

AGENDA ITEM

SKC 08-01-26

3

TOWN COUNCIL
11 DECEMBER 2025

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 11 DECEMBER 2025 at 7.00pm

PRESENT:

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

ALSO PRESENT:

Graham Blew – Town Clerk
Martin Harding – ATC/Responsible Financial Officer
Indigo Allred – Administration Officer
Revd. Charlie Lloyd – Evans
Dartford Borough Councillor Carol Gale
x2 Members of the public

ABSENT:

There were none

320/25-26. 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.

321/25-26. REVD. CHARLIE LLOYD-EVANS, PRIEST IN CHARGE AT ST MARY GREENHITHE & ST PETER AND ST PAUL SWANSCOMBE.

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

322/25-26. 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 Claire Pearce, due to other commitments.

An apology for absence was received from Councillor Alan Reach, due to health reasons.

An apology for absence was received from Kent County Councillor Thomas Mallon due to other commitments.

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

RESOLVED:

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

323/25-26. 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.

324/25-26. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 23 OCTOBER 2025.

RESOLVED:

That the Minutes of the Meeting held on 23 October 2025 and be confirmed as a true record and be signed.

325/25-26. MINUTES OF THE PLANNING, MAJOR DEVELOPMENT, TRANSPORTATION AND ENVIRONMENT COMMITTEE MEETINGS HELD ON THE 15 OCTOBER 2025 AND 19 NOVEMBER 2025.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation and Environment Committee Meetings held on 15 October 2025, and 19 November 2025 be confirmed and the recommendations made therein be adopted.

326/25-26. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 6 NOVEMBER 2025.

RESOLVED:

That the Minutes of the Finance & General Purposes Meeting held on 6 November 2025 be confirmed and the recommendations made therein be adopted.

327/25-26. MINUTES OF THE RECREATION, LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 13 NOVEMBER 2025

RESOLVED:

That the Minutes of the Recreation, Leisure and Amenities Committee held on 13 November 2025 be confirmed and the recommendations made therein be adopted.

328/25-26. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 12 NOVEMBER 2025.

RESOLVED:

That the Minutes of the Heritage Sub-Committee Meetings held on 12 November 2025 be confirmed and the recommendations made therein be adopted.

329/25-26. TOWN COUNCILLOR RESIGNATION.

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 Council's website, social media and notice boards requesting Expressions of Interest (EOI).

RESOLVED:

That the item be noted.

330/25-26. COMMUNITY INFRASTRUCTURE LEVY (CiL), DARTFORD BOROUGH COUNCIL (DBC)

Further to minutes 51/21-22 (full Council 24 June 2021), 36/23-24 (AGM 17 May 2023), 34/24-25 (AGM 15 May 2024) and 37/25-26 (AGM 14 May 2025) the Infrastructure Levy Monitoring and Management Officer (DBC) had written advising that a proportion of the CiL receipts received from development/s within the Town Council area, for period 1 April 2025 to 30 September 2025, had been received and apportioned accordingly.

RESOLVED:

That the item be noted.

331/25-26. **BUDGET REPORT - ESTIMATES 2026 – 2027 (p).**

The ATC/RFO went through the report in detail.

After lengthy discussion it was proposed, duly seconded and agreed unanimously.

RESOLVED:

1. That the current financial position of the Town Council in line with the draft Annual Estimates be noted.
2. That the proposed budget adjustments put forward for the Annual Estimates be taken forward as detailed:
 - a. Public Lighting – That no additional budget would be allocated for Christmas Lighting in 2026 and to continue using the solar lights for a second year.
 - b. Churchyard – That the agreed budget of £2,000 for additional works to the Churchyard Wall at St Peter & St Pauls Church be included for 2026 - 2027.
 - c. Civic Budget – That the Town Council stop budgeting for a Civic Reception in the 2026 - 2027 financial year, with the Civic Budget increased to £2,000 and more emphasis be placed on utilising the Annual Open Town meeting to thank local organisations.
 - d. Council Office Building Maintenance – That the budget allocation of £4,000 be included for the repairs to the Air Conditioning System in the Council Offices Community Hall in 2026 - 2027.
 - e. Wage Budget within the Old Fire Station Community Café – That the wage budget for an additional member of staff, at the cost of £5,000, be included for the 2026 - 2027 Financial Year, with finalised contract arrangements being put to the Personnel Committee.
 - f. Cost of Living Increases – That the level of budgetary increase of 5% to allow for the cost of living be agreed.
 - g. Staffing Budgets – That the increase to the staffing budgets of a minimum of 3%, agreed by the Personnel Committee (minute 284/25-26) be endorsed.

- h. Increases to Leases and Hire Charges – That the proposed increases to hire charges by 2.5% and Leases, as detailed within the individual Lease documents, be agreed.
- 3. That the current position in relation to the Council Tax Base be noted
- 4. That the revenue generated from the increase in properties form the Council Tax Base be evenly split between increasing reserves and reducing the tax burden on residents.
- 5. That the timeline and proposal for managing / increasing the Town Councils reserves, as detailed within the report, be taken forward.

Following the unanimous passing of all resolutions the Responsible Financial Officer confirmed that the resulting precept for 2026 – 2027 would be £504,732 (an increase of 5.5%), and that these figures would be put to the Finance & General Purposes Committee meeting, followed by the Special Town Council meeting on the 8 January 2026 for endorsement.

332/25-26. PAVILION PROJECT – UPDATE

Members considered the report updating on the current situation / position regarding the Pavilion Project.

RESOLVED:

- 1. That the latest designs, as agreed in consultation with the Borough Architect, be noted.
- 2. That the progress made with various funding providers to secure the moneys needed to construct the Phase One of the project be noted.

333/25-26. LOCAL GOVERNMENT REORGANISATION – UPDATE

Members considered the report on the current position and timeline for Local Government Reorganization.

RESOLVED:

That the update be noted.

334/25-26. LORRY PARK WORKING GROUP – UPDATE.

Members considered the notes from the Working Group meeting held on 21 October 2025.

RESOLVED:

That the update be noted.

335/25-26. INGRESS PARK COMMUNITY CENTRE – UPDATE

Members considered the information / update that had been provided by the Technical Director & Deputy Managing Director - Eastern, Crest Nicholson.

RESOLVED:

That the update be noted.

336/25-26. STAFF / MEMBER TRAINING – UPDATE.

The following training had 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 Project Alliance – Online.
Town Clerk ATC/RFO	Youth Funding All – 21 November 2025	Funding For All – Acacia Hall Dartford

RESOLVED:

That the item be noted.

337/25-26. 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 Peter Harris advised that the accounts for 2024 – 2025 had just been received and would now take time to review.

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 meeting on 23 September 2025 were available for inspection.

Councillor Dawn Johnston update that the last meeting had focused on snagging across the development.

Bluewater Forum (BF)

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

Presentations had been given from Homeinstead Care, CPR Skills and from Bluewater on the charity initiatives they were operating over the festive period.

338/25-26. REPORT FROM KENT COUNTY COUNCILLOR.

Unfortunately, Kent County Councillor for Swanscombe and Greenhithe, Mr Thomas Mallon, was unable to attend the meeting.

A report for members to consider had been submitted in advance updating on the progress being made with investigating options for traffic flow improvements along Stanhope Road.

RESOLVED:

That the report be noted.

339/25-26. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

Unfortunately, Dartford Borough Councillor Emma Ben-Moussa was unable to attend, but had submitted a report which included tackling neighbour disputes, high levels of fly tipping, investigations into a use for the land to the rear of Brenda Terrace and lighting in Leonard Avenue.

An update was provided on the health of the Road Sweeper for the area and how his work was being covered.

A site meeting would be scheduled with the Cabinet member responsible for parking to look at Swanscombe High Street and Stanhope Road, and bollards had been installed outside Manor Community Primary School, along with a proposal for planters maintained by the school, to alleviate nuisance parking.

An opening event was being planned for the Secret Garden in Gunn Road, and an objection had been raised to the proposed development in Milton Road.

Dartford Borough Councillor Carol Gale was in attendance and gave a verbal report to members on the current status of environmental investigations around water pipes in Swanscombe Marshes, in addition a retrospective planning application was awaited for an unauthorised road that had been installed in that area also.

Liaison was ongoing to try and improve bus services from Bluewater that served local hospitals and schools.

Confirmation was provided that Dartford Borough Council were taking over the purchase and construction of the new Medical Centre in Steele Avenue, which would then be leased to the Integrated Care Board.

An update was provided that policy was being set to change the permitted development rights that the creation of Houses of Multiple Occupancy, in dwellings for 3 to 6 residents, would have to submit a full planning application.

Councillor Gale finished by outlining the investment being made within the Borough to increase housing stock and improve the number of properties available for Temporary Accommodation.

RESOLVED:

That the reports be noted.

340/25-26. SEALING OF DOCUMENTS.

There were none

341/25-26. TOWN MAYORS ANNOUNCEMENTS.

The Town Mayor, Councillor Dawn Johnston, updated the meeting on her upcoming Mayoral events including:

- Burns Night Quiz and Poetry Night on the 25 January 2026
- Charity Fashion Show in partnership with Eleanor on 28 February 2026

The Town Mayor thanked the Administration Team for the preparation of the meeting to ensure information was clear and enabled members to consider and make decisions.

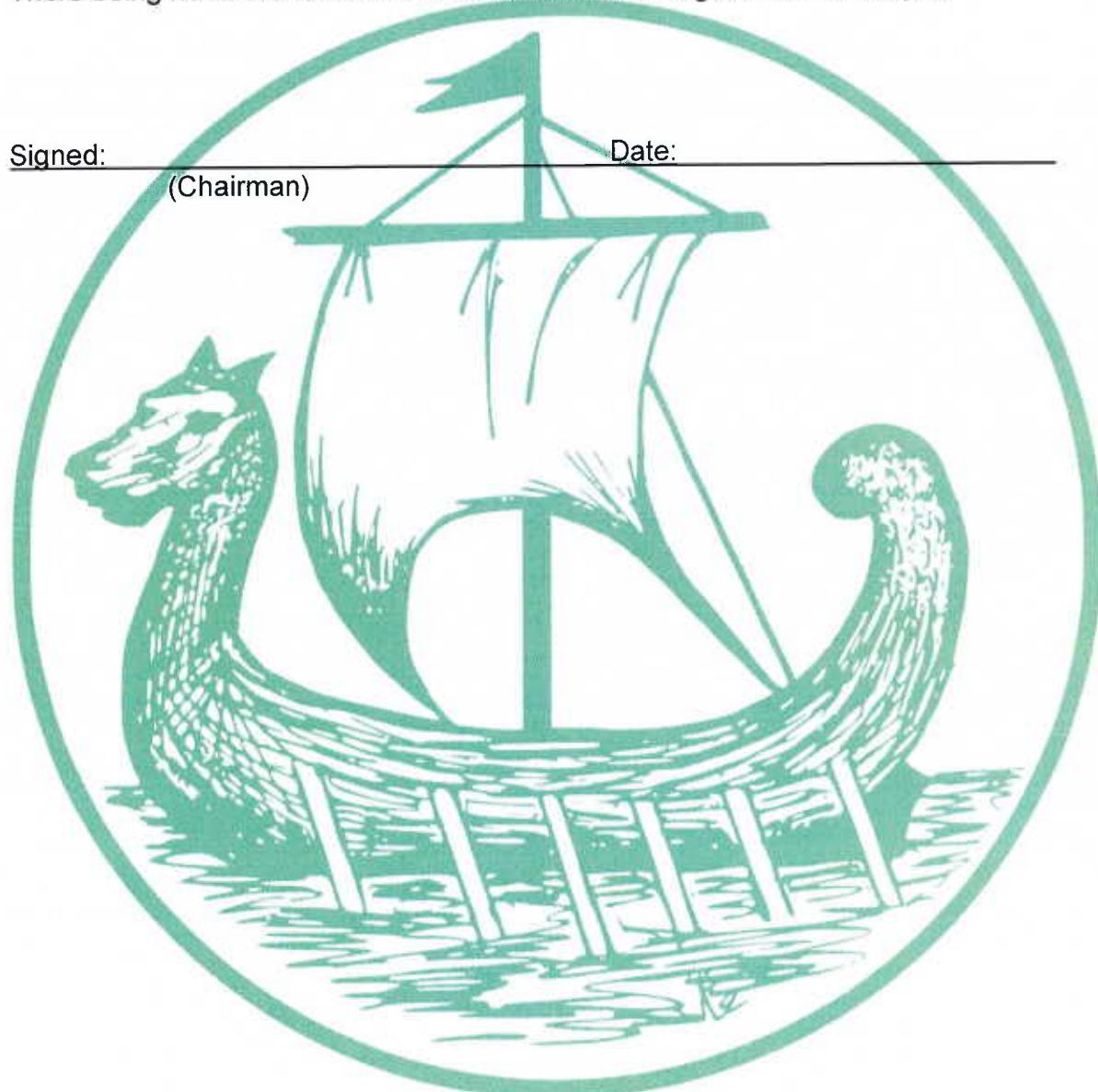
The Town Mayor wished everyone a Merry Christmas and a Happy New year.

There being no further business to transact the Meeting closed at 9.00 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 17 DECEMBER 2025 AT 7.00PM

PRESENT:

Councillor Dawn Johnston – Chair
Councillor Richard Lees – Vice-Chairman
Councillor Lorna Cross
Councillor Ann Duke
Councillor Graham Taylor

ALSO PRESENT:

Graham Blew – Town Clerk
Indigo Allred – Administration Officer

ABSENT:

There were none

342/25-26. 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.

343/25-26. APOLOGIES FOR ABSENCE.

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

An apology for absence was received from Councillor Hazel Stephens, 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.

4/25-26. SUBSTITUTES.

There were none.

345/25-26. 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.

346/25-26. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

347/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15 OCTOBER 2025.

Recommended: That the Minutes of the Meeting held on 15 October 2025 were approved and signed as a true record.

346/25-26. PROPOSED CHANGES OF USE TO SMALL HMOs (HOUSES IN MULTIPLE OCCUPATION) - DARTFORD BOROUGH COUNCIL.

Members considered the directions addressing proposed changes of use to small HMOs provided by the Head of Planning Services (Dartford Borough Council).

Recommended: That the council is in support of the directions addressing proposed changes of use to small HMOs provided by the Head of Planning Services (Dartford Borough Council) and that members seek clarity on whether these changes effects new builds or just change of use applications.

348/25-26. STANHOPE ROAD, SWANSCOMBE.

Members discussed the review provided by The West Kent Highway Improvements Community Manager (KHS) detailing work undertaken regarding the issues of anti-social driving being experienced at Stanhope Road. Members also considered the additional paperwork submitted by Councillor Graham Taylor.

Recommended:

1. That the work done by Councillor Graham Taylor be noted.
2. That clarity on who has priority right of way on Stanhope Road be requested from Kent Highway Services (KHS) and, that a request for adequate and appropriate signage be made to me made to KHS.
3. That KHS be made aware of the Town Councils disappointment that the issues at Stanhope Road do not seem to a priority for KHS.

348/25-26. 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/25/01277/ADV	Display of 1 no. fascia sign and 1 no. projecting sign (Retrospective) 5A Stanley Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/25/01276/FUL	Change of use of land and buildings for tyre fitting, vehicle servicing and repairs with associated office (retrospective) 5A Stanley Road, Swanscombe.
OBSERVATIONS:	The Town Council strongly objects to this application on the grounds that there is insufficient parking provision for employees, visitors or customers, and that there is not adequate space for the delivery of materials and the storage of waste materials. Additionally, the initial noise report readings were made (September) when the business was already in operation (May) and so cannot provide an accurate baseline for levels of noise at the location.
DA/25/01358/FUL	Loft conversion with front roof windows and rear dormer. 15 Bevans Close, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/25/01370/FUL	Erection of a single storey rear extension and roof replacement. 1 Alkerden Lane, Swanscombe.
OBSERVATIONS:	The Town Council has no formal objections to the application; however, the Planning Authorities attention is drawn to the connection with application DA/25/01322 as the relationship between the two seems unclear.

EDC/25/0020	<p>Full planning application for the phased demolition of existing buildings and the erection of flexible B2/B8/E(g)(ii)/E(g)(iii) units, with new accesses, internal roads, parking, drainage, landscaping and associated works (Manor Way Business Park).</p> <p>Manor Way Business Park, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council would like to highlight that this application does not consider the complex nature of the Galley Hill Road temporary closure and any potential works to rebuild the road and surrounding area and as such the application should not be considered until after the re-opening of Galley Hill Road.</p>
DA/25/01398/TPO	<p>Application for T1 - Oak tree - crown lift to 4.5m and cutting away from the building to give 2m clearance; G1 - 6 x Holm Oak - cut away from building to give clearance of 2m; T2 - Elm - cut back from building giving 2m clearance, subject to Tree Preservation Order No.1 2000</p> <p>Rear of 26 To 35 Mount Nod, London Road, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council objects to this application in the absence of an arborist report that supports the proposed works and clarifies the effect of the proposed works, and any clear images of the current condition of the tree.</p>
DA/25/01392/FUL	<p>Erection of single-storey rear extension and single storey front extension.</p> <p>18 Gunn Road, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/25/01424/FUL	<p>Erection of a single storey front extension and loft conversion with rear dormer, roof lights and gable window.</p> <p>70 Trebble Road, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>

349/25-26. The following Granted Decision Notices had been received from Dartford Borough Council / EDC for members information.

DA/25/01083/TPO	Application to re-pollard one London Plane, subject to Tree Preservation Order No.3 2008. East of 8-20 Capability Way Ingress Park, Greenhithe.
DA/25/01174/FUL	Erection of a single storey rear extension and front porch, and replacement of PRC walls with new brick cavity walls. 3 Port Avenue, Greenhithe.
EDC/25/0143	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, Swanscombe.

350/25-26. The following Refused Decision Notices had been received from Dartford Borough Council / EDC for members information.

DA/25/00753/FUL	Demolition of existing workshop for the erection of a two-storey extension to create a 1-bedroom self-contained dwelling and alterations to the existing self-contained dwelling. 25 High Street, Swanscombe.
DA/25/01073/FUL	Erection of a single storey rear/side extension. 44 Church Road, Swanscombe.

There being no further business to transact, the Meeting closed at 7.50 pm.

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 3 DECEMBER 2025 at 7.00 PM

PRESENT:

Councillor Peter Harris – Chairman
Councillor Dawn Johnston – Vice-Chairman
Councillor Lorna Cross
Councillor Lesley Howes
Councillor Hazel Stephens

ALSO PRESENT:

Martin Harding – ATC/Responsible Financial Officer
Dartford Borough Councillor Richard Wells - Cabinet Portfolio Holder for Community Safety & Youth
PCSO Alan Mitchell – Kent Police
Lead Co-Ordinator – Swanscombe Neighbourhood Watch
Deputy Lead Co-Ordinator – Swanscombe Neighbourhood Watch
x3 members of the public

ABSENT:

There were none.

309/25-26. 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.

310/25-26. 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

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

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

311/25-26. SUBSTITUTES.

There were none.

312/25-26. 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.

313/25-26. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

314/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 1 OCTOBER 2025

Recommended: That the Minutes of the Meeting held on 1 October 2025 be confirmed and signed as a true record.

315/25-26. KENT POLICE REPORT.

Unfortunately, the beat officer for Ebbsfleet Valley, Swanscombe, Greenhithe and Knockholt, PC Simon Hodge was unable to attend but, in his absence, PCSO Alan Mitchell gave an update on recent activity including an increase in vehicles thefts resulting in new work patterns for the x 2 PCSO's in Dartford.

Recommended: That the item be noted.

316/25-26. 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 supporting the Co-Op in the High Street, Swanscombe with increased shoplifting and also liaising with partner organisations around inconsiderate parking on the High Street.

Recommended: That the item be noted.

317/25-26. COMMUNITY SAFETY LIAISON.

Swanscombe Neighbourhood Watch – The Lead Co-Ordinator updated the committee on the ongoing work of a patrol team, the ongoing issues with lorries, liaison with stakeholders on parked cars blocking public footpaths, reporting anti-social behaviour, liaising with residents as part of the ongoing campaign against cars mounting the pavement in Stanhope Road.

Neighbourhood Watch did report that they had received correspondence from KCC Freight indicating that it was the responsibility of the Parish Council to write to all lorries that entered the Town in breach of conditions, and that the Freight department would deal with repeat offenders. Officers would contact KCC Freight to seek clarity on this.

Community Speed Watch – The Chairman updated that a session had happened in November which was attended by the Inspector and PC who are responsible for Speed Watch for Kent and that they had agreed to provide the group with a speed gun.

Dartford Borough Council (CSU) – Councillor Richard Wells took questions from the meeting in relation parking enforcement processes and CCTV.

Councillor Wells did suggest that the Town Council contact Jim Dickson MP to ask for information in relation to a Government Consultation on banning pavement parking that was conducted by the Department of Transport.

Councillor Wells also confirmed that he would be speaking to the CCTV Team regarding the feasibility of bringing cameras to the Town and would also liaise with the Parking Team about redirecting some resources to the area during December.

Recommended:

1. That those who provided reports be thanked and the information be noted.
2. That Officers contact KCC Freight to seek clarity on the reporting processes for HGV's as part of Lorry Watch.
3. That Officers would contact Jim Dickons MP for an update on the Government consultation on banning pavement parking.

318/25-26. 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.

Recommended:

That the information be noted.

319/25-26. ESTIMATES 2026 – 2027.

Members briefly discussed whether the Town Council should start putting aside some financial resources for a potential future Parking Attendant for the area.

Recommended:

That the proposal as detailed would be brought to the Town Council meeting on the 11 December 2025 for discussion.

There were no confidential items to be discussed.

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

Signed

Chairman

Date

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MINUTES of the MEETING of the LEASES & LEGAL SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 17 DECEMBER 2025 at 7.50pm

PRESENT: Councillor Ann Duke – Vice-Chairman in the Chair
Councillor Lorna Cross
Councillor Dawn Johnston
Councillor Richard Lees (substituting for Councillor Lesley Howes)
Councillor Graham Taylor (substituting for Councillor Elizabeth Wickham)

ALSO PRESENT: Graham Blew – Town Clerk
Indigo Allred – Administration Officer

ABSENT: None

351/25-26. 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.

352/25-26. APOLOGIES FOR ABSENCE.

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

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

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

353/25-26. SUBSTITUTES

Councillor Richard Lees Substituted for Councillor Lesley Howes.

Councillor Graham Taylor substituted for Councillor Elizabeth Wickham,

354/25-26. 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.

355/25-26. ITEMS AS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

356/25-26. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 11 DECEMBER 2024**

Recommended: The Minutes of the meeting held on 11 December 2024 were confirmed and signed.

357/25-26. **EXCLUSION OF PRESS AND PUBLIC.**

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

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.

358/25-26. **FREEHOLD TRANSFER OF KEARY ROAD ALLOTMENT SITE**

Members considered the contents of the confidential report regarding the freehold transfer of Keary Road allotment site and the outstanding legal issue and potential financial implications.

After discussion it was proposed, duly seconded and agreed:

Recommended: That the Town Council proceed on the freehold transfer of Keary Road Allotment site.

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

Signed: _____ Date: _____
(Chairman)