

Swanley Town Council
Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU
Tel: 01322 665855
www.swanleytowncouncil.gov.uk

SUMMONS

FULL COUNCIL

2nd September 2026

Dear Member

You are hereby summoned to attend a meeting of the **Town Council** at the **Council Chamber, St Marys Road on Wednesday 9th September 2026 at 7:00pm** or at the conclusion of the public participation session.



Mr R Hayman
Chief Executive and Town Clerk

PUBLIC PARTICIPATION

If required, the meeting will be preceded by a public participation period of up to 15 minutes in total at 7:00pm. Members of the public are also entitled to speak, during the meeting, on agenda items only and with express permission from the Chairman / Mayor. Those wishing to speak on an Agenda item must indicate this during Public Participation.

RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile phone devices to silent for the duration of the meeting.

MOBILE PHONES

Member of the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

FIRE ALARM

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren, please leave the building immediately, following the fire exit signs.

AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. TO RECEIVE DECLARATIONS OF INTEREST

3. MINUTES OF PREVIOUS MEETINGS

To approve as correct the Minutes of the Full Council meeting held on Wednesday 1st July 2026.

4. MAYORS COMMUNICATION

To receive such communications as the Town Mayor may desire to lay before the Council (Councillors are reminded that no decision making may take place as a result of this item).

5. REPORT FROM COUNTY AND DISTRICT COUNCILLORS

(Councillors are reminded that no decision making may take place as a result of this item)

6. REGULATION 19

To agree a response to the consultation.

7. INFRASTRUCTURE DEVELOPMENT PLAN – APPENDIX A

To agree the infrastructure development plan response.

8. COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE

To agree a response to the consultation.

9. EMPLOYEE HANDBOOK – APPENDIX B

To approve the updated Employee Handbook to include the Employee Rights Act 2025 changes.

Date of next meeting: 7th October 2026

If you would like further information on any of the agenda items, please contact Ryan Hayman, on 01322 665855 or rhayman@swanleytowncouncil.gov.uk