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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 05 November 2026 at 6.30pm

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

Adil Iftakhar

Interim Town Clerk / Responsible Financial Officer

Dated: 30 October 2026

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.
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LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

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).*

3. Public Participation
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.

4. To approve the Minutes of the Town Council Meeting held on 22 October 2026 (p) *(Local Government Act 1972, Sch 12, Para 41(1)).*

5. **TOWN MAYOR'S ANNOUNCEMENTS.**

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).*

6. HERITAGE PARK – POND SITE (p).

Further to minute 106/25-26, Officers have met with Northwest Kent Countryside to discuss plans for the pond site and Heritage park. A proposal for an audio trail, updates to signage within the park, accessibility improvements to footpaths and a lower maintenance redesign of the pond site have been discussed. The Assistant Town Clerk has also produced an overview of vernal pond habitats to help with Member's discussion.

Recommended:

1. That the update be noted.
2. To agree to a lower maintenance redesign of the pond area.

7. 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.

8. 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.

9. LAND AT LEWIS ROAD – ASSET REVIEW (p).

To receive and consider the asset review report for The Land at Lewis Road and to approve the recommendations as set out below.

Recommended:

1. Note the findings of the asset review.
2. Agree recommendations as set out in the attached report.
3. Authorise the Town Clerk/RFO to progress the agreed recommendations and report back to Council as required.

10. THE TOWN COUNCIL OFFICES BUILDING – ASSET REVIEW (p).

To receive and consider the asset review report for The Town Council Offices Building and to approve the recommendations as set out below.

Recommended:

1. Note the findings of the asset review.
2. Agree recommendations as set out in the attached report.
3. Authorise the Town Clerk/RFO to progress the agreed recommendations and report back to Council as required.

11. COUNCIL OFFICE CHRISTMAS OPENING ARRANGEMENTS (p).

Attached is a calendar for the Council Offices over the Christmas and New Year. Members are asked to consider when they wish to approve the hybrid working and closure arrangement in the office over the festive period. Officers have been consulted and have no objection to using annual leave entitlement to cover any periods of closure.

Recommended: To agree the opening days of the offices over the festive period 2026/2027 with a notice being displayed, in advance, advising Members of the Public of the closures. As per previous years a relevant message would also be recorded for the Council Office answer machine for this period.

12. FINANCIAL REPORTING - PETTY CASH (p).

As per the advice of the Internal Auditor and previous Locum RFO, officers have discontinued the use of petty cash. All remaining petty cash held by the Town Council has now been banked and is reflected accurately in Scribe (highlighted in the attached).

Recommended: That the financial reporting, as detailed above be noted.

13. PARKS WARDEN – JOB DESCRIPTION (p).

Further to Minute 287/26-27, Officers have prepared a draft Job Description for the proposed Parks Warden role for Members' consideration. The draft sets out the principal duties, responsibilities and requirements of the position and is submitted to assist Members in determining the scope of the role prior to recruitment.

Recommended: To approve the job description and initiate recruitment of two Park Wardens.

14. DATE OF NEXT MEETING

The date of the next meeting to be a Special Town Council Meeting week commencing 23 November 2026.

Recommended: To discuss and agree the next meeting date.

15. EXCLUSION OF THE PRESS AND PUBLIC.

TO RESOLVE: 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 press and public leave the meeting during consideration of the following item.

16. LANDSCAPE SERVICES CONTRACT REVIEW – UPDATE (p).

Further to Minute 286/26-27, and as part of the ongoing review of the Town Council's contractual arrangements, the Interim Town Clerk/Responsible Financial Officer has prepared the attached report for Members' consideration.

Recommended: To discuss and advise accordingly.