

OTC 9/2/26

TOWN COUNCIL  
29 JANUARY 2026

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 29 JANUARY 2026 at 7.00pm

**PRESENT:**

Councillor Dawn Johnston – Town Mayor  
Councillor Emma Ben – Moussa  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Peter Harris  
Councillor Lesley Howes  
Councillor Richard Lees  
Councillor Claire Pearce  
Councillor Hazel Stephens  
Councillor Graham Taylor

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Martin Harding – ATC/Responsible Financial Officer  
Indigo Allred – Administration Officer  
Revd. Charlie Lloyd – Evans  
Dartford Borough Councillor Michael Brown  
Mr P Crane  
Ms D Butler  
x3 Members of the public

**ABSENT:**

There were none

**406/25-26. 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.

**407/25-26. 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.

**408/25-26. APOLOGIES FOR ABSENCE.**

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

An apology for absence was received from Councillor Alan Reach, due to other commitments.

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 Carol Gale 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.

**409/25-26. 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.*

**310/25-26. ITEMS DEEMED URGENT BY THE TOWN MAYOR / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**411/25-26. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 8 JANUARY 2026.**

**RESOLVED:**

That the Minutes of the Meeting held on 8 January 2026 and be confirmed as a true record and be signed.

**412/25-26. MINUTES OF THE PLANNING, MAJOR DEVELOPMENT, TRANSPORTATION AND ENVIRONMENT COMMITTEE MEETING HELD ON 14 JANUARY 2026.**

**RESOLVED:**

That the Minutes of the Planning, Major Developments, Transportation and Environment Committee Meeting held on 14 January 2026 be confirmed and the recommendations made therein be adopted.

**413/25-26. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 8 JANUARY 2026.**

**RESOLVED:**

That the Minutes of the Finance & General Purposes Meeting held on 8 January 2026 be confirmed and the recommendations made therein be adopted.

**413/25-26. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) COMMUNITY AWARDS SCHEME (2026)**

The Chief Executive of KALC had advised that they had launched the 2026 KALC Community Awards Scheme with a deadline for nominations of 30 January 2026.

Members had previously been provided with all the details on 17 September 2025.

As no nominations were forthcoming it was agreed not to take part in 2026 Scheme.

**RESOLVED:**

That the Town Council do not take part in the 2026 Scheme.

**414/25-26. HONORARY FREEMAN.**

Members considered the report, and after discussion, Councillor Lorna Cross proposed the Honorary Freeman be awarded. The proposal died for lack of a second.

**RESOLVED:**

That the proposal died for lack of a second.

**415/25-26. COUNCIL TAX SUPPORT GRANT – CORRESPONDENCE, DARTFORD BOROUGH COUNCIL (DBC).**

Further to minute 379/25-26 Members considered the response provided by the Head of Finance DBC.

**RESOLVED:**

That the item be noted.

**416/25-26. LORRY PARK WORKING GROUP – UPDATE.**

Members considered the notes from the Lorry Park Working Group meeting on 21 October 2026, and Councillor Graham Taylor summarised the outcome of the Working Group meeting with Jim Dickson MP on 23 January 2026.

**RESOLVED:**

That the update be noted.



418/25-26. **LORRY PARK WORKING GROUP – VACANCY.**

Councillor Elizabeth Wickham had requested to come off of the membership of the Working Group.

It was proposed, duly seconded and agreed:

**RESOLVED:**

That the item be deferred until the next meeting of the Town Council.

419/25-26. **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 now been submitted to the Auditors.

It was also noted that x2 large blocks were going to Right to Manage on 7 February 2026 and that x5 smaller blocks were also looking to apply for Right to Manage.

Whitecliffe Community Liaison Group (WCLG)

Councillor Dawn Johnston is the Town Councils representatives on the WCLG. As previously agreed, the agenda from the meeting on 21 January 2026 was available for inspection.

Councillor Dawn Johnston advised that she was unable to attend the last meeting.

Bluewater Forum (BF)

Councillor Dawn Johnston is the Town Councils representatives on the BF.

Unfortunately, Councillor Dawn Johnston advised that she was unable to attend the most recent meeting as it was being held at the same time as the Swanscombe and Greenhithe Town Council meeting 29 January 2026.

**420/25-26. REPORT FROM KENT COUNTY COUNCILLOR.**

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

The Town Mayor read out an update report submitted by KCC Thomas Mallon regarding the ASB Parking at Manor Community Primary School and the implementation of a yellow box no parking junction in front of the gates to attempt to overcome this. This was able to be enforced by KCC as it was on private land.

**RESOLVED:**

That the report be noted.

**421/25-26. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

Unfortunately, Dartford Borough Councillor Carol Gale was unable to attend, but had advised that she had been in contact with the Environment Agency regarding Swanscombe Peninsula and was awaiting authorisation to provide an update at the next meeting.

Dartford Borough Councillor Michael Brown provided an update that included: the launch of a consultation on the budget and council tax setting, both the December and January Development Control Board meetings had been cancelled, Cabinet Advisory Panel A had discussed the replacement of a pedestrian bridge and the delays relating to the Orchard Theatre, upcoming Cabinet decisions regarding The Pavilion CIL funding bid and the purchase of 47 new builds in Greenhithe, Local Government Reorganisation a launch consultation on all x5 submitted proposals in early February running for 7 weeks.

Dartford Borough Councillors Emma Ben-Moussa and Claire Pearce provided an update that included: the regular Ward walks were continuing to report fly tipping etc., currently dealing with multiple reports of abandoned vehicles in Gunn Road, Moor Road and Broad Road, and this had been passed to the Police. ASB Parking on the High Street was still ongoing and it was scheduled for the DBC Cabinet Member, Councillor Richard Wells to attend on site.

There were issues with the standard being provided by the new contractor for DBC Housing repairs and this has been raised to the Head of Housing.

The Joint Transportation Board had again been working with KCC and Fastrack to try to resolve the issues with the F service on Ingress Park.

**RESOLVED:**

That the reports be noted.

422/25-26. **SEALING OF DOCUMENTS.**

There were none

423/25-26. **TOWN MAYORS ANNOUNCEMENTS.**

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

- The recent Burns Night Quiz and Poetry Night had raised £465 for the mayors Charity Fund.
- Charity Fashion Show, in partnership with Ellenor, was scheduled to be held in The Swanscombe Centre on 28 February 2026

424/25-26. **CO-OPTION OF TOWN COUNCILLOR FOR THE SWANSCOMBE WARD.**

Further to minute 329/25-26 x3 Expressions of Interest had been received.

Unfortunately, Dr S J Dunn was unable to attend the meeting but, in accordance with the Co-Option Policy had provided additional information.

The Chairman thanked the candidates for expressing their interest in serving the community and invited them to address the meeting.

In accordance with the Co-Option Policy and Standing Order 6 b) Members voted. At this stage the candidate with the least votes dropped out and Members then voted again and it was duly carried.

**RESOLVED:**

That Denise Butler be co-opted on to the Town Council for the Swanscombe Ward.

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

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



**CALCULATION OF COUNCIL TAX 2026/27 AS REQUIRED BY**  
**SWANSCOMBE & GREENHITHE TOWN COUNCIL**

**AGENDA ITEM**

**5**

STC 9/2/26

Balance at Bank 1st April 2025	62,731
Plus Precept - 2025/26	470,622
Plus Government Grant 2025/26	14,435
	<u>547,788</u>

Less probable expenditure 2025/26	473,693
Less reserve account	30,020
Less working balance	25,000
Less Earmarked from 2025/26 Balances	<u>0</u>
Available Balance	<u>19,075</u>

Estimated expenditure 2026/27	538,807
Less available balance	19,075
	<u>519,732</u>

Less Government Grant 0

Total Amount Required 519,732

**COUNCIL TAX CALCULATION**

Basic rate for calculation as provided by Dartford Borough Council  
 4820.78 properties

**2025/2026**  
 4743.69

Band	2026/27				
A	£71.87				
B	£83.85				
C	£95.83				
D	£107.81	£99.21	£8.60	Percentage	8.67
E	£131.77				
F	£155.73				
G	£179.68				
H	£215.62				

	2024/25 ACTUAL	2025/26 EST	2025/26 PROB	2026/27 EST	2027/28 FORE	2028/29 FORE
<b>Cost Centre 1 Public Lighting</b>						
<b>Code Description</b>						
1 Supply & Maintenance	1000	3150	2000	3308	3407	3509
3 Christmas Lighting	2200	4170	3500	4000	4120	4244
4 Repairs	0	500	500	525	541	557
5 Long Term Financial Risks	0	0	0	2000	500	500
<b>Total Expenditure</b>	<b>3200</b>	<b>7820</b>	<b>6000</b>	<b>9833</b>	<b>8567</b>	<b>8809</b>
7 Miscellaneous Income	1	1	1	1	1	1
<b>Total Income</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Total to Public Lighting Summary</b>	<b>3199</b>	<b>7819</b>	<b>5999</b>	<b>9831</b>	<b>8566</b>	<b>8808</b>
<b>Cost Centre 2 Grove Car Park</b>						
<b>Code Description</b>						
20 Rates	2100	2100	2100	2205	2293	2385
21 Repairs & Maintenance	0	500	250	525	541	557
22 Long Term Financial Risks	0	0	0	1000	655	655
<b>Total Expenditure</b>	<b>2100</b>	<b>2600</b>	<b>2350</b>	<b>3730</b>	<b>3489</b>	<b>3597</b>
7 Miscellaneous Income	4252	1000	3000	1050	800	800
<b>Total Income</b>	<b>4252</b>	<b>1000</b>	<b>3000</b>	<b>1050</b>	<b>800</b>	<b>800</b>
<b>Total to Car Parks Summary</b>	<b>-2152</b>	<b>1600</b>	<b>-650</b>	<b>2680</b>	<b>2689</b>	<b>2797</b>
<b>Cost Centre 4 Parks Establishment</b>						
<b>Code Description</b>						
40 Wages	110000	108250	120000	123600	126690	129857
41 Equipment/Materials	32000	31000	28000	32550	33364	34365
42 New Grounds Maintenance Ec	0	0	0	0	0	0
43 Fuel	3000	2000	2000	2100	2153	2217
44 Fencing	0	3000	2000	2500	2563	2639
45 Telephone	0	250	100	263	269	277
45 Vehicles	2500	2000	1800	2100	2153	2217
47 Water Rates	2300	2575	2500	17704	18147	18691
48 Gas / Electricity	8000	3000	5000	5250	5381	5543
49 Playground Equipment & Maint	5000	5000	4000	5250	5000	5150
50 Training	1000	2000	1000	1500	1538	1584
51 Knockhall Changing Rooms	200	500	500	525	538	554
52 Parks Works Area	50	750	500	788	807	831
53 Vandalism	600	500	500	525	538	554
54 Trees	7000	3000	3000	3150	3000	3000
55 New Recreational Facilities	0	0	0	0	0	0
56 Unexpected/Emergency Work:	200	750	750	788	807	831
57 Long Term Financial Risks	5000	5000	5000	6000	10500	10500
58 New Community Facility	0	0	0	0	0	0
<b>Total Expenditure</b>	<b>176850</b>	<b>169575</b>	<b>176650</b>	<b>204592</b>	<b>213446</b>	<b>218811</b>
66 Miscellaneous Income	500	500	500	525	500	500
<b>Total Income</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>525</b>	<b>500</b>	<b>500</b>
<b>Total to Parks Summary</b>	<b>176350</b>	<b>169075</b>	<b>176150</b>	<b>204067</b>	<b>212946</b>	<b>218311</b>



	2024/25 ACTUAL	2025/26 EST	2025/26 PROB	2026/27 EST	2027/28 FORE	2028/29 FORE
<b>Cost Centre 5 Swanscombe Park</b>						
<b>Code Description</b>						
70 Bowls Pavilion Maintenance	0	0	0	0	0	0
<b>Total Expenditure</b>	0	0	0	0	0	0
75 Bowls	4272	4246	4425	4437	4373	4505
<b>Total Income</b>	4272	4246	4425	4437	4373	4505
<b>Total to Parks Summary</b>	<b>-4272</b>	<b>-4246</b>	<b>-4425</b>	<b>-4437</b>	<b>-4373</b>	<b>-4505</b>
<b>Cost Centre 6 Knockhall Playing Field</b>						
<b>Code Description</b>						
80 Rates	147	153	153	161	165	170
<b>Total Expenditure</b>	147	153	153	161	165	170
85 Football	6495	6240	6103	6396	6588	6786
<b>Total Income</b>	6495	6240	6103	6396	6588	6786
<b>Total to Parks Summary</b>	<b>-6348</b>	<b>-6087</b>	<b>-5950</b>	<b>-6235</b>	<b>-6422</b>	<b>-6615</b>
<b>Cost Centre 7 Broomfield Sports Ground</b>						
<b>Code Description</b>						
95 Football	9373	8600	8600	8815	9079	9352
96 Cricket	800	1000	1600	1025	0	2000
97 Miscellaneous Income	0	0	0	0	0	0
<b>Total Income</b>	10173	9600	10200	9840	9079	11352
<b>Total to Parks Summary</b>	<b>10173</b>	<b>9600</b>	<b>10200</b>	<b>9840</b>	<b>9079</b>	<b>11352</b>
<b>Cost Centre 8 Churchyard - SP &amp; SP</b>						
<b>Code Description</b>						
110 Maintenance	600	2000	2000	4000	4120	4244
<b>Total Expenditure</b>	600	2000	2000	4000	4120	4244
<b>Total to Parks Summary</b>	<b>600</b>	<b>2000</b>	<b>2000</b>	<b>4000</b>	<b>4120</b>	<b>4244</b>
<b>Cost Centre 9 Other Projects</b>						
<b>Code Description</b>						
121 General Projects (inc Sum Etr	12000	10000	11000	10500	10815	11139
<b>Total Expenditure</b>	12000	10000	11000	10500	10815	11139
128 Miscellaneous Income	0	0	0	0	0	0
<b>Total Income</b>	0	0	0	0	0	0
<b>Total to Parks Summary</b>	<b>12000</b>	<b>10000</b>	<b>11000</b>	<b>10500</b>	<b>10815</b>	<b>11139</b>
<b>Cost Centre 10 Bus Shelters</b>						
<b>Code Description</b>						
130 Maintenance	0	250	0	263	300	300
<b>Total Expenditure</b>	0	250	0	263	300	300
128 Miscellaneous Income	0	0	0	0	0	0
<b>Total Income</b>	0	0	0	0	0	0
<b>Total to Parks Summary</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>263</b>	<b>300</b>	<b>300</b>
<b>Cost Centre 19 Heritage Park</b>						
<b>Code Description</b>						
100 Maintenance / Rent	0	500	500	525	500	500
101 Water Supply	0	0	0	0	0	0
102 Fencing	0	0	0	0	0	0
103 Changing Rooms	0	0	0	0	0	0
<b>Total Expenditure</b>	0	500	500	525	500	500
<b>Total to Parks Summary</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>525</b>	<b>500</b>	<b>500</b>

	2024/25 ACTUAL	2025/26 EST	2025/26 PROB	2026/27 EST	2027/28 FORE	2028/29 FORE
<b>Code Description</b>						
146 Rates & Ins Rent - DBC	32500	32500	20812	21853	22508	23183
155 GCLL Management Fee	58000	58000	58000	58000	58000	58000
<b>Total Expenditure</b>	<b>90500</b>	<b>90500</b>	<b>78812</b>	<b>79853</b>	<b>80508</b>	<b>81183</b>
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total To Leisure Centre Summary</b>	<b>90500</b>	<b>90500</b>	<b>78812</b>	<b>79853</b>	<b>80508</b>	<b>81183</b>
<b>Cost Centre 14 Allotments</b>						
<b>Code Description</b>						
210 Rents / Licences	220	245	245	257	265	273
211 Repairs / Maintenance	0	250	250	263	270	278
212 Water Supply	0	0	0	0	0	0
213 Long Term Financial Risks	0	0	0	1000	1000	0
<b>Total Expenditure</b>	<b>220</b>	<b>495</b>	<b>495</b>	<b>1520</b>	<b>1535</b>	<b>551</b>
218 Rent	5474	5230	5512	5361	6165	7090
<b>Total Income</b>	<b>5474</b>	<b>5230</b>	<b>5512</b>	<b>5361</b>	<b>6165</b>	<b>7090</b>
<b>Total To Allotment Summary</b>	<b>-5254</b>	<b>-4735</b>	<b>-5017</b>	<b>-3841</b>	<b>-4630</b>	<b>-6538</b>
<b>Cost Centre 15 Administration</b>						
<b>Code Description</b>						
230 Wages	140000	142750	158000	162740	167622	172651
231 Furn (F&F) & Equipment	100	750	250	788	811	835
232 Photocopier	1000	1000	1000	1050	1082	1114
233 Stationery, Advertising, Postage	1300	1600	1600	1680	1730	1782
234 Telephone / Internet	10000	3700	3700	3885	4002	4122
235 Mileage Allowance	0	200	200	210	216	223
236 Insurance	15000	14000	15000	14700	15141	15595
237 Subscriptions / Publications	7000	5000	5000	5250	5408	5570
238 Civic Budget	1500	3000	3000	2000	2060	2122
240 Chains of Office	0	250	50	263	270	278
241 Legal Fees	2500	3000	2500	3150	3245	3342
242 External Audit Fees	1500	1400	1400	1470	1514	1560
243 Internal Audit Fees	210	350	250	368	379	390
244 Local Funding	1700	2000	2000	2100	2000	2000
245 Miscellaneous	6000	6000	3200	6300	6489	6684
246 Election Expenses	16000	2000	2000	2100	2000	2000
247 Training	300	1500	1000	1575	1622	1671
248 Member Training	400	1500	750	1575	1622	1671
249 IT Services	3950	4000	4500	4200	4326	4456
250 Handyman (including seasonal)	0	500	0	525	541	557
251 Council Offices Building Maintenance	20000	12000	11000	16000	16480	16974
252 Water Rates	4000	2000	2500	2625	2704	2785
253 Gas	4000	2750	3500	3675	3785	3899
254 Electricity	18000	6500	7000	7350	7571	7798
255 Rates (NNDR)	17500	17500	17500	18375	18926	19494
256 Long Term Financial Risks	0	0	0	6000	2000	2000
<b>Total Expenditure</b>	<b>271960</b>	<b>235250</b>	<b>246900</b>	<b>269953</b>	<b>273545</b>	<b>281571</b>
270 Photocopier Income	0	0	0	0	0	0
271 Miscellaneous	1500	1000	2000	1050	0	0
274 Bank Interest	3900	3000	3000	3150	3245	3342
<b>Total Income</b>	<b>5400</b>	<b>4000</b>	<b>5000</b>	<b>4200</b>	<b>0</b>	<b>0</b>
<b>Total to Administration Summary</b>	<b>266560</b>	<b>231250</b>	<b>241900</b>	<b>265753</b>	<b>273545</b>	<b>281571</b>

	2024/25 ACTUAL	2025/26 EST	2025/26 PROB	2026/27 EST	2027/28 FORE	2028/29 FORE
<b>Cost Centre 16 Church Road Hall</b>						
<b>Code Description</b>						
280 Wages	5000	5800	6400	6592	6790	6993
281 Repairs & Maintenance	500	500	500	525	541	557
282 Gas & Electricity	2000	850	1400	1470	1514	1560
283 Cleaning Materials	130	100	100	105	108	111
284 Furniture & Fittings	0	100	100	105	108	111
285 Rates (NNDR)	1200	1172	700	1231	1268	1306
287 Misc Expenditure	0	125	125	131	135	139
288 Long Term Financial Risks	0	0	0	1000	0	0
290 Telephone / Broadband	0	100	100	105	400	400
<b>Total Expenditure</b>	<b>8830</b>	<b>8747</b>	<b>9425</b>	<b>11264</b>	<b>10864</b>	<b>11178</b>
295 Hire Income	11500	6500	11000	6825	7030	3000
<b>Total Income</b>	<b>11500</b>	<b>6500</b>	<b>11000</b>	<b>6825</b>	<b>7030</b>	<b>3000</b>
<b>Total To Community Halls Summary</b>	<b>-2670</b>	<b>2247</b>	<b>-1575</b>	<b>4439</b>	<b>3834</b>	<b>8178</b>

<b>Cost Centre 17 Grove Hall</b>						
<b>Code Description</b>						
301 Repairs & Maintenance	70	500	500	525	-59	-61
302 Gas & Electricity	400	100	200	105	108	111
<b>Total Expenditure</b>	<b>480</b>	<b>610</b>	<b>710</b>	<b>641</b>	<b>60</b>	<b>62</b>
315 Hire Income	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total To Community Halls Summary</b>	<b>480</b>	<b>610</b>	<b>710</b>	<b>641</b>	<b>60</b>	<b>62</b>

<b>Cost Centre 18 Heritage Community Hall</b>						
<b>Code Description</b>						
320 Wages	0	0	0	0	0	0
321 Repairs & Maintenance	0	0	0	0	0	0
322 Gas & Electricity	0	0	0	0	0	0
323 Cleaning Materials	0	0	0	0	0	0
324 Furniture & Fittings	0	0	0	0	0	0
325 Rates (NNDR)	0	0	0	0	0	0
326 Water Rates	0	0	0	0	0	0
327 Misc Expenditure	0	0	0	0	0	0
328 Long Term Financial Risks	0	0	0	0	0	0
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
335 Hire Income	13794	13796	13796	14086	14508	14944
<b>Total Income</b>	<b>13794</b>	<b>13796</b>	<b>13796</b>	<b>14086</b>	<b>14508</b>	<b>14944</b>
<b>Total To Community Halls Summary</b>	<b>-13794</b>	<b>-13796</b>	<b>-13796</b>	<b>-14086</b>	<b>-14508</b>	<b>-14944</b>

<b>Cost Centre 20 Sports Pavilion</b>						
<b>Code Description</b>						
340 Utilities	1200	700	1000	1250	0	0
343 Rates	4000	4000	5000	6000	0	0
345 Misc Expenditure	0	0	0	0	0	0
346 Professional Fees	0	0	0	0	0	0
425 Construction Costs	0	0	0	0	0	0
<b>Total Expenditure</b>	<b>5200</b>	<b>4700</b>	<b>6000</b>	<b>7250</b>	<b>0</b>	<b>0</b>
350 Rent	0	0	0	0	0	0
426 Grant Income	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total To Community Halls Summary</b>	<b>5200</b>	<b>4700</b>	<b>6000</b>	<b>7250</b>	<b>0</b>	<b>0</b>



	2024/25 ACTUAL	2025/26 EST	2025/26 PROB	2026/27 EST	2027/28 FORE	2028/29 FORE
<b>Cost Centre 21 Town Council Offices Community Hall</b>						
<b>Code Description</b>						
360 Wages (Caretaker)	9000	8750	10000	10300	10609	10927
361 Repairs & Maintenance	250	420	420	441	454	468
362 Furniture, Fixtures and Fittings	0	100	100	105	108	111
363 Cleaning Materials	300	260	260	273	281	290
364 Miscellaneous	0	75	75	79	81	84
365 Long Term Financial Risks	0	0	0	1000	5185	4540
<b>Total Expenditure</b>	<b>9550</b>	<b>9605</b>	<b>10855</b>	<b>12198</b>	<b>16719</b>	<b>16420</b>
370 Rent	50000	47500	50000	49875	48925	50393
<b>Total Income</b>	<b>50000</b>	<b>47500</b>	<b>50000</b>	<b>49875</b>	<b>48925</b>	<b>50393</b>
<b>Total To Community Halls Summary</b>	<b>-40450</b>	<b>-37895</b>	<b>-39145</b>	<b>-37677</b>	<b>-32206</b>	<b>-33973</b>

<b>Cost Centre 22 Old Fire Station Café</b>						
<b>Code Description</b>						
380 Wages	21000	20800	28000	32400	33372	34373
381 Food/Supplies	8000	4000	8000	4200	4326	4456
382 F, F & Equipment (including le	500	500	500	525	500	500
383 Advertising	0	100	100	105	108	111
384 Rates (NNDR)	2400	2250	2250	2363	2433	2506
385 Electricity & Water	4000	1500	2000	2100	2163	2228
386 Cleaning Materials	100	120	130	126	130	134
387 DBC Maintenance Service Ch:	1500	1500	1500	1575	1622	1671
388 Telephone / Internet	0	500	500	525	541	557
389 Maintenance	0	500	500	525	541	557
390 Miscellaneous (and DBC Insura	700	500	500	525	541	557
391 Long Term Financial Risks	0	0	0	1000	0	0
392 Rent DBC	5600	5600	5600	5880	5768	5941
<b>Total Expenditure</b>	<b>43800</b>	<b>37870</b>	<b>49580</b>	<b>51849</b>	<b>52045</b>	<b>53591</b>
395 Café Income	22200	20500	25000	21525	20000	20000
<b>Total Income</b>	<b>22200</b>	<b>20500</b>	<b>25000</b>	<b>21525</b>	<b>20000</b>	<b>20000</b>
<b>Total To Community Café Summary</b>	<b>21600</b>	<b>17370</b>	<b>24580</b>	<b>30324</b>	<b>32045</b>	<b>33591</b>

<b>Cost Centre 23 Ingress Park Community Centre</b>						
<b>Code Description</b>						
400 Wages	0	6000	2000	7000	7210	7426
401 Repairs & Maintenance	0	500	500	500	515	530
402 Gas & Electricity	0	1500	500	2000	2060	2122
403 Cleaning Materials	0	500	100	500	515	530
404 Furniture & Fittings	0	500	100	500	515	530
405 Rates (NNDR)	0	1600	500	2000	2060	2122
406 Water Rates	0	600	200	600	618	637
407 Key Holder Security	0	0	0	600	618	637
408 Misc Expenditure	0	100	0	100	103	106
409 Long Term Financial Risks	0	0	0	1000	0	0
<b>Total Expenditure</b>	<b>0</b>	<b>11300</b>	<b>3900</b>	<b>14800</b>	<b>14214</b>	<b>14640</b>
415 Hire Income	0	14000	4000	14000	14000	14000
416 Commuted Sum	0	6000	13500	6000	6000	6000
417 Contingency Fund	0	10000	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>30000</b>	<b>17500</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>
<b>Total To Community Halls Summary</b>	<b>0</b>	<b>-18700</b>	<b>-13600</b>	<b>-5200</b>	<b>-5786</b>	<b>-5360</b>
<b>SUMMARY</b>						
Street Lighting	3199	7819	5999	9831	8566	8808
Car Parks	-2152	1600	-650	2680	2689	2797
Parks	188503	181092	189475	198842	226965	234726
Leisure Centre	90500	90500	78812	79853	80508	81183
Allotments	-5254	-4735	-5017	-3841	-4630	-6538
Administration	266560	231250	241900	265753	273545	281571
Community Halls	-51234	-62834	-61406	-44634	-48607	-46037
Community Café	21600	17370	24580	30324	32045	33591
	<b>511722</b>	<b>462062</b>	<b>473693</b>	<b>538807</b>	<b>571082</b>	<b>590102</b>
<b>Total Expenditure</b>	<b>511722</b>	<b>462062</b>	<b>473693</b>	<b>538807</b>	<b>571082</b>	<b>590102</b>



For emergencies, please contact your:  
**Water wholesaler:** Thames Water  
**Waste wholesaler:** Southern Water  
 Visit [business-stream.co.uk/emergencies](https://business-stream.co.uk/emergencies)

Customer reference / invoice no

2795713 / 9789284

Invoice / tax point date: 26 January 2026

Supply address: Swanscombe Park, Park Road, Kent, SWANSCOMBE, DA10 0JJ

Supply point ID: water / waste water:  
 3010215215W18 / 3010215215S15

Our VAT number: 945 8508 85

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## Ways to save

We're here to help you cut costs wherever we can. View our ways to save page for support in reducing your water costs at [business-stream.co.uk/ways-to-save](https://business-stream.co.uk/ways-to-save)

## Your water consumption and carbon emissions

The year to date (YTD) water consumption for your site is 2,941.25m<sup>3</sup>. Based on the billing period and using UK Government statistics, your annual carbon emissions are 11,739.84kgCO<sub>2</sub>e/yr.

COPY

SWANSCOMBE & GREENHITHE TOWN  
 TOWN COUNCIL OFFICES  
 THE GROVE  
 SWANSCOMBE  
 DA10 0GA

# Your water services invoice

26 December 2025 - 25 January 2026 (31 days, average £605.30 per day)

## Your account summary

Your previous balance	£123.63	
Payments received	£123.63	CREDIT
<b>Your balance brought forward</b>	<b>£0.00</b>	

## Your charges this period (see page 2 for details)

Water services charges	£18,764.30	
VAT	£0.00	
<b>Total charges this period</b>	<b>£18,764.30</b>	

**Your new account balance** £18,764.30



Thanks for paying by Direct Debit. You don't need to do anything - we'll collect £18,764.30 from your account on 9 February 2026.

## Ways to pay



### Direct Debit

Paying by Direct Debit is the quickest and easiest way to pay your bills. Visit [business-stream.co.uk/direct-debit](https://business-stream.co.uk/direct-debit) or call us on 0330 123 2000.

### Online

Visit [business-stream.co.uk/payonline](https://business-stream.co.uk/payonline) with your debit or credit card details.

### By phone

Call 0330 123 2000 to pay over the phone using your debit or credit card details.

### By bank transfer

Sort code: 30-00-02.  
 Account number: 03029919.  
 Account name: Business Stream Revenue Account. Please include this reference number: 2795713 / 9789284

You can also find other ways to pay at [business-stream.co.uk/ways-to-pay](https://business-stream.co.uk/ways-to-pay)

## Your charges in detail

Meter number / meter size: 131021506 / 25mm

Water charges			Units	Rate	VAT	Charge
<b>Volumetric water charge</b>						
Actual reading	6 Jan 26	2860				
Estimated reading	26 Dec 25	179				
= volume used this period			2681 m <sup>3</sup>			
Estimated reading	26 Jan 26	3000				
Actual reading	6 Jan 26	2860				
= volume used this period			140 m <sup>3</sup>			
Charges	26 Dec 25 - 5 Jan 26	2681 m <sup>3</sup>		2.6722	Z	£7,164.17
Charges	6 Jan 26 - 25 Jan 26	140 m <sup>3</sup>		2.6722	Z	£374.11
<b>Total water charges</b>						<b>£7,538.28</b>

This is a charge for the amount of water you've used, as recorded by your water meter. The rate you are charged can vary based on your location and your water consumption.

Waste water & drainage charges			Units	Rate	VAT	Charge
<b>Volumetric waste water charge</b>						
Charges	26 Dec 25 - 5 Jan 26	2546.95 m <sup>3</sup>		4.1745	Z	£10,632.24
Based on 95% of water usage figure						
Charges	6 Jan 26 - 25 Jan 26	133 m <sup>3</sup>		4.1745	Z	£555.21
Based on 95% of water usage figure						

This is the amount of water that we estimate goes down your drain based on a proportion of the water consumption recorded by your water meter. In general, waste water is charged between 90% and 100% of your recorded water use.

Surface water drainage			Units	Rate	VAT	Charge
Charges	26 Dec 25 - 25 Jan 26	31 days			Z	£36.66
Based on the annual charge of £431.69						

This is a fee for the cost of collecting rain water which goes in to the public sewerage system from your premises.

Highway drainage			Units	Rate	VAT	Charge
Charges	26 Dec 25 - 25 Jan 26	31 days			Z	£1.91
Based on the annual charge of £22.48						

This is a fee for the upkeep of the public roads drainage system and road flooding prevention.

**Total waste water and drainage charges** **£11,226.02**

<b>Subtotal</b>					<b>£18,764.30</b>
<b>Total charges this period</b>					<b>£18,764.30</b>