© 2009

SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 22 October 2026 at 6.30pm

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

Adil Iftakhar

Interim Town Clerk / Responsible Financial Officer

Dated: 16 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.
Tel: (01322) 385513 Fax: (01322) 385849

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 Special Town Council Meeting held on 14 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. SENIOR GROUNDSMAN/GARDENER'S REPORT (p).

Please see the attached report detailing works undertaken by the Parks Establishment since July 2026 to October 2026.

Recommended: That the report be noted.

7. ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT (p).

The Annual Playground Safety Inspection was undertaken in September by a RPII (Register of Playground Inspectors International) / ROSP (Royal Society for the Prevention of Accidents) Certified Playground Specialist. Due to its size the full report has not been reproduced (although it is available should anyone wish to view it). As members will see from the Inspection Finding Summary all but x6 of the risk criteria ratings are L (low) or VL (very low) with the x6 being M (Moderate).

When the report was received, a copy was passed to the Senior Groundsman/Gardener who will/is going through each item to ensure any action required is taken.

The cost of the Annual Safety Inspection, and any subsequent works are covered in the budget from Cost Centre 4 Cost Code 49.

To assist members the following have been supplied:

A. The Risk Assessment Matrix used by the Inspector
B. Inspection Finding Summary

Recommended: To note the Annual Playground Safety Inspection Report.

8. INGRESS PARK COMMUNITY CENTRE – VERBAL UPDATE.

The Interim Town Clerk / Responsible Financial Officer to give members a verbal briefing for members information regarding the timeline for the work outstanding in relation to the opening of the Ingress Park Community Centre.

Recommended: To note the update.

9. THE SWANSCOMBE CENTRE – VERBAL UPDATE.

The Interim Town Clerk / Responsible Financial Officer to give members a verbal briefing for members information regarding the Swanscombe Leisure Centre.

Recommended: That the item be noted.

10. UPDATE ON ELECTRIC VEHICLE CHARGING POINT (EVCP) USAGE AT THE GROVE AND THE SWANSCOMBE CENTRE CAR PARKS (p).

Attached for members information are the usage statistics for the EVCP charging points at both the Grove Car Park and Swanscombe Centre Car Park between January 2026 and June 2026.

Recommended: That the item be noted.

11. REPORTS OF OUTSIDE REPRESENTATIVES.

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

<u>Ingress Park (Greenhithe) Management Limited (IPGM).</u>
Councillors Dawn Johnston and Celedonia Krawczyk 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.

<u>Whitecliffe Community Liaison Group (WCLG).</u>
Councillor Dawn Johnston is the Town Councils representatives on the WCLG.

<u>Borough and parish Forum (BPF).</u>
Councillor Dawn Johnston and the Town Clerk are the Town Councils representatives on the BPF.

12. 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.

13. 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.

14. KENT POLICE REPORT.

This part of the agenda allows for the Local Police for Swanscombe and Greenhithe to provide an update on relevant issues and work they have undertaken in Swanscombe and Greenhithe and for members to exchange information with the Police.

Recommended: To note the update.

15. KENT COUNTY COUNCIL (KCC) COMMUNITY WARDENS REPORT

This part of the agenda allows for the KCC Community Wardens service to provide an update on relevant issues and work they have undertaken in Swanscombe and Greenhithe.

Recommended: To note the update.

16. COMMUNITY SAFETY LIAISON.

Members are asked to provide feedback on any Community Safety issues that have been raised whilst liaising with the following organisations:

- Local schools
- Youth services / officers
- Kent Fire Service
- Ebbsfleet Development Corporation
- Neighbourhood Watch
- Community Speed Watch
- Dartford Borough Council (CSU)
- Kent County Council
- Lorry Watch

Recommended: To note feedback provided.

17. DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE & GREENHITHE (p).

Please find attached detailed analysis of the latest crime statistics for Swanscombe and Greenhithe.

https://www.police.uk/pu/your-area/kent-police/swanscombe/
(Swanscombe)

https://www.police.uk/pu/your-area/kent-police/greenhithe-and-knockhall/
(Greenhithe)

Recommended: To note the analysis of crime statistics by Kent Police.

18. CRAYLANDS LANE CAR PARK – ASSET REVIEW (p).

To receive and consider the asset review report for The Heritage Hall and to approve the recommendations as set out below.

Recommended:

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

19. THE HERITAGE HALL – ASSET REVIEW (p).

To receive and consider the asset review report for The Heritage Hall and to approve the recommendations as set out below.

Recommended:

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

20. THE TOWN COUNCIL CHAMBER STOREROOM INVENTORY (p).

As a part of the ongoing review of the Town Council's Assets, attached is the inventory of all contents found within the Town Council Offices chamber storeroom upon inspection on 14 October 2026.

Recommended:

1. Note the findings of the inventory of the Chamber storeroom.
2. Agree recommendations as set out in the attached report.
3. Authorise Officers in conjunction with the Local History Group to reorganise the chamber storeroom, and to repurpose, donate, sell or dispose of items which are of no practical or historical purpose.

21. THE LOCAL HISTORY GROUP USE OF TOWN COUNCIL FACILITIES (p).

As a part of the ongoing review of the Town Council's Assets, the Assistant Town Clerk has produced the attached report for members considerations.

Recommended:

1. That the report be noted.
2. Agree recommendations as set out in the attached report.
3. Authorise the Interim Town Clerk/RFO to progress the agreed recommendations and report back to Council as required.

22. EBBSFLEET CRICKET CLUB REQUEST (p).

The Assistant Town Clerk has received the attached request from Ebbsfleet Cricket Club and produced the corresponding report for members considerations.

Recommended: To discuss and advise accordingly.

23. LONE WORKING POLICY (p).

Due to ongoing staffing constraints and the provision of homeworking arrangements, Members are asked to consider the introduction of a Lone Working Policy. The proposed policy is intended to provide clear guidance and safeguards for all Town Council employees who may be required to work alone, whether at Town Council premises, within parks and open spaces, at external locations, or whilst working from home.

Recommended: To adopt the draft policy.

24. BANKING STRATAGY (p).

The Interim Town Clerk/Responsible Financial Officer has produced the attached report regarding the adoption of a formal Banking Strategy and Sub-Account Framework for the management of Council funds, reserves, earmarked reserves and mayoral donations.

Recommended: To note and agree recommendations outlined in the report.

25. MONTHLY BANK RECONCILIATION.

In accordance with Financial Regulation 2.2, a member of the council, other than the Town Mayor or a cheque signatory, needs 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 under minute 30/25-26.

Recommended: That the bank reconciliations for September be noted.

26. DATE OF NEXT MEETING

The date of the next Town Council Meeting will be 5 November 2026.

Recommended: That the item be noted.

27. 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.

28. STAFFING UPDATE (p).

Further to minute 522/22-23, Members are advised that Employee 72 has now successfully completed the 18-month Sports Turf Maintenance Course at Hadlow College.

Recommended:

1. To note the successful completion of the qualification and the continued development of skills and expertise within the Parks Department.
2. Agree recommendations as set out in the attached report.

29. VAT COMPLIANCE REVIEW AND EVELUATION OF PROPOSALS FOR SPECIALIST SUPPORT (p).

As per the most recent Internal Audit, it was recommended that the Town Council undertake a review of its VAT arrangements following the identification of compliance concerns.

Recommended: To note and agree recommendations outlined in the report.

30. LANDSCAPE SERVICES CONTRACT REVIEW (p).

As a part of the ongoing review if the Town Council's contracts, the Interim Town Clerk/Responsible Financial Officer has produced the attached report for members considerations

Recommended: To note and agree recommendations outlined in the report.

31. NIGHT AND DAY SECURITY CONTRACT REVIEW (p).

As a part of the ongoing review if the Town Council's contracts, the Interim Town Clerk/Responsible Financial Officer has produced the attached report for members considerations

Recommended: To note and agree recommendations outlined in the report.

32. THE SWANSCOMBE CENTRE PREFORMANCE UPDATE (p).

Further to minute 505/25-26 the Finance Director GCLL has provided the latest Performance of Services Report which includes details for Finance and Attendances

Recommended: That the item be noted.