

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 24 JULY 2025 at 7.00pm

**PRESENT:**

Councillor Dawn Johnston – Town Mayor  
Councillor Paul Parsons – Deputy Town Mayor  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Peter Harris  
Councillor Lesley Howes  
Councillor Alan Reach  
Councillor Hazel Stephens  
Councillor Graham Taylor  
Councillor Elizabeth Wickham

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Martin Harding – ATC/Responsible Financial Officer  
Indigo Allred – Administration Officer  
Councillor Michael Brown – Dartford Borough Council  
x5 Member of the public

**ABSENT:**

There were none

**124/25-26. 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.

**125/25-26. 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 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 Dartford Borough Councillor Cally Gale due to other commitments.

An apology for absence was received from Dartford Borough Councillor David Mote due to other commitments.

An apology for absence was received from Kent County Councillor Matthew Fraser - Moat (deputising for Thomas Mallon) due to other commitments.

An apology for absence was received from Reverend Charlie Lloyd-Evans due to other commitments.

**RESOLVED:**

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

**126/25-26. 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.*

**127/25-26. TO RECEIVE THE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 14 MAY 2025 AND THE SPECIAL TOWN COUNCIL MEETING HELD ON 2 JULY 2025**

**RESOLVED:**

That the Minutes of the Annual General Meeting held on 14 May 2025 and the Special Town Council Meeting held on 2 July 2025 be confirmed as a true record and be signed.

**128/25-26. ITEMS DEEMED URGENT BY THE TOWN MAYOR / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

Members were introduced to Ms Indigo Allred who had started her role as the new Administration Officer on 21 July 2025.

**129/25-26. MINUTES OF THE PLANNING, MAJOR DEVELOPMENT, TRANSPORTATION AND ENVIRONMENT COMMITTEE MEETINGS HELD ON THE 23 APRIL 2025, 21 MAY 2025, 11 JUNE 2025 AND 9 JULY 2025.**

**RESOLVED:**

That the Minutes of the Planning, Major Developments, Transportation and Environment Committee Meetings held on 23 April 2025, 21 May 2025, 11 June 2025 and 9 July 2025 be confirmed and the recommendations made therein be adopted.

**130/25-26. MINUTES OF THE RECREATION, LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 26 JUNE 2025**

**RESOLVED:**

That the Minutes of the Recreation, Leisure and Amenities Committee – 26 June 2025 be confirmed and the recommendations made therein be adopted.



**131/25-26. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
HELD ON 19 JUNE 2025.**

**RESOLVED:**

That the Minutes of the Finance & General Purposes Meeting held on 19 June 2025 be confirmed and the recommendations made therein be adopted.

**132/25-26. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETINGS HELD ON 9  
APRIL 2025 AND 2 JULY 2025.**

**RESOLVED:**

That the Minutes of the Community Safety Committee Meetings held on 9 April 2025 and 2 July 2025 be confirmed and the recommendations made therein be adopted.

**133/25-26. MINUTES OF THE EXECUTIVE & EMERGENCY COMMITTEE MEETINGS HELD ON  
10 APRIL 2025 AND 24 JUNE 2025.**

**RESOLVED:**

That the Minutes of the Executive & Emergency Committee Meetings held on 10 April 2025 and 24 June 2025 be confirmed and the recommendations made therein be adopted.

**134/25-26. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 12 MAY 2025.**

**RESOLVED:**

That the Minutes of the Personnel Committee held on 12 May 2025 be confirmed and the recommendations made therein be adopted.

**135/25-26. MINUTES OF THE HERITAGE SUB-COMMITTEE MEETINGS HELD ON 10 APRIL  
2025 AND 3 JULY 2025.**

**RESOLVED:**

That the Minutes of the Heritage Sub-Committee Meetings held on 10 April 2025 and 3 July 2025 be confirmed and the recommendations made therein be adopted.

**136/25-26. REVIEW OF STANDING ORDER AND FINANCIAL REGULATIONS.**

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

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

**RESOLVED:**

That the proposed amendment be endorsed and adopted.

**137/25-26. COMMUNITY RESILIENCE PLAN.**

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

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

As requested, contact had been made with the Emergency Planning Officer, Dartford Borough Council and members had been provided with the response, which was discussed at the meeting.

Members agreed to continue investigating the possibility of producing a Community Resilience Plan and that a meeting of the Executive & Emergency Committee would be convened and the Emergency Planning Officer, Dartford Borough Council, and a representative of the Kent & Medway Community Resilience Forum be invited to attend and discuss a way forward.

**RESOLVED:**

That a meeting of the Executive & Emergency Committee be convened and the Emergency Planning Officer, Dartford Borough Council, and a representative of the Kent & Medway Community Resilience Forum be invited to attend

**138/25-26. FLAG SCHEDULE – REVIEW**

Members reviewed the current flag schedule.

**RESOLVED:**

That the flag schedule be agreed.



**139/25-26. RELOCATION OF MANOR PARK HGV TRANSPORT HUB – WORKING GROUP UPDATE.**

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

**RESOLVED:**

That the update be noted.

**140/25-26. COMMUNITY EVENT WORKING GROUP - UPDATE.**

Members considered the notes from the Working Group meeting held on 3 July 2025.

**RESOLVED:**

That the update be noted and that both Members and Officers be thanked for the work undertaken to deliver both the St Augustine's Day and Summer Fair Events.

**141/25-26. FESTIVE LIGHTS CONTRACT 2025 – GREENHITHE AND SWANSCOMBE HIGH STREETS.**

Members considered the report on options for festive lighting for 2025 and the ATC/RFO updated members regarding the change in costings for the use of powered lighting in both Swanscombe and Greenhithe High Streets.

The RFO detailed merits and environmental / financial impacts of each option and after discussion it was proposed, duly seconded and agreed:

**RESOLVED:**

That option C be selected for festive lighting 2025.

**142/25-26. DEVOLUTION WORKING GROUP - UPDATE.**

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

**RESOLVED:**

That the update be noted.

**143/25-26. GENERAL PROJECTS UPDATE.**

Officers provided members with the following updates.

Work was being undertaken to finalise the design brief for the scaled down option for the Pavilion Project. Once received this would be provided to potential funders to seek support.

**RESOLVED:**

That the update be noted.

**144/25-26. STAFF / MEMBER TRAINING – UPDATE.**

The following training had been scheduled / undertaken: -

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

**RESOLVED:**

That the item be noted.



**145/25-26. REPORTS OF OUTSIDE REPRESENTATIVES**

Members were advised that this item provided an opportunity for Members appointed as representatives on outside bodies to provide a report at the meeting.

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

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

Councillor Harris confirmed that the representative to the board from Dartford Borough Council had recently changed. That the vegetated (green) wall to support the flood defences on the riverfront was currently being constructed. These works had been subject to a recent theft of equipment, but new security measures were in place.

Issues with staff harassment were being addressed through Kent Police and issues had been raised regarding the Senior Management Team at Firstport.

**Bluewater Forum (BF)**

Councillor Dawn Johnston is the Town Councils representatives on the BF. The last meeting had been scheduled to take place on 29 May 2025.

**Whitecliffe Community Liaison Group (WCLG)**

Councillor Dawn Johnston is the Town Councils representatives on the WCLG. As previously agreed, the agenda for the 18 March 2025 meeting, the agenda and Minutes from the meeting on 20 May 2025 and the agenda for the 22 July 2025 meeting were available for inspection.

**Joint Transportation Board, Dartford Borough council (JTB)**

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

**146/25-26. REPORT FROM KENT COUNTY COUNCILLOR.**

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

Unfortunately, Councillor Thomas Mallon and Councillor Matthew Fraser - Moat (deputising for Thomas Mallon) were unable to attend and no report had been submitted.

**RESOLVED:**

That the item be noted.

**147/25-26. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

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

Dartford Borough Councillor Michael Brown updated members on various issues/topics which included that the waste collection contract for 2026 – 2034 was currently being discussed for approval. The borough wide issue of HMO's was being raised cross party. Two recent by-elections had been held in other parts of Dartford with both being won by the Reform party. Councillor Brown had been undertaking casework in relation to challenging management companies, parking and buses.

**RESOLVED:**

That the item be noted.

**148/25-26. SEALING OF DOCUMENTS.**

There were none

**149/25-26. TOWN MAYORS ANNOUNCEMENTS.**

The Town Mayor wished that the Councils thanks and best wishes be passed onto Natalie Shoulder who was leaving the Admin Team after 2 years' service, and Sandra Kelleher who was retiring from the Council after 9 years of also working within the Admin Team.

The Town Mayor reminded the meeting of the upcoming activities the Town Council were hosting over the summer.

The Town Mayor also provided details of her dog show being held on the 14 September 2025 in Ingress Park and invited all to attend.



150/25-26. **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. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

**Recommended:**

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

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

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

(Chairman)

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

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MINUTES of the SPECIAL TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on WEDNESDAY 24 SEPTEMBER 2025 at 7.40 pm

**PRESENT:**

Councillor Dawn Johnston –Town Mayor  
Councillor Paul Parsons – Deputy Town Mayor  
Councillor Emma Ben-Moussa  
Councillor Lorna Cross  
Councillor Lesley Howes  
Councillor Richard Lees  
Councillor Hazel Stephens  
Councillor Graham Taylor

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Martin Harding – ATC/Responsible Financial Officer  
Indigo Allred – Administration Officer

**ABSENT:**

Councillor Alan Reach.

**216/25-26. 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.

**217/25-26. 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 Peter Harris, 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.

**RESOLVED:**

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

**218/25-26. 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.***

**219/25-26. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Richard Lees and seconded by Councillor Graham Taylor;

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.

**220/25-26. THE GROVE CAR PARK.**

Kent County Council had issued a "Road Maintenance notice for Milton Road, Swanscombe for works lasting from 20 October to 31 October 2025 between St Ames Road and Stanley Road from 08:00 to 18:00 each day". This included no vehicular access on 22 October 2025.

Members were provided with details and correspondences between the Town Clerk and Dartford Borough Council (DBC).

After discussion which included the pros and cons of suspending enforcement of the Grove Car Park, to assist the residents of Milton Road on the day of the road closure only, it was proposed, duly seconded and agreed:

**RESOLVED:** That DBC be contacted with a request to suspend enforcement of the Grove Car Park for 22 October 2025 only.

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

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



MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 3 SEPTEMBER 2025 AT 7.00PM

**PRESENT:**

Councillor Dawn Johnston - Chairman  
Councillor Richard Lees – Vice-Chairman  
Councillor Lorna Cross  
Councillor Lesley Howes  
Councillor Graham Taylor  
Councillor Elizabeth Wickham

**ALSO PRESENT:**

Martin Harding – Assistant Town Clerk/RFO

**ABSENT:**

There were none

**151/25-26. 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.

**152/25-26. APOLOGIES FOR ABSENCE.**

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

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

**Recommended:**

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

**153/25-26. SUBSTITUTES.**

There were none.

**4/25-26. 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.*

**155/25-26. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**156/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9 JULY 2025.**

**Recommended:**

The Minutes of the meeting held on 9 July 2025 were confirmed and signed.



157/25-26. The following planning applications had been received from Dartford Borough Council / Ebbsfleet Development Corporation/ Kent County Council / Gravesham Borough Council and were responded to by the Town Clerk, in consultation with the Chairman, during the 2025 recess period (as per minute 123/25-26).

DA/25/00784/TPO	<p>Application of Horse Chestney tree - fell to stump subject to Tree Preservation Order No13 1991.</p> <p>Verge in Car Park, St Pauls Close, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council object to this application to fell a perfectly healthy tree.</p> <p>The purpose of TPOs is to protect trees that are considered to have significant visual or landscape value, contributing to the character and appearance of an area and to safeguard trees for the public to enjoy, particularly those visible from public spaces.</p> <p>Despite the applicant's assertion, a look at Google Earth shows a young tree at this location in 1990, before the current residential development was installed, on what was the amenity space surrounding the old council offices. In this sense, while this is undoubtedly a young tree, it connects us with the history of the site – a cultural value that is impossible to replace.</p> <p>Trees in this area of Swanscombe have been lost to disease and vandalism and the felling of a healthy tree is an unnecessary loss. Trees such as this Horse Chestnut provide vital habitat to wildlife, as well as helping combat climate change, both critical needs in an urban setting.</p> <p>The Town Council would support an application for reasonable pruning/pollarding work on the tree, subject to the Planning Authorities tree specialist providing a report and advice.</p>
DA/25/00687/FUL	<p>Conversion of garage into habitable room with associated alterations to rear elevation (Retrospective)</p> <p>29 Watermans Way, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council strongly objects to this retrospective application as the application makes no provision for the loss of parking arising from the proposed conversion.</p> <p>This proposed development would result in the loss of a parking space and would be likely to result in undesirable on-street parking in an area with limited on-street parking provision contrary to policies of the Dartford Development Policies Plan, any conversion of the garage would take away the choice of any future tenants from using it as an off-road parking space.</p>



	<p>This loss of parking will undoubtedly have a detrimental impact on the street amenity and, the applicant confirms this by stating that they intend to street park as a form of mitigation for the loss.</p> <p>The built parking spaces were allocated on the number of bedrooms the property had, and this included the parking space in the garage. Watermans Way is an area that already has many difficulties with parking and another recent similar application in the same area, for the conversion of a garage, was refused by the Planning Authority (DA/24/00107/FUL)</p>
DA/25/00664/FUL	<p>Erection of two external canopies</p> <p>Ebbsfleet Academy, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/25/00866/FUL	<p>Erection of a part single, part double storey rear extension and new porch to front elevation.</p> <p>15 Stanley Road, Swanscombe.</p>
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/25/00867/FUL	<p>Erection of a part single, part double storey rear extension</p> <p>17 Stanley Road, Swanscombe.</p>
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/25/00874/FUL	<p>Erection of part two/part first floor side extension.</p> <p>18 Caspian Way, Swanscombe.</p>
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/25/00869/FUL	<p>Erection of a single storey rear extension for laundry room.</p> <p>Rosewood, 28 Bean Road, Greenhithe.</p>
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

**Recommended:**

That the responses submitted during the recess period be endorsed.



158/25-26 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).

KCC/DA/0109/205	Section 73 application to vary Condition 2 of planning permission EDC/21/0046 to allow for the use of the site for recycling for a further 5-year period.  Land off Watling Street, Eastern Quarry.
OBSERVATIONS:	No observations.
DA/25/00950/ FUL	Erection of a part single storey/part two-storey rear extension and loft conversion comprising rear dormer window with Juliette balcony in rear elevation and roof lights in front roof slope in connection with providing additional rooms in the roof space.  93 Knockhall Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

159/25-26. The following Granted Decision Notices had been received from Dartford Borough Council / EDC during the summer 2025 recess for members information.

DA/25/00544/FUL	Conversion of garage into a habitable room.  6 Sara Crescent, Greenhithe.
DA/25/00618/FUL	Erection of a composite, modular garden room to the rear corner of the garden (Retrospective)  6 Peacock Close, Greenhithe.
DA/25/00653/FUL	Erection of a single-storey rear extension.  64 Knockhall Road, Greenhithe.
DA/25/00664/FUL	Erection of two external canopies.  Ebbsfleet Academy, Swanscombe
DA/25/00659/LBC	Listed Building application for removal and replacement of sections of stone window mullions and associated works.  The Grange Follies, Ingress Abbey, Ingress Par, Greenhithe.
DA/2500593/FUL	Erection of a single storey rear extension.  3 Stonely Crescent, Greenhithe.

DA/24/01421/FUL	Erection of a single storey extension to existing garage / store with a car port and vehicular access, gates and alterations to fencing.  41 Valley View, Greenhithe.
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.

160/25-26. **The following Refused Decision Notices had been received from Dartford Borough Council / EDC during the summer 2025 recess for members information.**

DA/25/00644/FUL	Erection of a single storey rear extension.  26 Gasson Road, Swanscombe.
DA/25/00117/FUL	Conversion of existing store to a new dwelling (retrospective application).  Rear of 64 Stanhope Road, Swanscombe.
DA/25/00615/FUL	Erection of single storey rear/side extension.  44 Church Road, Swanscombe.
DA/25/00682/ADV	Display of 1 no. freestanding 48-sheet internally illuminated poster display of static advertisements  Greenhithe Service Station London Road Greenhithe

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

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

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



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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 24 SEPTEMBER 2025 AT 7.00PM

**PRESENT:**

Councillor Dawn Johnston - Chairman  
Councillor Richard Lees – Vice-Chairman  
Councillor Lorna Cross  
Councillor Lesley Howes  
Councillor Hazel Stephens  
Councillor Graham Taylor

**ALSO PRESENT:**

Councillor Paul Parsons  
Graham Blew – Town Clerk  
Martin Harding – ATC/Responsible Financial Officer  
Indigo Allred – Administration Officer  
x1 members of the public

**ABSENT:**

There were none

**204/25-26. 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.

**205/25-26. 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 Elizabeth Wickham, due to other commitments.

**Recommended:**

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

**206/25-26. SUBSTITUTES.**

There were none.

**207/25-26. 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.*

**208/25-26. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.



209/25-26. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 SEPTEMBER 2025.**

**Recommended:** The Minutes of the meeting held on 3 September 2025 were confirmed and signed.

210/25-26. **NEIGHBOURHOOD AND PARISH PLANS (p).**

On 3 September 2026 Councillor Graham Taylor emailed the Town Council to request that they re-look at the possibility of producing either a Neighbourhood Development Plan or Parish Plan (this had previously been considered in June 2017 (minute 89/16-17)).

Members considered the report detailing the potential benefits and the implications, benefits and financial / resource impacts of both a Neighbourhood Plan and a Parish Plan.

After discussion Members agreed that a Parish Plan was the most appropriate option for the Town Council although it was felt that care needed to be taken with regards to both Councillors and the public's expectations regarding the outcome and application of a Parish Plan.

Members also agreed that the first steps to take would be for a Working Group to be formed to meet 3 or 4 times over the next financial year (April to December 2026) to establish the feasibility/scope of the Parish Plan. This would then enable the resources required to undertake a Parish Plan to be considered and set by full Council during the 2026 - 2027 budget setting process (January to April 2027).

With this in mind it was proposed, duly seconded and unanimously agreed:

**Recommended:** That a Working Group to establish the feasibility/scope of a Parish Plan be formed at the scheduled meeting of this Committee on 22 April 2026.

211/25-26 **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/25/0102/FUL	Erection of a single storey rear extension.  16 Glasson Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.  The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.



DA/01032/COU	Change of use of the site from a residential dwelling (C3 use class) to a children's care home (C2 use class) for a maximum of 2 children.  8 Ingress Gardens, Greenhithe.
OBSERVATIONS:	Whilst the Town Council does not object to this application it has concerns around the availability of parking for both staff and visitors to the site.

212/25-26. **The following Granted Decision Notices had been received from Dartford Borough Council / EDC for members information.**

DA/25/00687/FUL	Conversion of a garage into a habitable room with associated alterations to rear elevation (retrospective application).  2 Watermans Way, Greenhithe.
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.
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.
DA/25/00874/FUL	Erection of part two/part first floor side extension.  18 Caspian Way, Swanscombe
DA/25/00931/CDNA	Submission of details relating to Archaeological Watching Brief (Condition 7), flood gate details (Condition 8), flood defence crest (Condition 9), hard surfacing details (Condition 11) and Remediation Strategy Validation Report (Condition 12) of planning permission DA/20/00270/VCON for the erection of a detached 4 bedroom house with associated parking involving demolition of existing buildings on the site (As varied by 15/01660/VCON and further variation of approved drawings comprising amendments to the parking and ground floor layout, windows and balconies)  Neptune Slipway 4 Pier Road, Greenhithe

213/25-26. **The following Refused Decision Notices had been received from Dartford Borough Council / EDC during the summer 2025 recess for members information.**

DA/25/00644/FUL	Erection of a single storey rear extension.  26 Gasson Road, Swanscombe.
DA/25/00866/FUL	Erection of a part single, part two storey rear extension and new porch to front elevation.  15 Stanley Road, Swanscombe
DA/25/00867/FUL	Erection of a part single, part double storey rear extension.  17 Stanley Road, Swanscombe

214/25-26. **The following Withdrawn Applications Notices had been received from Dartford Borough Council / EDC for members information.**

DA/25/00784/TPO	Application for Horse Chestnut tree – fell to stump, subject to Tree Preservation Order No.3 1991.  Verge in Car Park, St Pauls Close, Swanscombe.
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215/25-26. **KENT HIGHWAYS SERVICE – AMENDMENT 2 A PROHIBITION OF TRAFFIC MOVEMENTS ORDER ALKERDEN LANE & COLYER DRIVE – CONSULTATION.**

Kent Highways Service had provided the attached consultation for consideration.

Members were forwarded the documents/information on 24 September 2025 and the deadline for responses was 20 October 2025.

Due to the timescales involved it was agreed to defer this item until the next scheduled meeting of the Committee on 15 October 2025.

**Recommended:** That consideration of this consultation be deferred to next meeting of this Committee on 15 October 2025.

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

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

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



MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 11 SEPTMEBER 2025 at 7.00PM

**PRESENT:**

Councillor Lesley Howes – Chairman  
Councillor Lorna Cross – Vice-Chairman  
Councillor Emma Ben Moussa  
Councillor Peter Harris  
Councillor Dawn Johnston  
Councillor Richard Lees  
Councillor Graham Taylor

**ALSO PRESENT:**

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

**ABSENT:**

There were none

**161//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.

**162//25-26. APOLOGIES FOR ABSENCE.**

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

**Recommended:**

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

**163//25-26. SUBSTITUTES.**

There were none.

**164//25-26. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Emma Ben Moussa declared a prejudicial interest in agenda item 10, Applications for Funding from the Town Council (A), as her children received support from the applicant/organisation.

*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.*

**165//25-26. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**166//25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 19 JUNE 2025**

**Recommended:** That the Minutes of the meeting held on 19 June 2025 be confirmed and signed as a true record.

**167//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 July 2025 be noted.

**168//25-26. BANK TRANSFERS.**

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

**Recommended:** That the bank transfers undertaken between June and July 2025 be approved.

**169//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 June and July 2025

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

**170//25-26. SUMMARY OF ACCOUNTS.**

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

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



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

*Having already declared a prejudicial interest Councillor Ben Moussa left the chamber and took no part in the discussion on application A.*

**171//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:

- We Are Beams - £200.00
- St Peter & St Pauls Church - £200.00
- MCK - £200.00
- Grove Dancers - £200.00

Members also agreed that an adjustment be made to the application process to emphasise the importance of including all information relating to funding an organisation receives not just that which has been previously awarded from the Town Council.

**Recommended:** That the funding, as detailed above, be awarded, and that the adjustment to the application process, as detailed, be undertaken.

**172//25-26. TOWN COUNCIL OFFICES HOT WATER SYSTEM – MAJOR WORKS**

In accordance with Financial Regulation 11.1.a (iii), and in consultation with both the Town Mayor and the Chairman of the Finance & General Purposes Committee, and to ensure continued operation of the Town Council building, a quote was approved for the replacement of one of the hot water boilers for the site.

**Recommended:** That the quotation and actions taken be noted and endorsed.

**173//25-26. EXCLUSION OF THE PRESS AND PUBLIC.**

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

**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.

174//25-26. **TOWN COUNCIL OFFICES & COMMUNITY HALL – BUILDING ALARM.**

Members were advised that during the evening of 12 August 2025, the building alarm went off but, unfortunately it did not stop after the 10-minute period it should have, and this resulted in x2 councillors, contractors and council staff attending to gain access and silence the alarm.

Officers provided a verbal update on the actions taken since this incident regarding the Town Councils building alarm. It was confirmed that this should prevent further disruption to neighbouring properties.

**Recommended:**

That the actions taken to resolve the Town Councils Offices & Community Hall building alarm be noted and endorsed.

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

Signed:

(Chairman)

Date:



**MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE**  
**held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 18**  
**SEPTEMBER 2025 at 7.00PM**

**PRESENT:**

Councillor Emma Ben Moussa - Chairman  
Councillor Peter Harris – Vice-Chairman  
Councillor Ann Duke  
Councillor Lesley Howes  
Councillor Paul Parsons (substituting for Councillor Lorna Cross)

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
x 2 members of the public

**ABSENT:**

There were none.

**175/25-26. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**176/25-26. APOLOGIES FOR ABSENCE.**

An apology for absence was submitted by Councillor Lorna Cross, due to other commitments.

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

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

An apology for absence was submitted by Councillor Elizabeth Wickham, due to other commitments.

An apology for absence was submitted by the Senior Groundsman/Gardener, due to other commitments.

**177/25-26. SUBSTITUTES.**

Councillor Paul Parsons substituted for Councillor Lorna Cross.

**178/25-26. 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 asked for a brief update on the Pavilion project, it was confirmed that a full update would be provided at the Town Council meeting on the 23 October 2025.

Another resident asked a question on works being undertaken at Galley Hill, which Councillors agreed to investigate.

**179/25-26. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**180/25-26. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 26 JUNE 2025**

**Recommended:** That the Minutes of the Meeting held on 26 June 2025 were approved and signed as a true record.

**181/25-26. 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, Valley view, Equipment / Staffing and Miscellaneous.

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

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

**182/25-26. ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT.**

The Annual Playground Safety Inspection was undertaken at the end of May 2025 by a RPII (Register of Playground Inspectors International) / ROSPA (Royal Society for the Prevention of Accidents) Certified Playground Specialist. Members were issued with the Inspection Finding Summary and the risk assessment matrix used by the Inspector.

When the report was received, a copy was passed to the Senior Groundsman/Gardener, which is under review to ensure any action required is being undertaken.

**Recommended:** That the Annual Playground Safety Inspection Report be noted, and the work being undertaken endorsed.



**183/25-26. NEW CRICKET ROLLER.**

Further to minute 33/25-26 Members were pleased to be informed that the new cricket roller obtained from a successful funding bid to the English Cricket Board, had been delivered.

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

**184/25-26. SUMMER ACTIVITY REPORT.**

Members thanked Officers for all the hard work that had gone into providing the wide range of very popular, and successful, free children's entertainment over the summer period, positive feedback had been received.

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

**35/25-26. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Paul Parsons and seconded by Councillor Ann Duke;

**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.

**186/25-26. THE SWANSCOMBE CENTRE – PERFORMANCE OF SERVICES UPDATE.**

The Finance Director GCLL had provided the Performance of Services Report which includes details for Health & Safety, Finance and Attendances for May, June and July 2025.

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

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

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

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MINUTES of the MEETING of the EXECUTIVE & EMERGENCY COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on TUESDAY 23 SEPTEMBER 2025 at 10.00AM

**PRESENT:** Councillor Dawn Johnston – Chairman  
Councillor Emma Ben-Moussa  
Councillor Lesley Howes  
Councillor Paul Parsons  
Councillor Graham Taylor

**ALSO PRESENT:** Andrea Allegri – Senior Community Resilience Officer, Kent Resilience Team  
Caroline Hicks – Director of Growth & Community, Dartford Borough Council  
Graham Blew – Town Clerk  
Martin Harding – ATC/Responsible Financial Officer

**ABSENT:** There were none.

**187/25-26. 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.

**188/25-26. 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 Peter Harris, 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.

**189/25-26. SUBSTITUTES.**

There were none.

**190/25-26. 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.*

**191/25-26. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**192/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 24 JUNE 2025.**

**Recommended:** The Minutes of the meeting held on 24 June 2025 were confirmed and signed as a true record.

**193/25-26. COMMUNITY RESILIENCE PLAN.**

The Chairman welcomed both Andrea Allegri and Caroline Hicks and thanked them for their attendance at the meeting and provided some background to the problems with generating interest from community volunteers.

Andrea provided some suggestions on different options for engagement including using links to existing community groups in the Town. It was also explained that a very common approach was for Parish and Town Councils to cluster resources and ideas to formulate a plan. He also explained that a key role could be for the Town Council to promote the registration of alerts for flood and utility issues.

Caroline Hicks explained the role that Dartford Borough Council (DBC) play in the strategic planning for emergencies in the area. She outlined the role the Town Council could play in co-ordinating its known groups and being a conduit for communication from DBC in relation to emergency planning and promoting readiness.

Andrea Allegri explained that his records indicated that the Town had x 2 designated Flood Wardens who it might be beneficial to contact.

After discussion it was proposed, duly seconded and agreed:

**Recommended:**

1. To thank both Andrea Allegri and Caroline Hicks for their attendance and contribution to the meeting.
2. That contact be made with the x 2 Flood Wardens for the Town to confirm they are still active and willing to be engaged with for emergency planning.



3. That contact be made with the neighbouring parishes of Bean and Stone about the potential to work together on a cluster approach to emergency planning.
4. That a list be compiled of potential existing community groups that may be contactable in the event of an emergency to help both aid vulnerable individuals and provide support to the wider community.
5. That a risk assessment and desk-based exercise be undertaken to ascertain risks within the Town and what role the Town Council could play in each potential scenario.

There being no further business, the Meeting closed at 10.35 am

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

(Chairman)

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

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MINUTES of the MEETING of the HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 23 SEPTEMBER 2025 at 10.40AM

**PRESENT:** Councillor Lesley Howes – Chairman  
Councillor Emma Ben-Moussa (substituting for Councillor Claire Pearce)  
Councillor Dawn Johnston (ex-officio)  
Councillor Paul Parsons (substituting for Councillor Richard Lees)  
Councillor Graham Taylor

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

**ABSENT:** There were none

194/25-26. **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.

195/25-26. **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 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.

196/25-26. **SUBSTITUTES**

Councillor Emma Ben-Moussa substituted for Councillor Claire Pearce.

Councillor Paul Parsons substituted for Councillor Richard Lees.

197/25-26. **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.*

**19825-26. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**199/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 JULY 2025.**

**Recommended:** That the Minutes of the meeting held on 3 July 2025, be confirmed, and signed as a true record.

**200/25-26. ADOPTION OF RED PHONE KIOSK – PC01 PIER ROAD, GREENHITHE, DA9 9NS.**

Members considered the report detailing the completion of the adoption process (17 August 2025) and the additional insurance liability.

**Recommended:** That the completion of the adoption process, the additional insurance liability and the securing of the heritage asset be noted.

**201/25-26. FUNDING FOR REPAIRS TO THE RED PHONE KIOSK – PC01 PIER ROAD, GREENHITHE, DA9 9NS**

Members were pleased to see the details of the funding and kind donations that had been made to repair the red phone kiosk. It was agreed that all those that had donated to the project should be acknowledged as part of the publicity campaign for the opening of the asset.

**Recommended:** That the donations received for the project be noted and that all those that had donated to the project should be acknowledged as part of the publicity campaign for the opening of the asset.

**202/25-26. FUTURE USE OF THE RED PHONE KIOSK – PC01 PIER ROAD, GREENHITHE, DA9 9NS**

The combined results of both the online survey as well as paper surveys were considered by Members and after discussion it was proposed, duly seconded and agreed:

**Recommended;**

1. That the red phone kiosk – PC01 Pier Road, Greenhithe, DA9 9NS be used as a community book swap, with parts of the asset utilized as a mini museum and / or art gallery.
2. That officers investigate the potential to fit a lock to the kiosk to enable it to be effectively secured once in use.
3. That Councillor Graham Taylor take the lead on coordinating community volunteers who would be interested in helping with repairs.



4. That Councillor Dawn Johnston take the lead on coordinating community volunteers who would be interested in helping with regular checks and maintenance.
5. That an email be sent to the members of the community who expressed an interest in volunteering requesting they make contact with Councillor Taylor, Councillor Johnston, or both, depending on what elements of the project they would like to be involved with.

203/25-26. **HERITAGE PARK IMPROVEMENTS**

Members considered the reports provided in relation to the works undertaken at the Heritage Park following the grant awarded by the Lower Thames Crossing project.

**Recommended;**

1. That the completion of the works undertaken be noted.
2. That the outstanding works and plan for resolution be noted.
3. That the draft management plan provided be taken forward for finalisation following consultation with the Senior Groundsman Gardener.

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

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

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

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MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 1 OCTOBER 2025 at 7.00 PM

**PRESENT:** Councillor Paul Parsons (Chairman for the meeting)  
Councillor Lorna Cross  
Councillor Hazel Stephens  
Councillor Elizabeth Wickham

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – ATC/Responsible Financial Officer  
Indigo Allred – Administration Officer  
Lead Co-Ordinator – Swanscombe Neighbourhood Watch  
Deputy Lead Co-Ordinator – Swanscombe Neighbourhood Watch  
x3 members of the public

**ABSENT:** There were none.

**221/25-26. TO ELECT A CHAIRMAN FOR THE MEETING.**

As both the Chairman and Vice-Chairman were unable to attend the meeting it was duly proposed, seconded, and agreed.

**Recommended:** That Councillor Paul Parsons be elected as the Chairman for the meeting.

**222/25-26. 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.

**223/25-26. 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 Peter Harris, 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 Dawn Johnston, due to other commitments.

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

**224/25-26. SUBSTITUTES.**

There were none.

**225/25-26. 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.***

Two members of public spoke to update the council on the recent resident led efforts to stop vehicles mounting the pavements, reporting of lorries and general dissatisfaction of the ongoing vehicular issues in, and around, Stanhope Road, Swanscombe.

The Chairman thanked the members of public for their update and their efforts in addressing this issue.

**226/25-26. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**227/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 JULY 2025**

**Recommended:**

That the Minutes of the Meeting held on 2 July 2025 be confirmed and signed as a true record.

**228/25-26. KENT POLICE REPORT.**

Unfortunately, the new beat officer for Ebbsfleet Valley, Swanscombe, Greenhithe and Knockhall, PC Simon Hodge was unable to attend but, in his absence, Simon had submitted a report which included the data for reported crimes along with updates on anti-social behaviour, youths with catapults, and vehicles parking inappropriately.

**Recommended:**

That the item be noted.

**229/25-26. 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 Unlicensed HMO's, youth anti-social behaviour, quad bikes, fly tipping, graffiti and vehicle related problems including parking, abandoned vehicles and illegal mechanical work on the public highway.

**Recommended:**

That the item be noted.



230/25-26. **COMMUNITY SAFETY LIAISON.**

Swanscombe Neighbourhood Watch – The Lead Co-Ordinator updated the committee on the creation of a patrol team, the ongoing issues with lorries, liaison with stakeholders on parked cars blocking public footpaths, reporting anti - social behaviour, including youths with catapults, to Kent Police and that the Swanscombe Neighbourhood Watch would now be having monthly residents' meetings and quarterly meetings with stakeholders and partners.

Ingress Park Neighbourhood Watch – Councillor Stephens confirmed that the regular issues with parking were continuing and that a meeting had been recently held.

Community Speed Watch – Councillor Stephens updated that a notable drop had occurred in the number of offenders and speed levels identified, and that the next Speed Watch session was scheduled for November.

Lorry Watch – Councillor Wickham reported that there had been x17 reports of inappropriate lorries in Swanscombe and Greenhithe since the last Committee meeting and that 50% of the reported incidents had come from Stanhope Road. Councillor Wickham thanked members, the public and the Swanscombe Neighbourhood Watch for their continued reporting.

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

231/25-26. **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 and highlighted a lack of detail in the way in which incidents are categorised. Councillor Parsons agreed to raise this concern when he next attended the Independent Advisory Group (IAG) meeting with Kent Police.

Councillor Parsons briefly updated members on his attendance at the last IAG meeting and emphasised the value of the My Community Voice Application that was available to residents to use as a liaison tool with Kent Police.

**Recommended:** That the information be noted, and that Councillor Parsons would raise the points highlighted with statistics as detailed.

There were no confidential items to be discussed.

There being no further business to transact, the Meeting closed at 7:45pm

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

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## PAVILION PROJECT UPDATE.

**AGENDA ITEM**  
TC 23/10/25

6

### Funding

Following liaison with the Planning Department from Dartford Borough Council (DBC), officers have been working on a bid for strategic funding from the central Community Infrastructure Funding (CIL) pot held by DBC.

Various meetings have been held with both the Head of Planning Services and the Strategic Planning & Infrastructure Manager. From this it has been confirmed that the most viable option for the Town Council to pursue is to target the building in a phased approach and to focus a bid on the strategic sport benefits of the site.

From this a draft design was worked up for the delivery of changing facilities, public toilets and a club room (café space) that would meet industry standards for both football and cricket.

The resulting designs were shared with DBC, and they agreed to the Town Council submitting a full bid proforma, a copy of which is attached. Once reviewed at this meeting the document will be sent to DBC for consideration.

### Other Funding

DBC confirmed that for larger scale projects of a strategic nature they would normally target funding at the 60% mark. With the Town Council having already spent a large contribution of its own CIL money in the feasibility, consultation, planning and professional fees, the project would still require a further 25% of funding to enable this to go ahead.

Meetings have been held with the Head of Strategy and Placemaking from Ebbsfleet Development Corporation (EDC) to ascertain whether any potential funding could be sourced through them. Following this meeting EDC have agreed to discuss the costings and design internally with a view to submitting a project case to their board. Unfortunately, they have also confirmed that the organisations funding post March 2026 is pending a Central Government review, and they cannot commit to any funding until this has been undertaken but is hoped to be early 2026.

Officers from the Town Council have also met with representatives from Kent Football Association on behalf of the Football Foundation and are trying to pursue financial support from them.

Research has also been undertaken on the costs associated with obtaining a Public Works Loan to meet any potential shortfall in funding. With the current interest rates it would be feasible to obtain a loan for 15% of the total project costs, should this be required, without the resulting repayments impacting on the Council Tax levels for residents as the overall expenditure savings made against amalgamating the existing



café provision from the Old Fire Station and also the money being spent on the current Pavilion would cover this.

Officers will continue liaising with Jim Dickson MP to ascertain whether any Central Government funds are available and research other funding sources.

### Designs

As already mentioned, designs were worked up to deliver changing facilities, public toilets and a club room (café space) that would meet industry standards for both football and cricket.

Following discussions with both DBC and EDC it was agreed to adjust the location of the Phase 1 building to enable an indicative outline be prepared for Phase 2, which would be a 4-court size hall capable of delivering both indoor sport and functions / events. This proposal was suggested by EDC as Sport England have recently identified a shortage of indoor sport facilities of this scale in this area. As members will see, the combined facility would be of a similar scale to the existing pavilion building.

The design for Phase 1, which will form the nucleus for the funding bid to DBC and others, will be a full equipped building that considers sustainability needs and incorporate heat pumps and solar as part of the mechanical / electrical services for the building, thus reducing future utility costs.

The images are attached for members information.

### **Recommended:**

1. To note, and endorse, the work undertaken to date on sourcing funding for the project.
2. To agree the submission of the bid to DBC for a contribution to the site as a strategic project.
3. To agree to the continued liaison with both EDC and Kent FA regarding other funding sources.
4. To agree to an application being made to the Public Works Lending Board for a loan to cover the shortfall in project cost up to a maximum of 15% of the total projects cost. **This would only be implemented if it was required to proceed with the project.**
5. To agree that the project continue with the attached designs focusing on Phase 1 of the project.



## Bid Pro-Forma for Allocation of Dartford CIL Funding Strategic Infrastructure Projects

### 1. Eligibility against CIL Regulations.

a) Project Name	Swanscombe & Greenhithe Sports Facility
b) Type of Infrastructure	Sporting and recreational facilities
c) Brief Description of the Project	<p>The project is to deliver a phased facility located within Broomfield Recreation Ground, Swanscombe that serves the strategic sports provision provided from the site.</p> <p>The facility will provide industry standard changing facilities for football and cricket that are independent and can serve both male and female changing. These will also include two officials' spaces to ensure both male and female officials can change separately.</p> <p>In addition, the site will accommodate public toilets for spectators and recreation facility users. The facility will also house a small clubroom to provide refreshments for those using the facility and spectators.</p>
d) Provide a brief summary of the main benefits that the Project is expected to deliver.	<p>Broomfield Recreation Ground is the venue with the highest use for outdoor sport in East Dartford. The ground is currently home to 20 + football teams and two cricket teams.</p> <p>The football teams range from under 7's through to senior football and even veterans, these cover male, female and ability teams.</p> <p>The cricket teams are both integral parts of sport in Dartford celebrating both the old and the new which makes our community amazing. The site is home to Swanscombe &amp; Greenhithe 1880 who have been in existence for over 145 years, whilst also hosting Ebbsfleet Cricket Club who have been in operation for 3 years but playing their first season in the Kent Leagues.</p> <p>Providing a suitable, safe, appropriate base for these teams to operate is massively important to ensuring the strategic importance of grassroots sport in our Town. These clubs have a participation base of 680 players from the wider Dartford Area. But, with over 300 sporting fixtures taking place at the site through a calendar year a further 8,200 visitors would attend from the opposing teams and spectators.</p> <p>This equates to between 5-10% of the population of Dartford each year.</p>
e) Lead Organisation delivering the Project	Swanscombe and Greenhithe Town Council
f) Other organisations involved in the delivery of the Project.	NA

## **Bid Pro-Forma for Allocation of Dartford CIL Funding Strategic Infrastructure Projects**

### Plans

See attached at Appendix A



## Bid Pro-Forma for Allocation of Dartford CIL Funding Strategic Infrastructure Projects

### 2. Costs & Funding.

a) Total Cost of the Project	£1,618,521 (cost plan attached)																	
b) Details of other sources of funding in addition to the proposed CIL bid.	<p>The Town Council have already committed 15% of the total build cost as part of the earlier design and preparation phase, this includes ground investigations, noise and ecology surveys, travel plans and traffic surveys and utility reports and findings. The investment spent on gaining the current planning consent includes detailed investigations on drainage. Whilst the MEHP for this building will be scaled down the principles will still apply.</p> <p>The Town Council have submitted a proposal to the Ebbsfleet Development Corporation (EDC) for a matching contribution towards the total build cost. This is currently being internally considered by EDC who have advised that they are unable to confirm what levels they are able to commit to the project as they are subject to a spending review, with the result of this expected in early 2026.</p> <p>The Town Council have met and discussed the project with Kent FA on behalf of the Football Foundation who have agreed to present the project, but they consider themselves as the funder of last resort and would be happy to receive a bid should any shortfall arrive after other money pledges.</p> <p>The Town Council has also agreed to submit, if needed a loan application to the Public Works Lending Board (PWLB) to meet any shortfall that may arise or to cover any potential inflation in building costs resulting from the tender process up to maximum value of 15% of the current build figure.</p>																	
c) <b>What Level of CIL Funding is Being Sought?</b>	<b>65%</b>																	
d) Will the Project be delivered over more than one financial year? <b>If Yes.</b> What are the forecast projects costs for each financial year and how would the CIL funding be utilised relative to these costs?	<div style="display: flex; align-items: center;"> <div style="flex: 1;">Yes</div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Financial Year</th><th style="width: 40%;">Project Costs</th><th style="width: 40%;">CIL Funding</th></tr> </thead> <tbody> <tr> <td>pre 2025/26</td><td>£250,000</td><td>n/a</td></tr> <tr> <td>2025/26</td><td>£157,907</td><td>£157,907</td></tr> <tr> <td>2026/27</td><td>£157,906</td><td>£157,906</td></tr> <tr> <td>2027/28</td><td>£1,052,708</td><td>£878,425</td></tr> </tbody> </table> </div>			Financial Year	Project Costs	CIL Funding	pre 2025/26	£250,000	n/a	2025/26	£157,907	£157,907	2026/27	£157,906	£157,906	2027/28	£1,052,708	£878,425
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## Bid Pro-Forma for Allocation of Dartford CIL Funding Strategic Infrastructure Projects

<p>e) How would the risk of an increase in the Project costs be managed?</p>	<p>The Town Council are working with a specialist contractor who designs sports club houses and venues. They are a design team who previously built and have in-house Quantity Surveyance teams who are very aware of the current expected costs and have included a suitable contingency of 15% into the expected build figure for the project.</p> <p>In addition, as already mentioned, the Town Council have pledged to secure a PWLB loan for up to a further 15% of the total project cost should it be required if costs inflate during the tender process.</p>
<p>f) How would the revenue implications of the Project be covered to ensure its longer-term sustainability and on-going maintenance?</p>	<p>The building has been designed to incorporate green energy in the form of both solar power and air source heat pumps to reduce reliance on chargeable utilities therefore reducing the overall expenditure for the site.</p> <p>The Town Council will staff the facility by merging in existing resources from its other recreational services but create an additional 4-5 part time roles.</p> <p>These positions would be funded from the costed profit-making potential of the club room serving the facility.</p>
<p>g) Would the CIL funding be used for the repayment of a loan either in full or in part?</p> <p><b>If Yes.</b> Provide details of the loan, the repayment schedule and how the CIL funding will be used in relation to these repayments?</p> <p>What risks are there to the delivery of the Project and its longer term sustainability as a result of this loan?</p>	<p>No</p>



## Bid Pro-Forma for Allocation of Dartford CIL Funding Strategic Infrastructure Projects

### 3. Consistency with Dartford BC Corporate Plan and Dartford Local Plan.

Describe how the project will contribute to the Strategic Objectives set out within Dartford's Corporate Plan <sup>1</sup> and Dartford's Local Plan <sup>2</sup> . Specifically:	
a) The pressures or demands from planned development in the area is creating, or is expected to create the need for the project.	<p>Enhancing the public realm is a key element of this project and a well-used public open space is a commodity in shortfall in this part of the Borough. Sport England have identified a shortage of quality facilities for outdoor sport in this part of North Kent, with gaps identified in Dartford. Whilst the new facilities proposed within Ebbsfleet cover elements of this shortfall, they do not focus on grass pitch sport, which makes the provision of football and cricket at Broomfield Park a necessity.</p> <p>The site already caters for up to 26 football teams playing across all age ranges from under 7s to veterans, both for girls and boys.</p> <p>In addition, the field is home to the only two established cricket teams operating from the east of Dartford in Swanscombe &amp; Greenhithe 1880 CC and Ebbsfleet CC. As Swanscombe &amp; Greenhithe's name suggest they have been a community club within the Town for more than 140 years and are integral for the continued cycle / generational play in recreational cricket.</p> <p>The Town Council are already providing facilities that meet the demand for outdoor space from the neighbouring Ebbsfleet areas, including the development of Ebbsfleet Cross within the Town boundary.</p> <p>The proposed developments in Ebbsfleet Central will generate a further population increase, yet no grass-based sporting facilities, so the demand for facilities will only increase in line with this. New facilities within Ebbsfleet itself are focused on all-weather facilities and very little, if any, traditional grass pitches. This site is the nearest available space for local teams to play.</p>
b) The timely delivery of infrastructure to support the planned development and growth of the Borough?	<p>We are at a stage where the wider population of east Dartford alone is expected to double over the next 10 years.</p> <p>Without adequate facilities in place to support the delivery of outdoor sport, this site will become limited in its capacity at a time when the need increases.</p>

<sup>1</sup> Dartford Borough Council's Corporate Plan can be found via the following link:  
<https://www.dartford.gov.uk/downloads/file/2391/corporate-plan-2024-2027>

<sup>2</sup> Dartford's Local Plan can be found via the following link:  
<https://www.dartford.gov.uk/policy-1/dartford-plan-2024/1>

## Bid Pro-Forma for Allocation of Dartford CIL Funding Strategic Infrastructure Projects

	<p>This project will deliver a facility to serve the strategic demand for sport in Dartford which will ensure this is established and sustainable going forward.</p> <p>By taking this project forward as a phased development, the potential to add a 4-court indoor sports hall, with ancillary facilities, would future proof the site against the increased demand and allow a range of growing activities to be delivered for the ever-expanding community.</p> <p>A project of this nature was originally intended for the blue lake development in Northfleet but was not taken forward. By addressing this project now and allowing this to be the springboard for further phased development of the site the expanded neighbourhoods of East Dartford will be very well catered for in line with expected need.</p>
c) The wider benefits that the Project would deliver or support either across the Borough or across Neighbouring Authorities?	<p>The clubs operating from the site already represent players from across Dartford and Gravesham.</p> <p>This facility will ensure that additional delivery space is available to cater to an expanded number of teams, a higher level of club due to quality of the proposed facility, and also delivery of additional provision, for example junior cricket and increase female participation in sport as appropriate facilities will be in place.</p> <p>The site would also cater for sporting events and activities such as festivals of football, cricket open days and our own Summer of Sport activities that attract participants from across Dartford and even as far as the neighbouring boroughs of Gravesham and Sevenoaks.</p> <p>By future proofing the site for additional expansion we are able to leverage potential other funding pools as demand intensifies. Initial contact has been made with Sport England on the project who then directed the Town Council to the Football Foundation to address the initial strategic need for grass sports provision. The Town Council have already been in contact with Kent Cricket who, whilst not able to provide funding, have written expressing their support.</p> <p>The additional demands on the area with the wider expansion of neighbourhoods under the remit of EDC resulted in the Town Councils liaison with them. It was their intervention that aided in finalising the location for the building to ensure the site could cater for additional strategic sporting demand. On this basis they are considering their capacity to financial support the project at present.</p>



## Bid Pro-Forma for Allocation of Dartford CIL Funding Strategic Infrastructure Projects

<p>d) The delivery of the project in relation to both existing infrastructure, across the wider network, or other planned infrastructure improvements across the wider area.</p>	<p>As already mentioned, the project is now labelled as Phase One of delivery.</p> <p>The intention is to make the site a strategic hub for sport in the area. Whilst development is occurring in and around Ebbsfleet to help address this, the only sports hall provision being built is for a 2-court hall as part of the Neighbourhood Building at Weldon.</p> <p>The Ebbsfleet Central development which is within walking distance from the site has very little within its masterplan for indoor and team sports.</p> <p>Whilst this development is not subject to or dependent on these developments it is integral that this project is delivered ahead of these expanded residential developments taking place to ensure that demand does not outstrip capacity.</p>
<p>e) Reduce the overall health inequalities in the Borough</p>	<p>By improving facilities at the site this project will ensure a long and sustainable future for physical activity in the borough enabling a full cross section of resident's access to organised sport. The specification and standard proposed to be delivered within the building, combined with the investment that has already occurred to the surfaces used for sport will enable an expanded capacity and improve the ability for teams from higher levels of the sporting pyramids to access the site.</p> <p>In addition, enabling this phase one build will greatly improve the future prospects of delivering on a phase two build of a multi-function sports hall that would enable a full package of activity to be delivered along with the capacity to work in partnership with local providers to deliver sessions from the centre.</p> <p>This would include the potential to expand existing partnerships delivering weight loss programmes and provide a potential venue for vaccine roll out, health drop-in centres and general advice services currently delivered in other venues in the wider Dartford area.</p>
<p>f) Increase or improve education facilities and the opportunities for participating in sport, cultural and leisure activities.</p>	<p>This site and proposed facilities are vital to the strategic delivery of sport and leisure activities in east Dartford.</p> <p>No other facility in this area is available for hire for grass pitch sports, that isn't under an exclusive contract with a single club, and with the wider facilities on offer at the site, including basketball courts and outdoor gym facilities the site would create a dedicated space for leisure.</p> <p>As already referenced Sport England have identified a shortfall in grass pitch availability in this part of Kent. Enabling this development will ensure that is addressed and</p>

## Bid Pro-Forma for Allocation of Dartford CIL Funding Strategic Infrastructure Projects

	<p>is delivered from a secure footing under the remit of the Town Council who already have the expertise and capacity to take this forward.</p> <p>The Town Council would work with the governing bodies of sport to continue investment in the facilities and expand participation. We have already been engaging with Kent Cricket, along with the two local clubs, on improving access to the game for juniors and promoting female cricket. Having accessible facilities that meet the standards expected of the governing bodies will provide the potential for greater investment in sport within Dartford.</p>
g) Reduce congestion and carbon emissions, improve air quality and support the delivery of more sustainable forms of transport across the Borough.	<p>The Town Council has always pledged to lower its environmental impact and will, where possible, use local services, contractors and suppliers to minimise transport to the facility.</p> <p>The original travel plan created for the site emphasises its prime location with links to public transport both via rail and bus networks, along with linking public rights of way and cycle routes. The Town Council would install bike racks to promote safe and secure travel to use the facility.</p> <p>The Town Council already actively engages with sports teams using the site to promote sustainable travel routes and initiatives such as car sharing.</p> <p>The Town Council has a very well used bank of electric charging facilities in the neighbouring Grove Car Park which would be accessible to the visitors of the site and would ensure that charging points are installed for any staff parking bays created. We would also work with staff to promote accessible travel routes and strive to recruit locally to minimise travel demands.</p>
h) Support community development across the Borough, promoting self-reliant communities and improving community cohesion.	<p>Swanscombe and Greenhithe has the perception of feeling forgotten in a sea of surrounding development. Whilst the Town Council fully appreciates, and publicly acknowledges, the development investment that Dartford Borough Council has put into this part of the borough with new housing and facilities, the community is lacking a focal point to help strengthen cohesion.</p> <p>With sport being a strong method of community gathering it is vital that this site is suitably developed to build a sense of belonging to those using it. We, as a Town Council, want any teams using our site to feel at home, we want to have a venue where we can celebrate the achievements of local sport, embracing everything about Dartford's depth of physical activities and celebrating its successes.</p>



## Bid Pro-Forma for Allocation of Dartford CIL Funding Strategic Infrastructure Projects

	<p>The site will include sporting memorabilia and historic photographic imagery and artwork highlighting how well Dartford, and in turn Swanscombe and Greenhithe, promotes and achieves through organised sport.</p> <p>The current derelict building that will be demolished as part of the development was not fit for purpose. The building comprised a social club, hall and changing facilities. The patronage for the social club was limited with most users of the site being associated with the football teams. We are aware from the consultation events undertaken as part of the earlier feasibility work that the demand for these facilities exists. In addition, when we were working towards the creation of a larger building on site the Town Council received multiple requests to join waiting lists for pitches, both for cricket and football.</p>
i) Minimise the amount of waste going to landfill through improving the opportunities to Rethink, Reuse, Reduce and Recycle.	<p>The Town Council already has an ethos of reduce and recycle with our current facilities, and this building would be no different.</p> <p>Our existing community café uses a complete product base of biodegradable items from straws, takeaway containers, cutlery and even carrier bags.</p> <p>We actively promote the importance of recycling by using specific products in our outside spaces, including benches made from recycled materials.</p> <p>We will work with our design team to use as much natural and recycled material within the build process for the new facility, whilst still adhering to building regulations and safety requirements.</p>
j) Increase public safety and/or reduce anti-social behaviour improving the perception of the Borough as a safe place to live, work and visit.	<p>The building will adhere to secure by design principles, and the site intends to incorporate its own dedicated CCTV system which will not only effectively cover the building but the wider recreation ground adding a new level of security to the area.</p> <p>This would include improved coverage of nearby pathways that serve as vital links to the local railway station for commuters.</p> <p>The enhanced external lighting will make the wider area feel safer for those walking dogs in the surrounding park, whilst increased usage of a site, which this project will create, has been shown to lessen anti-social behaviour.</p>

## Bid Pro-Forma for Allocation of Dartford CIL Funding Strategic Infrastructure Projects

### 4. Deliverability of the Project (Timescales, Risks & Critical Dependencies).

a) Provide details of:  Start of Works	Subject to funding works towards submitting amendments to the existing granted planning permission would begin in March 2026
Completion of Works	The complete design and build process is projected to take 21 months with a target completion date of November 2027.
Milestones	Amended Planning Permission – by September 2026  Detailed Design Phase – by December 2026  Tender and Contract Award – by March 2027  Build process – between April and November 2027
b) What stage has the Project reached?	<p>The initial feasibility works has been undertaken including public consultations for the wider demand for the site. Planning consent was granted for a larger structure to deliver the strategic sports facility, as well as wider community options. This has one year left remaining.</p> <p>The site survey works have been undertaken including traffic surveys, geotechnical, ecological, noise and soil testing as well as unexploded ordinance. Initial heritage assessments have been undertaken of the site and legal work has been completed to ensure access requirements are in place.</p> <p>Draft design work has been undertaken along with costings by a QS.</p> <p>Work is ongoing in engagement with other funders for the project with further meetings expected with both EDC and the Football Foundation ahead of the finalised bids to both as needed.</p>
If the delivery of the Project is phased provide details of the status of each phase and relationship between the CIL bid and these phases.	<p>The original outline for the project was to deliver the entire community led facility in one building.</p> <p>The small-scale strategic building the Town Council are now focusing on is considered Phase 1 of the project and will deliver changing facilities, public toilets and a club space.</p> <p>Phase 2 will then add a 4-court sports hall onto the side of this building incorporating independent changing facilities and plant.</p> <p>This CIL bid is for the delivery of Phase 1 only and future funding and investment will be sought further along for Phase 2.</p>



## Bid Pro-Forma for Allocation of Dartford CIL Funding Strategic Infrastructure Projects

c) Are there any internal processes required within your own organisation that need to be completed either to secure the necessary funding or a commitment to the delivery of the Project?	The Town Council have committed to deliver this project for the community. Should a small shortfall in funding occur or a minor overspend become identified, the Town Council may need to resolve to put a request into HM Treasury for a Public Works Loan.
d) Do you have ownership of any land required to deliver the Project or use of such through a lease agreement?	The Town Council own the Freehold of the site and have a Deed of Easement in relation to the access roads that serve the existing building and wider site.
e) Are there any statutory procedures that need to be completed to enable the delivery of the Project? If these have not yet been secured, when are they planned to be completed?	An amended planning application will need to be submitted for the smaller scale building outlined within this bid.  Initial pre-planning advice has been sought and is being worked on ahead of a full planning application once funds are secured.
f) Are there any environmental designations that could affect the delivery of the Project?	No, the site is free of environmental designation, and a full ecology study has already been undertaken.
g) Is the Project dependent on the completion of any infrastructure, development or other factors which are outside of your control?	No
h) What support is there (outside of your own organisation) for the Project?	When the initial feasibility works were undertaken for this project substantial public consultation was undertaken including several events. This information was included within the original planning application for the larger original proposal.  The feedback for a new building was very positive, and whilst this development only delivers the first element of the original design, support for the sports element of the build is very high. The Town Council have also received a letter of support for the project from Kent Cricket.

## Bid Pro-Forma for Allocation of Dartford CIL Funding Strategic Infrastructure Projects

<b>Risk Assessment</b>		
Identify any potential risks associated with the delivery of the Project. These should be given a risk rating (see Guidance Note) based on the likelihood of the risk occurring and its potential impact. Details should also be provided of the proposed mitigation to reduce those risks with a higher rating.		
<b>Risk</b>	<b>Risk Rating</b>	<b>Proposed Mitigation</b>
Capacity to generate sufficient funds to complete the project.	12	<p>Whilst this risk is the greatest threat to the project, it is the risk that has the most mitigation put in place. Should DBC agree to the 65% funding, along with the 15% already committed from the Town Council for professional and survey works as part of the earlier design phase a shortfall of 20% exists.</p> <p>The Town Council are in active discussions with both the EDC and Football Foundation, with both indicating that they have the capacity to meet this 20% subject to internal approval and a bid process.</p> <p>In addition, the Town Council have the capacity to apply for a PWLB loan for up to 15% of the total cost of the project without causing additional burden to the taxpayers.</p>
An increase in building costs occurs following tender or during construction	9	<p>As previously mentioned, the design and QS team involved with this project are experts in this field and are fully aware of the financial requirements. With much of the preliminary survey work undertaken the risk in design and the need to change is low.</p> <p>To allow for prudence a suitable contingency has been included within the project costings as well as the potential for a PWLB Loan application should the need arise.</p>
A potential delay in the build process	6	<p>The Town Council are fully aware that the project may overrun from a build perspective.</p> <p>The timeline is currently fluid with the ability to adjust elements to speed up the process including bringing the detailed design phase forward whilst planning is being sought, or even externally contracting demolition to be undertaken based on the existing permissions for the site ahead of the proposed new build.</p>



## Bid Pro-Forma for Allocation of Dartford CIL Funding Strategic Infrastructure Projects

Delays to the project due to unforeseen circumstances	6	<p>The most likely cause of these delays would be findings from utility surveys and ground investigations.</p> <p>These have already been undertaken as part of the original planning phase and with the realignment of the smaller building the risk of the impact of these has lessened.</p>
Contract Management Risk	6	<p>The Town Council have contracted a design team that also project manages the build from a client side.</p> <p>The specialist nature of the methods used lends itself to a streamlined pool of contractors that are already versed to working with our design team and with a strong emphasis put on getting the detailed design phase correct, the risk of ambiguity and challenges going forward lessen.</p> <p>The company being used have been fully researched, case studies considered, and other projects viewed including the cricket pavilion at Hesketh Park. The company themselves came from a high-level recommendation from within DBC.</p>

## Bid Pro-Forma for Allocation of Dartford CIL Funding Strategic Infrastructure Projects

### 5. Details of Lead Organisation Submitting Bid.

Submitted by:	Name: Graham Blew <hr/> Title: Town Clerk <hr/> Organisation: Swanscombe and Greenhithe Town Council <hr/> Address: Council Offices The Grove Swanscombe Kent DA10 0GA <hr/> E-mail: <a href="mailto:graham.blew@swanscombeandgreenhithe town council.gov.uk">graham.blew@swanscombeandgreenhithe town council.gov.uk</a> <hr/> Contact No.: 01322 385513
Signature:	
Date:	



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AGENDA ITEM  
TC 23/10/25  
**forvis  
mazars**

7

Mr G Blew  
Swanscombe And Greenhithe Town Council  
Council Offices  
The Grove  
Swanscombe  
Kent  
DA10 0GA

Direct line: +44 (0)191 383 6348

Email: [local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

Date: 5 September 2025

Dear Mr Blew

### **Completion of the limited assurance review for the year ended 31 March 2025**

We have completed our review for the year ended 31 March 2025 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2024*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

### **Action you are required to take:**

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

**Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:**

- that the review has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

*The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.*



**Minor scope for improvement in 2025/2026**

No minor issues identified.

**Amendment to the Practitioners' Guide 2025 in respect of email addresses**

There have been amendments to the requirements of the Practitioner's Guide 2025. We would encourage you to read through the new guide and the summary of changes that have been made, both of which are available on the National Association of Local Councils (NALC) website.

In line with the information contained in the Practitioners' Guide 2025, an additional assertion will be added to the Annual Governance and Accountability Return for 2025-26. This relates to Digital and Data Compliance. We wish to draw your attention to the proper practices section, specifically point 1.47 which states

*"Every authority must have a generic email account hosted on an authority owned domain, for example [clerk@abcparishcouncil.gov.uk](mailto:clerk@abcparishcouncil.gov.uk) or [clerk@abcparishcouncil.org.uk](mailto:clerk@abcparishcouncil.org.uk) rather than [abcparishclerk@gmail.com](mailto:abcparishclerk@gmail.com) or [abcparishclerk@outlook.com](mailto:abcparishclerk@outlook.com) for example".*

It is therefore expected that all Councils are using '.gov.uk' or '.org.uk' email addresses in 2025-26.

**Accessibility Regulations**

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

**Audit fee**

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely

**Gavin Barker**  
Engagement Lead  
For and on behalf of Forvis Mazars LLP



## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Swanscombe and Greenhithe Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not Applicable.

### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

*Forvis Mazars LLP*

Date

5 September 2025

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## LORRY PARK WORKING GROUP TEAMS MEETING – NOTES FROM 16 SEPTEMBER 2025 AT 9.00 AM

**Present:**

Cllr Peter Harris  
Cllr Dawn Johnston  
Cllr Claire Pearce  
Cllr Graham Taylor

Cllr Jessica McQueen STC  
Cllr Stephanie Thredgle STC

Ian Piper – CEO – Ebbsfleet Development Corporation  
Mark Pullin – Director of Planning – Ebbsfleet Development Corporation

**Apologies:**

Cllr Elizabeth Wickham  
Jim Dickson - MP

**Absent:**

There were none

**Also Present:**

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

Mark Pullin initially explained that the existing Lorry Park in Manor Way did not have the appropriate planning permission/s and discussions were ongoing with the Landowner of the site regarding ways in which to remedy this, within agreed timescales, before any planning enforcement would occur.

At Marks requests Councillors present explained some of the challenges being faced with freight in the areas of both Swanscombe, Greenhithe and Stone and how this has been exacerbated by the closing of Galley Hill Road.

**These included:**

- Sheer number of vehicles coming through the Town
- Effect on the chalk spine along the entire stretch of London Road
- Fears of road safety due to the tight ingress and egress point for Manor Way
- Area being used as a cut through for the strategic road network
- Indiscriminate parking from lorries on the Stone side of London Road along with waste etc being left behind.

Mark agreed that these points could be used as part of any consultation should the existing Landowners apply for retrospective planning for the site. He did remind members that the Lorry Park was operated by Tenants who may have different wishes to the Landowner.

Mark Pullin left the meeting and was thanked for his contribution.

LORRY PARK WORKING GROUP TEAMS MEETING –  
NOTES FROM 16 SEPTEMBER 2025 AT 9.00 AM

Ian Piper laid out the complexity of ownership for Car Park D at Ebbsfleet, which had been identified as a possible site in the original proposal. Ian also explained that plans for the development of the car park would be coming through planning within the next 12 months and this was being driven by both the national pressure for house building and the designation within the Dartford Local Plan for the site to be linked to the residential and commercial development of Ebbsfleet Central.

Whilst members understood this, it was raised about the possibility of the site offering a temporary location. Ian confirmed that any request of this nature would be very temporary and would have to be approved by the three organisations who have a stake in the land.

Jessica McQueen confirmed that Stone Town Council were due to meet this week and as part of the agenda were hoping to take forward work on the Green Corridors project to help alleviate issues in Stone but would raise the work undertaken by this Working Group as part of that meeting.

Ian Piper raised the point that this appeared to be a National Significant Infrastructure matter best raised, with his support, through Jim Dickson the MP for Dartford along with the Highways Department at Kent County Council. Members agreed and reiterated the urgency of taking this forward due to the impact on the cliff faces in the area and the risk of another collapse in a similar manner as Galley Hill.

<b>Actions Agreed:</b>	<b>Tasked to:</b>
To approach Serge Lomakin from Huunited (current site occupier) to set up a meeting with the Working Group to discuss the businesses plans going forward as well as statistics on usage levels.	GB
Following the meeting with the current operator to set up a meeting with the KCC Member for Swanscombe and Greenhithe, Thomas Mallon, to engage on what support Kent Highways could bring to lobby to take this forward.	GB
To update the MP, Jim Dickson on the outcome of this meeting and for him to begin preparing a route for engagement into Central Government, including with the new Roads Minister.	GB

Meeting Closed: 10.15am



Monday 15 September 2025.

## AGENDA ITEM

TC 23/10/25

9

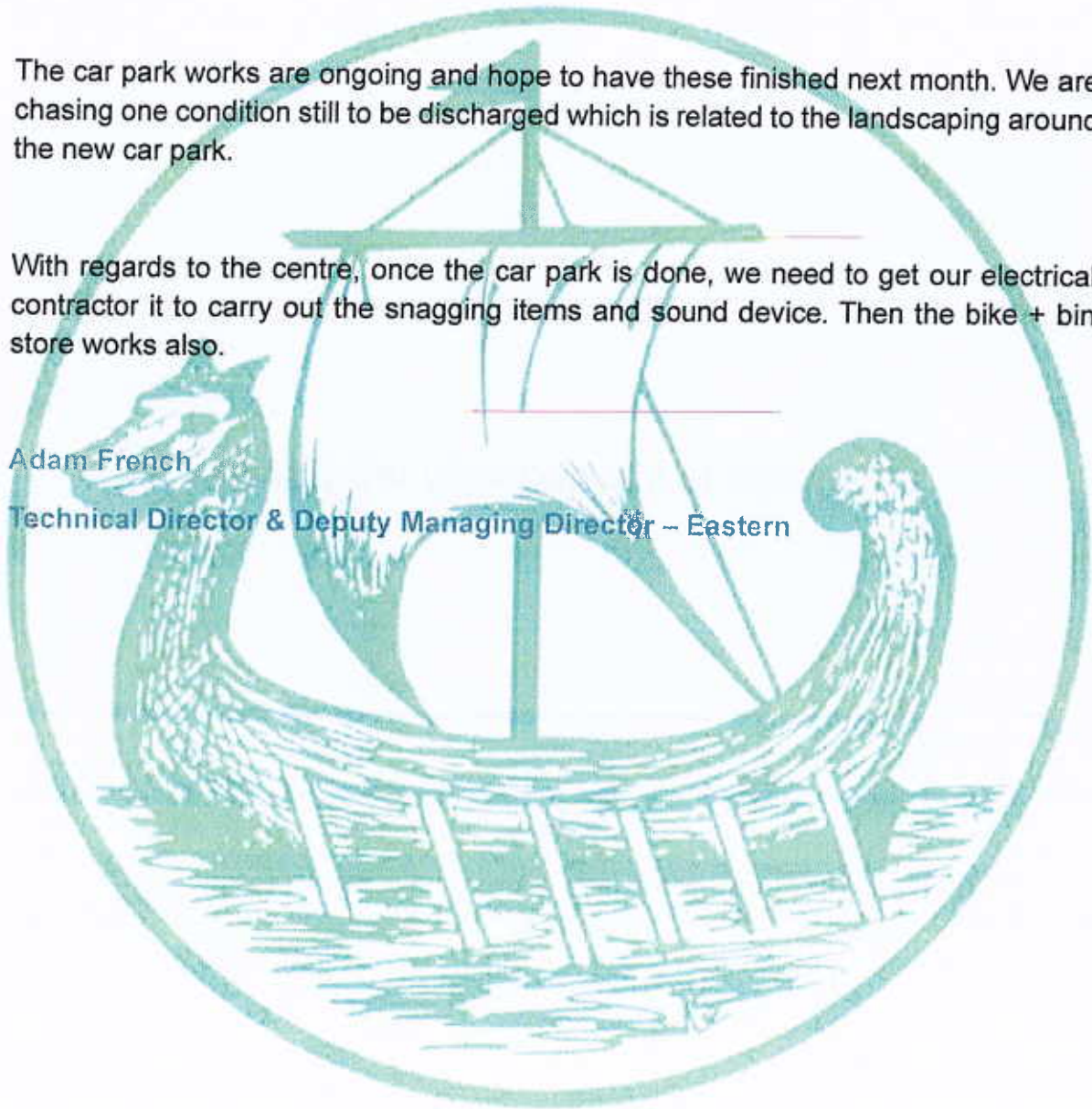
Sorry Graham.

The car park works are ongoing and hope to have these finished next month. We are chasing one condition still to be discharged which is related to the landscaping around the new car park.

With regards to the centre, once the car park is done, we need to get our electrical contractor it to carry out the snagging items and sound device. Then the bike + bin store works also.

Adam French

Technical Director & Deputy Managing Director – Eastern



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