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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 11 December 2025 at 7.00pm

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

Graham Blew

**Graham Blew
Town Clerk**

Dated: 5 December 2025

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

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.
Tel: (01322) 385513 Fax: (01322) 385849



A G E N D A

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive and accept apologies for absence (*Local Government Act 1972, s.85*).
2. Declarations of interest in items on the Agenda (*Localism Act 2011, s.31*).
- * ***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***
3. To approve the Minutes of the Meeting held on 23 October 2025 (p) (*Local Government Act 1972, Sch 12, Para 41(1)*).
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*)
5. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p).**
(*Local Government Act 1972, Sch 12, Para 41(1)*):
 - Planning, Major Developments, Transportation and Environment Committee – 15 October 2025 and 19 November 2025
 - Finance and General Purposes Committee – 6 November 2025
 - Recreation, Leisure and Amenities Committee – 13 November 2025
 - Personnel Committee – 12 November 2025
6. **TOWN COUNCILLOR RESIGNATION (p).**

Councillor Paul Parson submitted a written letter of resignation on 5 November 2025, which took immediate effect.

A Notice of Casual Vacancy for the Swanscombe Parish Ward was posted / displayed, with a deadline of 24 November 2025.

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

Vacancy Posters were immediately displayed on the Town Councils website, social media and notice boards requesting Expressions of Interest (EOI)

A copy of the Town Councils Co-Option Policy and a copy of the EOI Form are attached for information.

Nb. The deadline for submissions of EOI Forms is 21 January 2026, for consideration at the Full Council meeting on 29 January 2026.

Recommended: That the item be noted.

7. COMMUNITY INFRASTRUCTURE LEVY (CiL), DARTFORD BOROUGH COUNCIL (DBC) (p).

Further to minutes 37/25-26 (AGM 15 May 2025) and 316/23-24 the Infrastructure Levy Monitoring and Management Officer (DBC) has written advising that a proportion of the CiL receipts received from development/s within the Town Council area, for period 1 April to 30 September 2025, have been received and apportioned accordingly.

Recommended: That the item be noted.

8. BUDGET REPORT - ESTIMATES 2026 – 2027 (p).

Attached for members information is a summary report of key points along with the draft Estimates for 2026 – 2027.

Recommended:

1. To note the current financial position of the Town Council in line with the draft Annual Estimates.
2. To consider each of the proposed budget adjustments put forward for the Annual Estimates in relation to:
 - a. Public Lighting
 - b. Churchyard
 - c. Civic Budget
 - d. Council Office Building Maintenance
 - e. Wage Budget within the Old Fire Station Community Café
 - f. Cost of Living Increases
 - g. Staffing Budgets
 - h. Increases to Leases and Hire Charges
3. To note the current position in relation to the Council Tax Base
4. To decide in what way the Town Council would mitigate any changes to the Council Tax Base
5. To decide on what contribution level towards reserves should be set for the Annual Estimates 2026 – 2027, and a timeline for the target of achieving 50% of annual precept as a reserve figure.

9. PAVILION PROJECT UPDATE (p).

A report is attached updating on the current situation / position regarding the Pavilion Project.

Recommended:

1. To note the latest designs as agreed in consultation with the Borough Architect.
2. To note the progress made with the various funding providers to secure the moneys needed to construct Phase One of the project.

10. LOCAL GOVERNMENT REORGANISATION – UPDATE (p).

Attached for members information is a report on the current position and timeline for Local Government Reorganisation.

Recommended:

That the update be noted.

11. LORRY PARK WORKING GROUP – UPDATE (p).

Further to minutes 257/25-26, 139/25-26 and 466/24-25 the attached notes are from the Working Group meeting held on 21 October 2025.

Recommended:

That the update be noted.

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

Further to the previous update, minute 258/25-26, the Technical Director & Deputy Managing Director – Eastern, Crest Nicholson has provided the attached information/update.

Recommended:

That the update, and current position, be noted.

13. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken: -

Cllr Dawn Johnston	Future Leaders: Attracting young talent to parish and town councils – 25 February 2026	NALC Online
Cllr Ann Duke Cllr Lesley Howes	KALC AGM – 22 November 2025	The Rochester Corn Exchange
Town Clerk ATC/RFO	Martyn's Law and Event Management – 20 November 2025	The Protect Alliance – Online.
ATC/RFO	Youth Funding All – 21 November 2025	Funding For All - Acacia Hall Dartford

Recommended: That the item be noted.

14. REPORTS OF OUTSIDE REPRESENTATIVES.

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

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

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

14.2 Whitecliffe Community Liaison Group (WCLG).

Councillor Dawn Johnston is the Town Councils representatives on the WCLG. As previously agreed, the agenda and minutes from the 18 November 2025 meeting are available for inspection.

14.3 Bluewater Forum (BF).

Councillor Dawn Johnston is the Town Councils representatives on the BF and the last meeting was held on 27 November 2025.

15. REPORT FROM KENT COUNTY COUNCILLOR.

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

16. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

17. SEALING OF DOCUMENTS.

There are none.

18. TOWN MAYOR'S ANNOUNCEMENTS.

INFORMATION IN THE OFFICE.

- KALC News – December 2025.
- The Clerk – SLCC – November 2025.
- Clerks & Councils Direct – November 2025, Issue 162.

Members, and their spouses / partners, are cordially invited to join the Town Mayor for some light refreshments after the Meeting.



You can follow us on Social Media and via our website.

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

