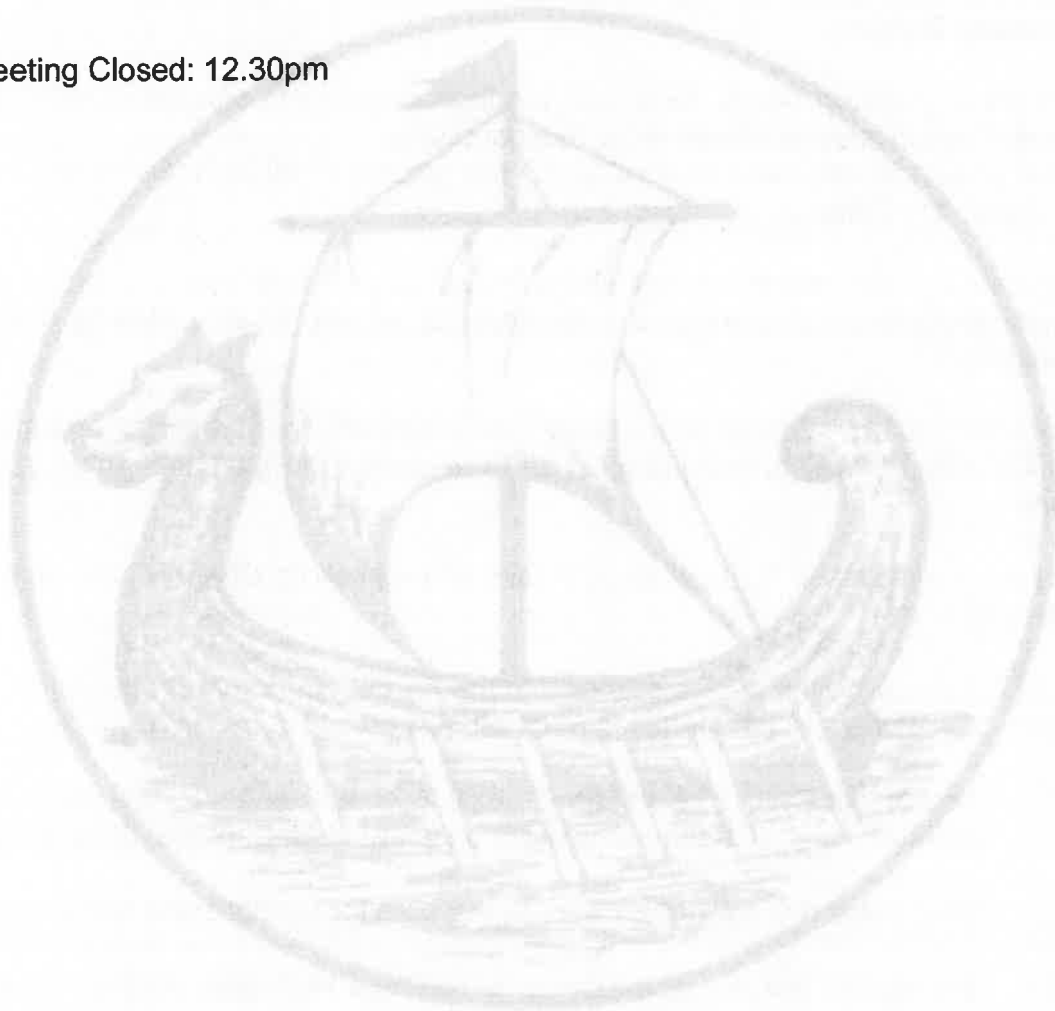
Members discussed the next steps to take and agreed that the following contact be made:

- To provide the outline proposal to the Port of London Authority as one of the owners of the identified alternative sites.
- To contact Dartford Borough Council to obtain air quality data from the receiver located at the roundabout adjacent to McDonalds, Greenhithe.
- To provide the outline proposal to the MPs for Dartford and Gravesham.
- To provide the outline proposal to National Highways as the strategic lead for HGV Rest Stops and as the owner of two of the identified alternative sites.
- To provide the outline proposal to Thames Water and enquire about the volume of repairs that have been undertaken along London Road.
- To contact Savill's Estate Agents regarding any update on the sale of the land the existing site sits on.

LORRY PARK WORKING GROUP MEETING –  
NOTES FROM 10 APRIL 2025 AT 12.00PM

- To provide the outline proposal to Dartford and to Gravesham Borough Councils as a local strategic partner.
  - To provide the outline proposal to Kent County Council as a local strategic partner.
3. Members agreed that the next meeting be called for 3 months' time to review responses received.

Meeting Closed: 12.30pm



## COMMUNITY EVENT WORKING GROUP – NOTES FROM 3 JULY 2025 at 11.30am

Present:

Cllr Lorna Cross  
Cllr Ann Duke  
Cllr Lesley Howes  
Cllr Hazel Stephens  
Graham Blew – Town Clerk  
Martin Harding – ATC/RFO

**AGENDA ITEM**

*TC 24/7/25*

10

Apologies for Absence:

Cllr Emma Ben-Moussa

Absent:

There were none

### **1. TO NOTE THE NOTES FROM THE WORKING GROUP MEETING HELD ON THE 25 FEBRUARY 2025.**

Members noted the notes from the Working Group meeting held on 25 February 2025.

### **2. ST AUGUSTINE'S DAY 2025 – DEBRIEF**

Members discussed the St Augustine's Day event on the 26 May 2025. It was agreed that initial feedback had been very positive, and people were pleased with the blend of Church Service and performance work.

It was suggested that the event for 2026 should be held at St Marys Church, Greenhithe to ensure engagement with the whole Town, and consider alternating in future years.

<b>Actions Agreed:</b>	<b>Tasked to:</b>
That engagement begins with Revd Charlie Lloyd-Evans on the location and plan for the event in 2026.	AD

### **3. SUMMER FAIR 2025 – DEBRIEF.**

Members discussed the Summer Fair event on the 7 June 2025. It was agreed that feedback had been very positive.

Participants that had engaged with the Town Council after the event had confirmed that groups had raised good amounts of money from stalls and, whilst the weather report hadn't been great, attendance levels were better than expected.

Members were reminded that the next event would be in 2027, with Open Air Cinemas to be held in the Summer of 2026.



**4. 100<sup>th</sup> ANNIVERSARY – SWANSCOMBE URBAN DISTRICT COUNCIL**

Councillor Howes confirmed that this is something very much at the forefront of discussions within the Local History Group and was on the agenda for their meeting this Friday.

<b>Actions Agreed:</b>	<b>Tasked to:</b>
To correspond with Christoph Bull to confirm the exact date for the formation of the Urban District Council.	LH
To ask whether the Local History Group would consider researching 10 significant events from the period of the Urban District Council (1926 to 1974) and then this be turned into an interactive tour.	LH
That once the Local History Group have fed back on their involvement and the date of the centenary confirmed, then the next meeting of the Working Group would be called.	GB / MH

Meeting closed at 11.45am

NEW FESTIVE LIGHTS CONTRACT  
GREENHITHE AND SWANSCOMBE HIGH STREETS 2025

**AGENDA ITEM**

T/C 24-7-25

11

**Background**


The Town Council have been operating with the same supplier for Festive lights for the last 7 years. This constituted back-to-back three-year contracts with specific designs and a single one-year extension for last year but, to help reduce the costs, the installation and removal work being undertaken by the Town Councils streetlighting contractor.

**Contractor Review / Options**

As part of best value and the continued efforts to reduce overall expenditure from the Town Council budget a review has been undertaken with several contractors engaged.


Below is a table of the contractors / lighting options that are available for the 2025 festive period that meet the Town Councils current budget figure of £4,200. Several others were contacted but could not come back with a quote that met the Town Councils criteria.

All prices are exclusive of VAT and are on the basis of a single year hire.

Option	Description	Cost	Images
A	Supply of 19 motifs across two high streets.	£2805.5	
	Installation by the Town Councils approved streetlight contractor	£900	
		<b>TOTAL £3705.5</b>	



**NEW FESTIVE LIGHTS CONTRACT  
GREENHITHE AND SWANSCOMBE HIGH STREETS 2025**

<b>B</b>	<p>Supply of 19 motifs across two high streets.</p> <p>Installation by the Town Councils approved streetlight contractor</p>	<p>£2534.75</p> <p>£900</p> <p><b>TOTAL £3434.75</b></p>	
<b>C</b>	<p>Supply and install column hung, solar powered, decorated, Christmas Tree decorations.</p>	<p><b>TOTAL £2875.00</b></p>	<p>Lit tree at night</p> 



NEW FESTIVE LIGHTS CONTRACT  
GREENHITHE AND SWANSCOMBE HIGH STREETS 2025

Decorated for during the day



Options A & B are powered fittings and will require an additional cost to have the electrical timers tested and potentially replaced or bypassed if needed, last year this cost equated to £766, but could vary depending on any damaged units.

**Recommendation**

To select the Town Councils Festive Lights supplier for 2025.

**This page is intentionally left blank.**

WORKING GROUP NOTES - DEVOLUTION WORKING GROUP  
THURSDAY 26 JUNE 2025 – 7.30PM

**AGENDA ITEM**

T/C 24-7-25

12

Present: Cllr Emma Ben Moussa  
Cllr Ann Duke  
Cllr Dawn Johnston  
Cllr Paul Parson  
Cllr Graham Taylor  
Graham Blew – Town Clerk  
Martin Harding – ATC/RFO

Apologies for Absence: There were none

Absent: There were none

**Item 1.**

Members agreed that the 'Terms of Reference' for the Working Group would be:

'To plan ahead for Devolution'.

**Item 2 and 3.**

Members were provided with an initial list of services and assets that are owned / operated by both Dartford Borough Council (DBC) and Kent County Council (KCC).

A lengthy discussion was held around the types of services and assets within the Town. This included the potential financial, staffing and resource implications.

Members were also provided a set of notes from a training event attended by the Town Clerk and ATC/RFO on asset transfer held earlier that day.

The Town Clerk confirmed that he had made an initial approach to the Chief Officer & Director of Corporate Services, at DBC who had responsibility for the devolution process to enquire about the best route for discussions on the transfer of assets / services and also whether DBC hold a list of the assets they own.

Cllr Ben Moussa extended an offer from the Shadow Leader from DBC to attend a future Working Group meeting as he was a member of a cross-party group of leading Councillors discussing devolution across Kent.

It was agreed that the Working Group would reconvene when a response had been received from the Director at DBC on the processes and also at that point to possibly extend the invite to the Shadow Leader.



WORKING GROUP NOTES - DEVOLUTION WORKING GROUP  
THURSDAY 26 JUNE 2025 – 7.30PM

**Item 4.**

Members reviewed the Devolution / Local Government Reorganisation Survey from KALC and agreed a response.

The following actions were agreed going forward:

<b>Action:</b>	<b>Tasked to:</b>
That any further information on the devolution process be gathered by all members of the Working Group	ALL
That once a response had been received from DBC regarding the processes for asset / service transfer and a potential list then a meeting of the Working Group be called.	GB / MH
That once a meeting of the Working Group had been set then an invitation could possibly be sent to the Shadow Leader at DBC to discuss any updated on the general devolution process.	EBM
That the response to the Devolution / Local Government Reorganisation Survey from KALC be submitted	GB / MH

Meeting closed at 8.45pm