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MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE TOWN COUNCIL held at the LEISURE CENTRE, CRAYLANDS LANE, SWANSCOMBE on THURSDAY, 11 MAY 2006 at 7.00pm

PRESENT: Cllr. T J Carrington - Mayor  
Cllr. Mrs C Angell  
Cllr. L J Bobby  
Cllr. C Broadley  
Cllr. C Creed  
Cllr. J A Hayes  
Cllr. M Jackson  
Cllr. S Johnston  
Cllr. M Munn  
Cllr. M Murphy  
Cllr. V Openshaw  
Cllr. B E Read  
Cllr. Mrs I A Read  
Cllr. D M Rowlands  
Cllr. P Scanlan  
Cllr. G B Tripp

1. ELECTION OF TOWN MAYOR

The Town Mayor requested nominations for the position of Town Mayor for the forthcoming year.

MOVED by Councillor B E Read and seconded by Councillor D Rowlands

RESOLVED

That Councillor Scanlan be elected as Town Mayor for the ensuing year.

2. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Scanlan accepted the office and signed the Acceptance of Office form.

3. ELECTION OF DEPUTY TOWN MAYOR

The Town Mayor requested nominations for the position of Deputy Town Mayor.

MOVED BY Councillor B E Read and seconded by Councillor M Murphy

RESOLVED

That Councillor Openshaw be elected as Deputy Town Mayor for the ensuing year.

4. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Openshaw accepted the office and signed the Acceptance of Office form.

5. VOTE OF THANKS

Councillor Scanlan gave a vote of thanks to the outgoing Mayor, Councillor Carrington.

6. PAST MAYOR'S BADGE

Councillor Scanlan presented the past Town Mayor, Councillor Carrington with the Past Mayor's Badge.

7. RESPONSE BY COUNCILLOR T CARRINGTON

Councillor Carrington stated that it had been a great pleasure and experience being Mayor which he had enjoyed very much. He had the chance to attend events hosted by other Mayors which had helped to put Swanscombe & Greenhithe on the map. He hoped Councillor Scanlan would continue this and attend as many functions as possible.

8. REVIEW OF SUB-COMMITTEE STRUCTURES

The Town Clerk advised Members that she wished them to consider the following changes to the Sub-Committee structures.

- a) Sports and Leisure Sub-Committee be incorporated into to main Recreation, Leisure & Amenities Committee
- b) Major Development Sub-Committee be incorporated into the Planning, Transportation and Environment Committee. Committee membership be increased to 12 Councillors.
- c) Regeneration and Quality Council Sub-Committees merged.

RESOLVED

That the changes to the Sub-Committee structures be approved.

9. TO APPOINT COMMITTEES AND SUB-COMMITTEES, THEIR CHAIRMEN AND VICE-CHAIRMEN

- a) Recreation, Leisure and Amenities Committee
- b) Finance & General Purposes Committee
- c) Planning, Major Developments, Transportation and Environment Committee
- d) Executive & Emergency Committee
- e) Personnel Committee
- f) Heritage Park / Skull Site Sub-Committee
- g) Allotments & Cemeteries Sub-Committee
- h) Leases & Legal Sub-Committee
- i) Anti-social Behaviour & Crime Sub-Committee
- j) Regeneration / Quality Council Sub-Committee

RESOLVED

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the annexed list.

10. TERMS OF REFERENCE OF THE COMMITTEES AND SUB-COMMITTEES

Members were provided with the terms of reference of the Committees and Sub-Committees to be approved.

RESOLVED

That the Terms of Reference of the Committees and Sub-Committees be approved as per the annexed list.

11. DATES AND TIMES OF MEETINGS

- a) The Council
- b) Standing Committees

RESOLVED

That the dates and times of the above Meeting be approved as per the annexed list.

12. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

- a) Three representatives to serve upon the Swanscombe & Greenhithe Association of Sports and Social Clubs
- b) Four representatives to serve upon the Senior Citizens Club Management Committee
- c) Two Representatives to serve upon the Swanscombe and Greenhithe Old Peoples Welfare Committee
- d) Two Representatives to serve upon the County Area Committee of the Kent Association of Parish Councils
- e) Three Representatives to serve upon the Dartford Area Committee of the Kent Association of Parish Councils, of which two representatives are to have Voting Rights
- f) Two Representatives on the Dartford Association of Town and Parish Councils, one to be the Town Mayor plus the Town Clerk.
- g) One Representative to serve upon the Gravesend and District Society for the Mentally Handicapped
- h) Three Representatives to serve upon the Northfleet Landfill Liaison Committee
- i) Three Representatives to serve upon the Knockhall Landfill site as and when required
- j) Two Representatives to serve upon the Greenhithe Community Association
- k) Three Representatives to serve upon the Rail Link Action Group (DBC)
- l) Two Representatives to serve upon the Police and Community Liaison Group
- m) One person to serve as Village Transport Representative
- n) One Representative to serve on the Committee of the Dartford Volunteer Bureau
- o) One Representative to attend meetings of the Swanscombe and Greenhithe Community Group of the QED Committee
- p) One person to be appointed to serve on the Dartford Health Action Team
- q) One representative to be appointed to serve on the Committee of the North Kent Independent Mediation service

RESOLVED

That the appointment of representatives to outside bodies be approved with the addition of Councillor S Johnston to serve on the Gravesend and District Society for the Mentally Handicapped as per the annexed list.

13. BANK SIGNATORIES

RESOLVED

That the following Members be appointed as signatories to authorise the payment of cheques;

<u>Current Account</u>	<u>Town Mayor's Account</u>	<u>Town Mayor's Charity Account</u>
1 Bryan Read	1 Town Mayor	1 Town Clerk
2 Ivy Read	2 Deputy Town Mayor	
3 Les Bobby	3 Town Clerk	
4 Annette Harvey		
5 Vic Openshaw		
6 Pat Scanlan		

14. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor's Mrs A Harvey, B Fitzpatrick and P Read.

15. EXCLUSION OF THE PRESS AND PUBLIC

Due to the confidential nature of the business to be transacted it was,

RESOLVED

That Member's of the Press and Public be excluded from the Meeting whilst the next two urgent agenda items were discussed.

16. SENIOR CITIZENS HALL

Members discussed the further information provided by the Clerk and Councillor Read regarding the Senior Citizens Hall.

RESOLVED

As per the attached confidential report.

17. SWANSCOMBE LIBRARY

Members were provided with a copy of the Head of Terms of Lease.

RESOLVED

That the Head of Terms of Lease be accepted.

18. MINUTES OF THE MEETING HELD ON 20 APRIL 2006

The Minutes of the Meeting held on 20 April 2006 had not been completed.

RESOLVED

That these Minutes were deferred to the next town Council Meeting.

19. MAYOR'S CIVIC AWARD FOR VOLUNTEERS 2005/06

The Town Clerk advised Members that following the Town Council's nomination, Kevin Matthews of Swanscombe Tigers Football Club had been successful in receiving one of the Worshipful Mayor of Dartford's Civic Awards for Volunteers. As he had been unable to attend the award ceremony it had been hoped that he could attend the AGM to receive his award. Unfortunately he was also unable to do this.

RESOLVED

That Kevin Matthew's be contacted to collect this award.

20. DIRECT ACCESS TO THE NATIONAL ASSOCIATION OF LOCAL COUNCIL'S

Members were provided with copies of correspondence from KAPC advising that because of the size of the Town Council, they had nominated the Town Council to be put on to NALC's direct access scheme. This would mean that the Town Council could go directly to the National Association for advice as well as the Kent Association.

21. STANDARDS BOARD BULLETIN

Members were provided with a copy of issue 26 of the Standards Board Bulletin

22. TOWN MAYOR'S CIVIC RECEPTION INVITATION LIST

Members were asked to review the Town Mayor's Civic Reception invitation list.

RESOLVED

That the list be produced for the next Town Council Meeting.

There being no further business to transact the Meeting closed at 8pm.

Members were invited to join the Mayor Elect for refreshments after the Meeting.

Members were advised that the Town Clerk had provided the Town Council's solicitor with a copy of the report that was presented to Members' at the full Council meeting held on 20 April 2006. The solicitor had confirmed that the Council was the legal owner of the ground and the building.

Members were advised that Councillors' B Read and Bobby along with the Town Clerk had met the sole remaining Member of the original Senior Citizen's Club Management Committee on the afternoon of 11 May and that they wished hand responsibility of the hall back to the Town Council.

#### RESOLVED

That the Town Council's solicitors be contacted regarding the legal arrangements needed to transfer the responsibility of the hall back to the Town Council.

That the Town Clerk write to LaFarge regarding the covenant asking for them to agree an amendment to the covenant so that it could be used for community use, rather than just the aged population.

That the groups that currently used the hall be allowed to continue under their current arrangements until the legal negotiations had taken place and responsibility transferred back to the Town Council.

That the Town Mayor send a letter of thanks and a bouquet of flowers to the remaining Member of the Senior Citizen's Club management Committee thanking them for their hard work and commitment to the Club during the past 20 years.

That the matter be delegated to the Leases and Legal Sub-Committee to pursue.

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to consist of several overlapping loops and lines.

## REPRESENTATIVES ON OUTSIDE BODIES & COMMITTEES – 2006/07

### S&G Association of Sports and Social Clubs (3 Members)

- 1 John Hayes
- 2 Pat Scanlan
- 3 Malcolm Munn

### Senior Citizens Club Management Committee (4 Members)

- 1 Bryan Read
- 2 Les Bobby
- 3 Pat Scanlan
- 4 Malcolm Munn

### Old People's Welfare Committee (2 Members)

- 1 Ivy Read
- 2 Vacancy

### KAPC County Area Committee (2 Members)

- 1 Bryan Read
- 2 Christine Angell

### KAPC Dartford Area Committee (3 Members – only 2 to have voting rights)

- 1 Bryan Read
- 2 Les Bobby
- 3 Christine Angell

### Dartford Association of Town and Parish Councils (2 Members plus the Town Clerk)

- 1 Town Mayor
- 2 Bryan Read

### Gravesend and District Society for the Mentally Handicapped (1 Member)

- 1 Steve Johnston

### Northfleet Landfill Liaison Committee (3 Members)

- 1 Bryan Read
- 2 Mrs C Angell
- 3 Conrad Broaldehy

### Knockhall Landfill Site (3 Members)

- 1 Vic Openshaw
- 2 Christine Angell
- 3 Conrad Broadley

### Greenhithe Community Association (2 Members)

- 1 Martin Murphy
- 2 Kapil Sangar



Rail Link Action Group (3 Members)

1 Bryan Read  
2 Les Bobby  
3 Pat Scanlan

Police Community Liaison Group (2 Members)

1 Mark Jackson  
2 Malcolm Munn

Village Transport Representative (1 Member)

1 Bryan Read

Dartford Volunteer Bureau (1 Member)

1 John Hayes

Greenhithe Community Group QED Committee (1 Member)

1 Bryan Read

Dartford Health Action Team (1 Member)

1 John Hayes

North Kent Independent Mediation (1 Member)

1 Bryan Read

DATES OF MEETINGS 2006/07

<u>R, L &amp; A</u>	<u>F &amp; G P</u>	<u>TOWN COUNCIL</u>	<u>PLANNING</u>
1 June 2006	15 June 2006	6 July 2006	17 May 2006
14 September 2006	5 October 2006	19 October 2006	7 June 2006
2 November 2006	30 November 2006	21 December 2006	28 June 2006
18 January 2007	8 February 2007	1 March 2007	18 July 2006
15 March 2007	5 April 2007	26 April 2007	20 September 2006
			11 October 2006
			1 November 2006
			22 November 2006
			13 December 2006
			24 January 2007
			14 February 2007
			7 March 2007
			28 March 2007
			18 April 2007
			9 May 2007

3 May 2007 - Annual Open Town Meeting  
 17 May 2007 - Annual General Meeting

Meetings of the following Committees to be arranged as and when required:

Executive & Emergency Committee  
 Personnel Committee

Meetings of the following Sub Committees to be arranged as and when required:

Heritage Park / Skull Site  
 Sports & Leisure  
 Allotments / Cemeteries  
 Leases & Legal  
 Regeneration  
 Anti-Social Behaviour & Crime  
 Major Developments  
 Quality Council

**NOMINATIONS FOR SWANSCOMBE & GREENHITHE TOWN COUNCIL'S COMMITTEES  
AND SUB-COMMITTEES 2006/07**

**COMMITTEES**

**Recreation, Leisure & Amenities Committee (incorporating Sports & Leisure Sub-Committee) – 12 Members of the Council**

Chairman	1 Les Bobby
Vice Chairman	2 Steve Johnston
Committee Members	3 Colin Creed 4 Brian Fitzpatrick 5 Martin Murphy 6 Pat Scanlan 7 Bryan Read 8 Paul Read 9 John Hayes 10 Tim Carrington 11 Kapil Sangar 12 Malcolm Munn

**Finance & General Purposes Committee – 12 Members of the Council**

Chairman	1 Bryan Read
Vice Chairman	2 Annette Harvey
Committee Members	3 Tim Carrington 4 Colin Creed 5 Les Bobby 6 Pat Scanlan 7 Mark Jackson 8 Ivy Read 9 David Rowlands 10 Steve Johnston 11 Conrad Broadley 12 Christine Angell

**Planning, Transportation and Environment Committee – 12 Members of the Council  
(incorporating Major Developments)**

Chairman	1 Bryan Read
Vice Chairman	2 Pat Scanlan
Committee Members	3 Mark Jackson 4 Steve Johnston 5 Vic Openshaw 6 Martin Murphy 7 Annette Harvey 8 Les Bobby 9 Gwen Tripp 10 Paul Read 11 Christine Angell 12 Kapil Sangar
Cllr. appointed to attend site visits etc.	Decide at Meeting

### **Personnel Committee – 7 Members**

Chairman	1 Town Mayor
Vice Chairman	2 Bryan Read
Committee Members	3 Les Bobby 4 Colin Creed 5 Ivy Read 6 Christine Angell 7 Conrad Broadley

### **Executive / Emergency Committee - Nine Members**

Chairman	1 Town Mayor
Vice Chairman	2 Bryan Road
Committee Members	3 Colin Creed 4 Mark Jackson 5 Les Bobby 6 Ivy Read 7 Steve Johnston 8 Malcolm Munn 9 Kapil Sangar

### **SUB-COMMITTEES OF R,L&A**

#### **Heritage Park / Skull Site – Six Members of the Council**

Chairman	1 Bryan Read
Vice Chairman	2 Les Bobby
Committee Members	3 Pat Scanlan 4 Paul Read 5 Kapil Sangar 6 Malcolm Munn

#### **Allotments & Cemeteries – Six Members of the Council**

Chairman	1 Bryan Read
Vice Chairman	2 Les Bobby
Committee Members	3 John Hayes 4 Pat Scanlan 5 Malcolm Munn 6 Kapil Sangar

### **SUB-COMMITTEES OF THE F&GP COMMITTEE**

#### **Leases & Legal – Six Members of the Council**

Chairman	1 Bryan Read
Vice Chairman	2 Les Bobby 3 Pat Scanlan 4 Ivy Read 5 Kapil Sangar 6 Christine Angell

## **Anti-Social Behaviour & Crime Sub-Committee – Eight Members of the Council**

Chairman	1 Bryan Read
Vice Chairman	2 Les Bobby
	3 Pat Scanlan
	4 Gwen Tripp
	5 Vic Openshaw
	6 Steve Johnston
	7 Malcolm Munn
	8 Conrad Broadley

## **SUB-COMMITTEES OF THE PTE COMMITTEE**

### **Regeneration and Quality Council – Eight Members of the Council**

Chairman	1 Bryan Read
Vice Chairman	2 Pat Scanlan
	3 Les Bobby
	4 Martin Murphy
	5 Brian Fitzpatrick
	6 Steve Johnston
	7 Kapil Sangar
	8 Christine Angell

MINUTES of the MEETING of the LEASES & LEGAL SUB-COMMITTEE held at THE SWANSCOMBE CENTRE, CRAYLANDS LANE, SWANSCOMBE on WEDNESDAY, 17<sup>TH</sup> MAY 2006 at 2.00 PM

PRESENT: Councillor B E Read – Chair  
Councillor L J Bobby  
Councillor Mrs I A Read

IN ATTENDANCE: Mr C Hunter, Secretary, Swanscombe Downs Bowls Club  
Mr T Rayfield, Swanscombe Downs Bowls Club

23 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor Mrs Angell who was unable to attend because of other meetings and Councillor Scanlan who was on holiday.

24 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

25 SUBSTITUTES

There were none.

26 TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 25 JANUARY 2006

The Minutes of the Meeting held on 25 January 2006 were approved and signed.

27 ITEMS AS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none.

28 EXCLUSION OF PRESS AND PUBLIC

Due to the confidential nature of the business to be transacted

RESOLVED

That the Press and Public be excluded from the Meeting whilst the next Agenda item was discussed.

29 BOWLS PAVILION LEASE NEGOTIATIONS

Members were provided with the final draft of the Lease and were advised that the Town Council had approved the rental figure of £3,400, but had delegated the Leases & Legal Sub-Committee to set the appropriate Section 19 Grant to offset the rent to the Club.

Members discussed the appropriate level for the Section 19 Grant taking into account what the current rent would be and what the additional figure would be for the additional ground that was included in the Lease for the former Downs Pavilion.

Members agreed that an appropriate level of Section 19 Grant would be £2,200, thereby making the actual rent received from the Club £1,200.

Members of the Swanscombe Downs Bowls Club entered the Meeting at 2.30 pm. The Chairman advised the Club of the conditions that the Council had to adhere to with regard to obtaining market value rentals. He advised the Club that the Council had agreed a rent of £3,400 and how this would be offset by a Section 19 Grant. Members and the Club discussed the appropriate rental level and the Club agreed that £1,200 per annum would be an appropriate figure, but this could not be confirmed until their next Committee meeting.

The Club was also reminded that the 2005 rent remained outstanding which needed to be paid urgently. The Club was also advised that they were responsible for the valuation fees and the legal fees with regard to the lease renewal. The valuation fees amounted to £950. The Clerk was not able to provide a figure for the legal fees at the present time.

#### RECOMMENDED

That a Section 19 Grant of £2,200 be awarded to the Club, making the actual rental figure payable £1,200.

That two invoices be sent directly to the Treasurer of the Swanscombedowns Bowls Club, one for the rent and one for the valuations.

There being no further business, the Meeting closed at 2.45 pm.

*AE Read*

*12/3/2008*

MINUTES of the MEETING of the PLANNING, MAJOR DEVELOPMENTS,  
TRANSPORTATION & ENVIRONMENT COMMITTEE held at THE SWANSCOMBE  
CENTRE, CRAYLANDS LANE, SWANSCOMBE on  
WEDNESDAY, 17<sup>TH</sup> MAY 2006 at 6.00 PM

PRESENT:                   Councillor B E Read – Chair  
                                Councillor L J Bobby  
                                Councillor Mrs A R Harvey  
                                Councillor M D G Jackson  
                                Councillor S Johnston  
                                Councillor M Murphy  
                                Councillor V Openshaw

30      APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor Mrs Angell who was unable to attend as she was at another meeting, Councillor Scanlan who was on holiday and Councillor P Read who was at work.

31      SUBSTITUTES

There were none.

32      DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor Jackson declared a personal prejudicial interest in the agenda item relating to Stanhope Road. Councillor Murphy declared a personal interest in the agenda item relating to bollards at Greenhithe High Street and a personal prejudicial interest in the agenda item relating to the pre-application for a mobile phone mast as the company was a client of Councillor Murphy's.

33      ITEMS AS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION  
         ON THE AGENDA

There were none.

34      TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 26  
         APRIL 2006

The Minutes of the Meeting were unavailable and were deferred to the next meeting.

35      GETTING ABOUT

An application for funding had been received from the Manor Farm Social Club for £96.00. Members were also provided with a thank you letter from the Sweyne School.

RECOMMENDED

That an award of £96.00 be made.

36      BOLLARDS – HIGH STREET, GREENHITHE



Members were provided with an email that the Clerk had been copied in to from Kent Highways Services confirming that funding was now available to install bollards at the High Street. Members were concerned that the consultation was not carried out as effectively as it could have been and were also concerned that placing bollards outside the houses number 11-27 and 14-16 could have the effect of seeming to legalise parking on the opposite side of the street and was promoting vehicles to park on public footpaths. Members felt that this could cause problems for larger vehicles and commercial vehicles being able to pass.

RECOMMENDED

That the Clerk write back to Kent Highway Services asking for a drawing showing the placement of the proposed bollards for the Town Council to provide comment on before going ahead. Members also wished to comment that they hoped that the strategy did not prevent pedestrians, included the disabled, from utilising the footpaths.

37 STANHOPE ROAD

Members were provided with an exchange of emails between a local resident of Stanhope Road and Kent Highway Services and Jacobs Babbie regarding the works at Stanhope Road. Members felt that the contractors had an obligation to carry out the works safely and not in haste.

RECOMMENDED

That the Clerk write back to the local resident, thanking them for informing the Town Council of the problems experienced. That the Clerk write to the Health and Safety Department at the Borough Council about the situation and confirm this to the resident. The Clerk and the Chairman were due to having a meeting with the representative from Kent Highways Services and would also raise the matter at this meeting.

38 STATION QUARTER SOUTH

Members were provided with correspondence from Land Securities inviting them to attend an exhibition regarding Station Quarter South which was being held on the weekend of 20 May. Members were invited to a pre-view exhibition between 3 and 4 pm on 19 May.

39 LICENCE TO PLACE TABLES AND CHAIRS AND TEMPORARY STREET FURNITURE ON THE HIGHWAY

Members were provided with correspondence from Kent Highway Services regarding the above.

40 PRE-APPLICATION CONSULTATION – PROPOSED H3G BASE STATION AT 16 LONDON ROAD

Councillor Murphy left the meeting whilst this Agenda item was discussed.

Members were provided with correspondence from King Sturge inviting comments on their proposals to install a mobile phone mast at 16 London Road.

RECOMMENDED



That the Clerk respond advising that Members were concerned about the location as it was a major through point for traffic and the possible impacts that the proposed mast could have. Members were also concerned about the visual impacts of the mast, particularly as it was the main entrance into Swanscombe.

#### 41 TOWN PLANNING OUSTANDING FROM PREVIOUS MEETING

DA/06/00368/REM Submission of reserved matters relating to design, external appearance and means of access pursuant to Condition 1 of Planning Permission Da/98/00664/OUT of the construction of a car park and deck level.

Members were advised that they could not respond to the above application as they were confused about the drawings that had been submitted with it, as some of the drawings showed a jetty and mooring. The Clerk had queried this with DBC and they have advised that the application was for the car park deck only. The other plans were information only to show how Crest were thinking on the remainder of the development. These details would require a fresh planning application.

#### RECOMMENDED

That the response of no observations be sent.

#### 42 TOWN PLANNING

Members were advised that the following planning applications have been received from Dartford Borough Council for Members' consideration.

DA/06/0489/FUL Application for the Variation of Condition 3 of Planning Permission DA/02/0835/FUL in respect of replacing trellis screens with obscure glazed wall on the south east elevation.

The Orchard, Mounts Road, Greenhithe

OBSERVATIONS No observations provided neighbours were consulted.

DA/06/0490/FUL Provision of pitched roof of dormer windows in front and rear elevations.

The Orchard, Mounts road, Greenhithe

OBSERVATIONS No observations provided neighbours were consulted.

DA/06/06/0485/FUL Demolition of existing and erection of a single storey rear extension.

84 Stanhope Road, Swanscombe, DA10 0AS

OBSERVATIONS No observations.



DA/06/0484/FUL Demolition of existing and erection of a single storey rear extension

86 Stanhope Road, Swanscombe, DA10 0AS

OBSERVATIONS No observations.

DA/06/0333/FUL Alterations to existing outbuilding and erection of a single storey infill extension to create single storey rear extension to both properties

1 & 2 Alma Road, Swanscombe, DA10 0AF

OBSERVATIONS No observations provided neighbours were consulted.

DA/06/0453/FUL Erection of a rear conservatory

17 Admirals Walk, Greenhithe, DA9 9QP

OBSERVATIONS No observations provided neighbours were consulted.

Members were advised that the following refused decision notice had been received from Dartford Borough Council.

DA/06/0180/FUL Retention of a satellite dish

4 Empire Walk, Greenhithe, DA9 9FU

Members were advised that the following granted decision notices had been received from Dartford Borough Council.

DA/06/0150/FUL Installation of a satellite dish

43 Waterman Way, Greenhithe, DA9 9GJ

DA/06/0159/FUL Retention of a satellite dish

5 Meriel Walk, Greenhithe, DA9 9GL

DA/06/0253/FUL Retention of a single storey rear extension

86 Milton Road, Swanscombe, DA10 0LY

DA/06/0216/FUL Erection of a single storey side extension to provide en-suite facilities to existing bedrooms

Haslington Nursing Home, 27 Bean Road, Greenhithe

DA/06/0241/FUL Erection of a single storey rear extension

Parenten, Manor Road, Swanscombe

Members are advised that the following planning application is to be considered by the Development Control Board on 16 May 2006 at 7.00pm.

DA/06/0282/FUL

Application for the Variation of Condition 10 of Planning Permission DA/04/1170/FUL in respect of allowing construction and re-contouring working between 0700- 1900hrs Monday to Friday and 0800 – 1300hrs on Saturdays anywhere on the site except within 100m of existing residential dwellings where the working hours will be confined to 0800 – 1800 Monday to Friday and 0800 – 1300 on Saturdays.

Eastern Quarry Land Formation, Southfleet Road,  
Swanscombe

#### RECOMMENDED

That the Clerk contact the Borough Council to establish whether this application had been withdrawn by the applicant. If it had been withdrawn the Clerk was instructed to ask the Borough Council that if, it was resubmitted, then Members would request that the applicants provide a sustainability appraisal, a noise management plan, an environmental statement and a site management plan, because of all the mitigating circumstances required to protect the residents.

Members were advised that a date has been set and an inspector appointed to determine the following appeal. The application would be decided by way of a Public enquiry which was expected to last for 4 days and would be held on 26 September 2006 at 10.00am.

DA/05/0573/FUL

Redevelopment of land to provide 24 x 1 bed, 186 x 2 bed & 1 x 3 bedrooms flats in blocks up to 6 storey, together with 233 car parking spaces, public & private open space, riverside promenade and associated landscaping also to include a community centre & Class A1 (retail shops), Class A2 (financial & professional services), Class A3 (restaurant & café), Class A4 (drinking establishment), Class A5 (hot food takeaway) & Class B1 (business) premises

Land At Site of Everards, The Wharf, Station Road,  
Greenhithe

Members are advised that an appeal has been made to the Secretary of State on the following application

DA/05/1061/FUL

Retention of high level veranda to the side of the property

Neptune Cottage, Pier Road, Greenhithe

The following planning applications had been received from Dartford Borough Council for Members' consideration:

DA/06/00519/FUL                      Erection of a first floor rear extension  
63 Ames Road, Swanscombe

OBSERVATIONS                      No observations.

The following refused decision notice had been received from Dartford Borough Council for Members' information.

DA/00/00885/OUT                      Outline residential development  
Mount Nod, Opposite 26 London Road, Greenhithe

The following granted decision notice had been received from Dartford Borough Council for Members' information.

DA/06/00251/FUL                      Erection of a two storey side extension and  
installation of velux windows in flank and rear slope  
in connection with formation of additional rooms in  
the roof space and erection of a rear conservatory.



MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE held at THE SWANSCOMBE CENTRE, CRAYLANDS LANE, SWANSCOMBE on WEDNESDAY, 24<sup>th</sup> MAY 2006 at 6.00 PM

PRESENT: Councillor L J Bobby – Chair  
Councillor Mrs A Harvey  
Councillor M Munn  
Councillor P J Scanlan  
Councillor G Tripp

IN ATTENDANCE: PS Rebekah Marsh, Kent Police  
PC Steve Hammond, Beat Officer for Swanscombe & Greenhithe  
Mrs Lee Edwards-Gee – PCSO Swanscombe and Greenhithe  
Linda Tilly – Senior Housing Officer, Dartford Housing Services

43 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' Broadley, Johnston, Openshaw and B Read.

44 TO ELECT A CHAIRMAN

As Councillor B Read was unable to attend the Meeting,

RESOLVED

That Councillor Bobby chaired the Meeting.

45 SUBSTITUTES

Councillor Harvey substituted for Councillor B Read.

46 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor Bobby declared a personal prejudicial interest in the New Burial Ground allotments.

47 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 22 MARCH 2006

The Minutes of the Meeting held on 22 March 2006 were confirmed and signed as a true record.

48 ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none

49 ITEMS OUTSTANDING FROM THE PREVIOUS MEETING

There were none.

50 ANTI-SOCIAL BEHAVIOUR VIA DARTFORD HOUSING SERVICES

The Senior Housing Officer advised that there had not been too many problems reported. There had been a few neighbour disputes.

She also advised that there had been a meeting the previous evening concerning a particular tenant in Moore Road.

Councillor B Read asked via the Chair, about the residents parking at the block of flats in the Grove. She had previously confirmed that actions were going to be taken regarding non residents parking there, i.e. put in a barrier. A complaint had been received from a resident and there was also a car for sale parked there. She advised that they had identified the need for a barrier and were actively seeking funds. However, to date these funds had not been obtained.

#### 51 TOWN COUNCIL'S PROBLEMS LOG

Members were provided with a copy of the Town Council's problems log and also an update of the May log. PCSO Edwards-Gee informed Members that matters were being investigated.

Members were advised about the gully covers that had been removed in St Paul's Close.

Members were provided with a copy of a letter that had been received from a member of the public concerning numerous problems that were being encountered on the New Burial Ground allotments.

#### RECOMMENDED

That the Town Council and the police, were both taking action to deal with the problems.

That a response was sent to the member of the public advising that the Council and police took the matter very seriously and positive actions were being taken to resolve the problems being encountered. Also, advising that they contacted the police on further incidents quoting the beat officer for Swanscombe & Greenhithe's name, as a reference. The Council would also appreciate it if they too could be advised of further incidents.

#### 52 BEAT OFFICER REPORT

PC Hammond advised that due to the weather the area had been fairly quiet. He had occasionally had to move groups of youths on. PCSO Edwards-Gee advised that youths leaving the Discovery Centre could be viewed as a problem, but they could just be disbursing. Councillor Bobby advised that 2/3 weeks previously at 7.30pm, there were 50 youths congregated at the top of Craylands Lane who proceeded up Milton Street.

PC Hammond advised that there was an issue with youths congregating in Stanley Road, due to the number of takeaways, which had been discussed at the Focus Group Meeting concerning disbursal areas. PS Marsh advised that to disburse youths you had to have the correct number of people and take into account any risk assessment of where they were going to be moved to.



PC Hammond advised that the main problems had been drug problems and cannabis dealing. He advised he had access to a vehicle and had managed to catch some offenders, but it was hard to catch these people without a suitable vehicle.

Graffiti had been on the increase but several names had been put forward.

Councillor Bobby enquired what percentage of problems, were caused by alcohol. PC Hammond advised that on Friday nights there seemed to be a problem. Councillor Bobby enquired whether he knew where they were getting the alcohol from. PC Hammond stated that they had their suspicions but the problem was proving it. Test purchases had been discussed and PC Hammond felt that some of the local youth would be willing to do this. PC Hammond advised that he had spoken to the Council's park staff who had confirmed that under aged drinking was taking place.

The Assistant Town Clerk advised that the park staff had raised issues with mini motorcycles going on to Broomfield accompanied by parents. PC Hammond advised that when they had arrived to catch them, they were not there, but it would be extremely difficult to catch them on foot.

### 53 PCSO REPORT

PCSO Edwards-Gee advised that she had been working alongside PC Hammond with regard to talks in the area.

Knockhall School – a talk had been given to year 9's who were going on a school trip, which concerned stealing and theft.

Pre-School – a talk would be undertaken with regard to stranger danger.

They were looking to bring the mobile police unit into the schools fetes, but unfortunately the unit was not in the area at the time they were taking place. However, they were looking at doing something else at these fetes.

PCSO Edwards-Gee had attended the Housing and Anti Social Behaviour Group Meeting to discuss problems with residents.

Apart from the above they continued to answer calls, visit victims, talk to residents, patrol, etc.

Councillor Read raised through the Chair that a car that had been parked on jacks for 4 weeks in Gasson Road and the person working on this vehicle, did not live at its parked location. Councillor Harvey advised that the car was no longer there.

Councillor Read raised through the Chair that 2 cars that were parking on the path in Ames Road. They parked there every day and were workers that came into the area to pick up a lorry or van and the cars remained there all day. A woman who lived at the location had had a pedestrian knocking on her door as they could not get past. The woman advised the person that they were not her cars and she did not know where they belonged.

Councillor Read advised through the Chair that he had received no police response from Maidstone when he had reported motorbikes roaring round the cricket pitch on Broomfield and no-one had come back to him on this. This happened on the 12<sup>th</sup> May round 8.00pm and had been witnessed by a great many Councillors.



Councillor Bobby advised that this was the reason people did not contact the police as they received no response. PCSO Edwards-Gee advised that it was essential that people did report the problems, as it provided the statistics for them to be able to deal with them. She advised that one of the sergeants was looking at the possibility of obtaining funding, to train local officers to operate 2/3 motorcycles, which could be deployed in the areas they were most needed. PS Marsh advised that they had an analyst who worked in the Crime Reduction Unit, who was tasked to produce a tactical assessment of problems that were occurring. They could be criminal damage, nuisance bikes, smashed windows, etc. Unless the residents reported incidents then the analyst would not be aware of them and unable to include them in the analysis.

PS Marsh advised that she would feed back to the Inspector at Force Control the lack of response and feed back experienced by local residents to reports made by them.

Councillor Munn enquired about the education of the elderly in the area. PCSO Edwards-Gee advised that talks had been carried out in Mumford Drive and the Oast House concerning the break ins.

#### RECOMMENDED

That PCSO Edwards-Gee investigated the vehicles parked in Ames Road, established the ownership and passed the details on to the relevant police authority. That PCSO Edwards-Gee obtained leaflets which could be placed on the windscreens of the offending vehicles.

#### 54 POLICING NORTH KENT NEWSLETTER

Members were provided with a copy of the Policing North Kent Newsletter for April and May 2006.

#### 55 COMMUNITY SAFETY FOCUS GROUP

Members were provided with a copy of the Minutes of the Meetings held on 15 March 2006 and 3 May 2006. PS Marsh enquired about the Town Council logo being provided in order that the "Dartford United Against Crime" logo could be adapted to incorporate this. This could then be used by the S&G Community Safety Focus Group as a logo.

#### RECOMMENDED

That the matter be raised at the next Town Council Meeting for approval.

#### 56 NEW INITIATIVE – ANTISOCIAL BEHAVIOUR

Councillor Munn asked whether anybody had any details of the new initiative by the Leader of Dartford Borough Council with regard to Anti Social Behaviour. It was confirmed that no details were known at the present time.

#### 57 DATE OF NEXT MEETING

The next Meeting was due to be held on 26 July 2006 at 6.00pm.

*BZK*

There being no further business to transact the Meeting closed at 7pm.

*B. E. Reed*

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES  
COMMITTEE held at THE SWANSCOMBE CENTRE, CRAYLANDS LANE,  
SWANSCOMBE on THURSDAY 1<sup>ST</sup> JUNE 2006 at 7.00 PM

PRESENT: Councillor L J Bobby (Chairman)  
Councillor C Creed  
Councillor J Hayes  
Councillor S Johnston  
Councillor M J Munn  
Councillor M M Murphy  
Councillor B E Read  
Councillor P Read  
Councillor P J Scanlan

IN ATTENDANCE: Mr L Howell, Park's Foreman

58 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor Carrington who was unable to attend due to work commitments.

59 SUBSTITUTES

There were none

60 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor Johnston declared a personal interest in the Agenda item relating to St Peter & St Paul's Church as Treasurer of the Church.

Councillor Murphy declared a personal interest in the Agenda item relating to Knockhall.

61 TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 23  
MARCH 2006

The Minutes of the Meeting held on 23 March 2006 were approved and signed as a true record.

62 BROOMFIELD

Members were advised that cricket had now commenced. Unfortunately, the grass growth was excessive, which had meant extra cutting using the park's own small ride on to make it playable. Hopefully, this would resolve itself when the growth slows down, but obviously this was very time consuming for one man to do. The cricket square had responded well to emergency work that had been necessary due to motor cycles. It was hoped that the cricket square would now be alright.

Members were also advised that mini cycles were still being used. These were mainly coming from the Neptune Estate with parents accompanying them. The parents had been warned, but obviously the park staff could not be there all the time. They were going on to Broomfield when the park staff were not there and disappeared when they responded. The park's foreman had referred the matter to the PCSO's in the hope that they could keep a look out as well.

The football pitches were in the process of being dressed, dependant on the weather.

The Kent Football Association had visited on two occasions for the following reasons:

1. To check the old goal posts to approve the order for new ones, under the grant scheme that the Clerk had applied for.
2. To check the facilities and pitch size due to a Kent League Club applying to use the two spare pitches.

Councillor Read enquired whether it would be possible to get the contractors to carry out more cuts. The Park's Foreman advised that the contractors were too busy to take on extra cuts, but that the grass would even out after further cuts.

### 63 NEPTUNE PARK

Members were informed that at the present time the beds were causing problems due to insufficient time to do them. The park staff were fully occupied trying to keep the grass down in other areas, therefore the beds were a bit neglected. The park's foreman advised members that this was their busiest time of year, due to the set up of bowls, cricket, football, dressing and undertaking first cuts. This had meant that some things had not got done for a while. It was hoped to remedy this, maybe by taking on seasonal staff, due to the extra work taken on i.e. Neptune, centre car park and Heritage. The park's foreman felt that the present staff could not cope with workloads.

### 64 SWANSCOMBE PARK

Members were advised that most of the welding work had been completed, i.e. play area, gate, perimeter fence, etc.

The containers had now been installed and one was being fitted out with electric, lights, etc, connected to the office, which would have a chemical cupboard and sprayers in. The main one was now in use making storage much easier and safer.

There was a problem with motor scooters going through the park. The registration numbers had been taken and these would be passed to the PCSO's. There had been a problem with under aged drinking in the park at night especially by girls. This had also been raised with the PCSO's. The park's foreman advised that these two problems had calmed down.

Members were advised that due to excess of work, the work on the mess room had not been commenced.

### Town Bowls Green

The green was being used quite well by the public. Istead Rise Bowls Club had also now started using the Green.

### Tennis Courts

The tennis courts were not open due to an infestation of moss on the surface which had not responded to treatment. It therefore made the surface dangerous to play on. The park's foreman was in the process of finding another solution to the problem.

65 KNOCKHALL

Members were advised that a new fence had been installed along the front.

It was hoped to start on the flooring and new shower tray in the football changing rooms, when all the relevant quotes had been received.

The weed killing had now been completed.

Councillor Murphy enquired what type of fence had been installed. The park's foreman advised of the construction.

66 VALLEY VIEW

Members were advised that three quotes had been obtained for the tree work at the play area as follows.

Quote A:	£1,200
Quote B:	£980
Quote C:	£1,080

Members were also advised that the gate entrance needed to be altered due to road danger and quotes were being obtained.

RECOMMENDED

That due to further developments on this issue, further quotes be obtained to carry out this work.

67 SAXON COURT AND MANOR PARK

Members were advised that there had been a few occurrences of under age drinking which had been reported to the PCSO's

RECOMMENDED

That all the problems that had been raised by the park's foreman, were logged in the Council's problem log.

68 UNDER AGED DRINKING

Members discussed the problems with under aged drinking and the need to involve the licensing authorities. It was confirmed that these problems had been reported to Dartford Borough Council.

The park's foreman enquired whether Broomfield Park was included in the alcohol control zones.

Councillor Murphy advised that people could take drinks out from the Pavilion and sit on the grass and drink them whilst watching the sporting matches. He advised that people could take drinks into the parks and drink them but if they were misbehaving then the police could confiscate them.

RECOMMENDED



That the alcohol control zones were checked to establish whether Broomfield Park was one of the areas included.

#### 69 SPRINGVALE

Members were advised that the tree work had been completed.

Members were also advised that a complaint had been received concerning the amount of rubbish dumped over time through the woodland. Contractors had cleared all the large and dangerous items at a cost of £250. Most of the lighter rubbish was garden refuse dumped by local householders themselves. The park's foreman advised that this had not been cleared due to the cost implication. Members were asked if they thought there should be "No Dumping" signs along the road side and letters sent to residents bordering the land about the dumping of garden rubbish.

Concerning the bank erosion at the side of 19 Hasted Close, the park's foreman had obtained a quote in the sum of £750 to shore up along the side of the garden. This quote had been felt very reasonable, as other quotes had been obtained for £2,500 and £2,800. There had been a discussion with the Chairmen of the Finance & General Purposes and Recreation, Leisure & Amenities Committees concerning this matter. It had been agreed to go ahead with the work as the resident had been waiting over 2 months with no side fence. This had caused local youths to enter his garden and he had to get his own CCTV. Although the resident had been very patient he had got upset by no action being taken. This was the reason why the work had been approved before the Committee Meeting, as it would have added a further 2 weeks to the timescale and would prevent further digging. The park's foreman advised that the work had not yet been carried out but was imminent.

#### RECOMMENDED

That the actions of the Chairmen of the Recreation, Leisure & Amenities and Finance & General Purposes Committees be approved.

That quotes be obtained for appropriate signs to be placed on the road side and a letter be sent to residents warning them about the dumping of rubbish.

#### 70 HERITAGE PARK

Members were advised that the trees planted by Groundwork were doing well. However there was one loose tree.

Most of the other work connected with the site was still being looked into. A quote had been obtained in the sum of £7,500 for the football site renovation. Further quotes were being sought.

The park's foreman advised that he was looking into the cost of the Council, or a contractor to bring the site up to scratch. However, due to workloads it would probably be a contractor carrying out the work.

The park's foreman advised that Kent County Council had inspected the pitches and had disagreed with the course of action thought appropriate by the park's foreman to remedy them.

The park's foreman advised that he had not yet obtained any quotes for rectifying the stony areas. Groundwork had confirmed that the contractors would complete all the outstanding work.

The placement of the picnic tables and benches had been discussed by Groundwork and the park's foreman. Members were advised by Councillor Broadley that funds for another bench had been obtained. It was suggested that the bench being removed could be placed on the grass outside by the stone sculpture.

#### RECOMMENDED

That a further quote be obtained for the rectification of the pitches.

That any actions be deferred until after the meeting with the Swanscombe Tigers Football Club.

That the picnic tables be sited the following week.

That the park's foreman consulted the plan of the picnic tables and benches. If all of the tables and benches had been located on the plan, then go ahead with the installation. If not, to re-draw the plan and submit it to the next Heritage Park & Skull Site Sub-Committee Meeting.

That another quote be obtained for correcting the problems with the stony areas.

#### 71 EQUIPMENT

Members were advised that the new bowls machine was now in use. However, the park's foreman wanted to purchase an attachment (Sarel roller) which he did not have, as it did not fit on the old machine. This was to spike the bowls green and cricket pitch finely. This could then be done without affecting play which would help air etc., to get to the roots, which would provide a stronger root growth, at a cost of £380.

The old Hayter 56" had been due to be replaced 2 years previously, but the park staff had managed to keep it going. Unfortunately, it was now beyond repair and needed to be replaced. The original cost had been £800 but an alternative quote for £350-£450 had been obtained. The machine was only a rotary mower with roller and grass box. It was used around the bowls and memorial areas, where neatness was needed. It was also used on the bowls green and cricket square to keep rubbish off i.e. leaves, twigs, etc. This was possible because it has a roller not wheels, which meant it did not dig in, which facilitated uninterrupted play.

Members had previously been advised that there was a problem with the brakes on the Ford Tractor. A quote had been obtained to repair this, the works required were:

Repair to foot brake and axle seals.

The quote received totalled £1845.

#### RECOMMENDED

That the park's foreman liaised with the Town Clerk on budgets to establish whether there were sufficient funds to undertake the work and purchase the equipment. If not to refer these matters back to the Town Council.

## 72 STAFF

Members were informed that a new member of staff had been employed to replace the staff member that had left. He seemed very capable and keen and could be a great asset in the future. He was quite well qualified both in equipment use and knowledge.

Members were asked to discuss the possibility of taking on seasonal staff.

### RECOMMENDED

That the park's foreman could employ seasonal staff and should consult with the Town Clerk concerning this.

## 73 VANS

Members were advised that unfortunately, the vans were looking very untidy. The minor work was being undertaken to tidy up dents etc. Unfortunately, the older van was now getting difficult to obtain body parts for (handles, etc). Breakers were now being relied on to keep the vans going. Engine wise they were still quite good runners it was just cosmetically they needed work.

## 74 PLAYGROUND ACCIDENT

Members were provided with correspondence that had been forwarded from Dartford Borough Council from a local resident regarding an accident that a child had had in the play area at Saxon Court.

Members were also provided with a copy of a detailed document concerning this matter.

Members discussed this situation in great depth.

### RECOMMENDED

That the park staff turned round the bolts and investigated the possibility of obtaining dome bolts or plastic covers as an alternative for the bolts.

That the manufacturers be contacted to establish whether if dome bolts or plastic covers were used, they would still meet the specification of the fence and that the manufacturers confirm that the installation was carried out correctly by the contractors.

That confirmation be sought from the contractors that the installation was correct.

That a response be sent to the complainant advising that Members were very sorry for the accident and the matter was being fully investigated. That once the investigations were complete further contact would be made.

That the Council's solicitors be contacted for advice on this matter.

That an item be put on a further Agenda to discuss guidelines, procedures, etc, as a consequence of this accident.

That training for the Town Clerk on health and safety be investigated.



## 75 SQUASH COURTS

Members were informed that three quotations had now been received for the repairs required to the squash courts. Quotes had been obtained on the following specification:

Out of court decoration  
(to include repairs to ceiling panels & stabilisation)  
Painting of sides and back walls  
(to include additional plastering)  
Sand and re line Beech flooring  
Flooring repairs to Court 1  
Minor plastering to front playwall  
Security door viewer  
2 x new ball catch (Court 1)  
Decoration of balcony and passageway areas

Quote 1:	£3,400 (excluding VAT)
Quote 2:	£4,625 (excluding VAT)
Quote 3:	£3,089 <i>(but could be more dependent upon the number of floorboards that need replacing - £17 per board)</i>

Councillor Read advised that the squash players had reported that some of the ceiling had fallen down in Court 1.

### RECOMMENDED

That the Park's Foreman investigate the problem with the ceiling in Court 1.

That Quote 1 be accepted as best value.

## 76 ASBESTOS SURVEYS

Members were advised that the asbestos surveys had been carried out and were provided with a copy of the results. For each area there were recommendations on what actions were required, if any. In most cases, as there was no damage, it was recommended that the areas were monitored regularly. That the inspections would be the responsibility of the caretaker's for the halls and the Park staff. However, consideration needed to be given to boarding the lining boards to the ceiling in the squash courts and the walls of the passageway. Although there was no damage at the present time, and although unlikely, these boards could be damaged during play.

### RECOMMENDED

That staff monitor the areas regularly.

That quotes be obtained for boarding over the ceiling in the squash courts and walls of the passageway.

## 77 VISIT BY FAIR

Members were advised that the Clerk had been contacted by the fair who were requesting to visit Knockhall Park for a week on 17 July 2006 (pulling off 24 July 2006).

RECOMMENDED

That the Town Clerk liaise with the Park's Foreman, to establish whether it was a worthwhile venture. That the Minutes be checked to establish what had been recommended the previous year.

78 PLAYGROUND SAFETY INSPECTION

As Members would recall from the last meeting, the Town Clerk wished to undertake a review of the current year's playground safety inspection against last year's, as she felt there were some anomalies with regard to the playground safety surfacing that needed reviewing. Members were provided with a copy of a letter that had been sent with her queries.

Members were also provided with a copy of the safety inspection report. The Town Clerk recommended that the Town Council carried out all the works highlighted within report, apart from the safety surfacing repairs, which would be dealt with as a separate item.

RECOMMENDED

That the works be carried out if there was sufficient money in the budget. If there was any surplus of funds that consideration be given to further play equipment in Manor Park.

79 PLAYGROUND SAFETY SURFACING

As Members would recall from the last meeting it had been reported that some of the playground safety surfacing needed renewing urgently. From the safety inspection report, the Town Clerk believed that there were only two areas where the safety surfacing needed replacing within the current financial year. The inspection report stated that the other areas where the safety surfacing would need replacing should be monitored and reviewed in 12 months time. These could be budgeted and programmed into the 2007/08 financial year. Members were provided with a copy of a report which provided Members with the details of the areas that needed doing in the current financial year and the three quotations that had been received. This also provided an estimate of the costs for the works that needed to be undertaken in the 2007/08 financial year, although new quotations would need to be sought.

RECOMMENDED

That this matter be delegated to the Town Clerk and Councillor's Bobby and B Read.

80 ST PETER & ST PAUL'S CHURCHYARD – TOMBSTONE RESPONSIBILITY

As Members were aware, the Town Clerk had been having difficulty in establishing who was responsible for tombstone safety within the Churchyard. Councillor Johnston had been helpful and had been having discussions with the Diocesan Advisory Committee to the Care of Churches who had advised that the responsibility lies with the beneficial occupier, ie the PCC and the local authority, ie the Town Council. It would therefore be therefore necessary for the Council to meet with the



PCC to discuss this matter and how to proceed. More information needed to be obtained on what was required for the safety checks and risk assessment.

RECOMMENDED

That Member's agreed to joint responsibility.

That Councillor's Murphy and Johnston be nominated to deal with this matter along with the Park's Foreman and Town Clerk.

81 INVICTA MONUMENT

Councillor Johnston asked Members whether they thought that it would be a good idea to put the Invicta Monument outside the new council offices. Members thought it would be a good idea but obviously the Council could not move it. This would have to be done by the Men of Kent. Enquiries would have to be made if there was a suitable area for this. Councillor Read advised that he would raise this issue with the architects when he next meets them.

82 FOOTBALL PITCH ALLOCATIONS 2006/07 SEASON

Members were provided with a copy of the football pitch allocations for the 2006/07 season. Members were advised that there was one pitch vacant at Knockhall on Sunday afternoons.

RECOMMENDED

That the football pitch allocations be approved.

83 PARK HIRE REQUESTS

The Town Clerk advised that she had received two requests to hire the Council's parks. One by Under one Roof who wished to hire Swanscombe Park on 21 June 2006, which had been approved by the Chairman and one from the Wakefield Road Residents Association for the hire of Knockhall Park on 31 May 2006 for a picnic, which had been approved by the Town Clerk. In both instances, copies of relevant insurance had been received. The charge for each event had been £35.

RECOMMENDED

That the actions of the Chairman and Town Clerk be approved.

84 FENCING – CRAYLANDS LANE ALLOTMENTS

Complaints had been received from the allotment holders about the poor state of repair of the fence at the above allotment site. Members were asked whether they were agreeable to quotes being obtained for 6' steel palisade fencing around this site?

RECOMMENDED

That the type of fencing be agreed.

That the Clerk obtained the fencing quotes.

84 CRICKET FUN DAYS

Members were advised that the Assistant Town Clerk had been in contact with a person who was involved in District Cricket. Originally the person was seeking a venue for some cricket matches. This had been sorted out but she had advised the Assistant Town Clerk that she held fun days during the summer holidays from 10 am to 4 pm. She offered to arrange a fun day on the Council's ground. The cost would be £6 for each child, with the children bringing their own packed lunch.

#### RECOMMENDED

That more information be sought about the scheme.

#### 85 TREES BORDERING THE GROVE CAR PARK

Members were provided with copies of correspondence from Dartford Borough Council advising that they were felling the trees bordering the Grove Car Park with the exception of the tall Lombardy Polar. The Borough Council hoped to be able to replace the trees with smaller growing ones next winter but that was dependent upon funds being available.

#### 86 BIG LOTTERY FUND'S COMMUNITY BUILDINGS PROGRAMME

Members were provided with correspondence from Dartford Borough Council advising that a community buildings programme fund would be launched in June 2006. This would be something that the Town Council could certainly make use of with regard to its community halls and needed to remember that this fund would be available.

There being no further business, the Meeting closed at 9.30 pm.

MINUTES of the MEETING of the PLANNING, MAJOR DEVELOPMENTS,  
TRANSPORT & THE ENVIRONMENT COMMITTEE held at THE SWANSCOMBE  
CENTRE, CRAYLANDS LANE, SWANSCOMBE on WEDNESDAY, 7<sup>TH</sup> JUNE 2006  
at 6.00 PM

PRESENT: Councillor P J Scanlan  
Councillor Mrs A R Harvey  
Councillor S Johnston  
Councillor V Openshaw  
Councillor P A Read

87 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' Mrs Angell, Bobby, Jackson and B Read

88 SUBSTITUTES

There were none.

89 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

90 ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON  
THE AGENDA

There were none.

91 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 17  
MAY 2006

The Minutes were confirmed and signed.

92 GETTING ABOUT

Members were advised that no further applications for funding had been received.

93 MEETING WITH KENT HIGHWAY SERVICES – VARIOUS ISSUES

Members were provided with an email that was sent by the Town Clerk to the Senior Engineer at Kent Highway Services, which provided details of what was discussed and the actions agreed.

94 CRAYLANDS LANE SCHOOL TRAVEL PLAN

Members were provided with a copy of the schools travel plan for comment.

RECOMMENDED

That Members fully supported the recommendations within the travel plan. That the 20 mph speed limit should come into force just after the railway bridge as you travelled up Craylands Lane. That a letter be sent to the Headteacher of the school

advising of the Town Council's support and comments and that this be copied to the Senior Engineer at Kent Highway Services.

95 KENT HIGHWAY SERVICES PARISH/TOWN COUNCIL BRIEFINGS

Members were advised that Kent Highway Services were hosting briefing sessions for Town and Parish Councils to hear more about the changes in the highway services and how they would affect the Town Council.

RECOMMENDED

That the Clerk try to attend the session at 3.30 pm on 28 June and Councillor Johnston to try and attend the 6.30 pm session.

96 WATER AND FLOODING PROBLEMS – SWANSCOMBE STATION

Members were provided with a copy of an email that have been received from Councillor Rowlands regarding a problem with rainwater flooding on the Gravesend side of the station. The Clerk advised that she had reported the problem to Kent Highway Services and had been advised that an inspector would visit the area and report back.

97 BOLLARDS – HIGH STREET, GREENHITHE

Members were provided with a plan showing the proposed location of the bollards to be installed along the High Street.

RECOMMENDED

That the Clerk respond to Kent Highway Services advising that Members did not feel that there was any benefit in installing bollards outside no.s 11 – 23, because as the photo provided to Members showed, people did not park on that side of the road. Members felt it more appropriate for the bollards to be placed on the opposite side of the road.

98 KENT AND MEDWAY STRUCTURE PLAN

Members were advised that correspondence had been received regarding the Notice of Intention to Adopt the Kent and Medway Structure Plan.

99 TOWN PLANNING

Members were advised that the following planning applications had been received from Dartford Borough Council for consideration.

DA/06/00509/FUL	Erection of a satellite dish 4 Hatton Mews Greenhithe Kent DA9 9FQ
OBSERVATIONS	No observations
DA/06/00524/FUL	Erection of a detached building for industrial use together with associated car parking and two new accesses off Lower Road.

	Land Adj Unit F6 Lower Road Northfleet Kent
DA/06/00538/ADV	Display of a non-illuminated free standing "V" shaped sign
	Woodlands 79 High Street Greenhithe Kent
OBSERVATIONS	No observations
DA/06/00543/FUL	Retention of a satellite dish
	4 The Dell Greenhithe Kent DA9 9XG
OBSERVATIONS	No observations
DA/06/00556/FUL	Addition of a first floor to existing bungalow together with a pitched roof over existing car port and provision of a rear facing balcony area
	Treetops London Road Greenhithe Kent
OBSERVATIONS	No observations provided neighbours were consulted.

Members were advised that the following refused decision notice had been received from Dartford Borough Council.

DA/06/00358/OUT	Outline application for the erection of and end of terrace property
	17 Mounts Road Greenhithe Kent DA9 9LY

Members were advised that the following granted decision notices had been received from Dartford Borough Council.

DA/05/00173/REM	Submission of details relating to landscaping(hard and soft) details pursuant to Conditions 1 & 20 (part) of DA/98/664/OUT Waterfront 2 for residential development
DA/06/00213/FUL	Creation of a vehicular access onto Southfleet Road serving as a temporary site access to the 2006 earthworks compound for the Eastern Quarry land formation project
	Eastern Quarry Access Off Southfleet Road Swanscombe Kent
DA/06/00295/FUL	Resiting of a satellite dish on rear of chimney stack
	6 Meriel Walk Greenhithe Kent DA9 9GL
DA/06/00312/FUL	Application for Variation of Conditions 9 and 13 of Planning Permission DA/02/01176/FUL in respect of arevised planting scheme for the boundary fronting Breakneck Hill & revised boundary treatment

*BR*



Ashiwad Bean Road Greenhithe Kent

DA/06/00368/REM Submission of reserved matters relating to design, external appearance and means of access pursuant to Condition 1 of Planning Permission DA/98/00664/OUT for the construction of a car park and deck level

Phases 4A and 4B Ingress Park Waterside Greenhithe Waterfront

DA/06/00382/REM Submission of details relating to disabled access pursuant to Condition 31 of Planning Permission DA/98/00664/OUT for residential development

Waterfront 3 Ingress Park Greenhithe

DA/06/00588/REM Submission details relating to private landscaping pursuant to Conditions 1 and 20 of Planning Permission DA/98/00664/OUT for residential development

Waterfront 3 Ingress Park Greenhithe

DA/04/00872/REM Submission of details relating to a desk top study pursuant to Condition 26 of Planning Permission DA/98/0664/OUT for residential development

Ingress Park Greenhithe

Members were advised that the following withdrawn planning applications had been received from Dartford Borough Council

DA/06/00282/FUL Application for Variation of Condition 10 of Planning Permission DA/04/01170/FUL in respect of allowing construction and re-contouring working between 0700 – 1900hrs Monday to Friday and 0800 – 1300hrs on Saturdays anywhere on the site except within 100m of existing residential dwellings where the working hours will be confined to 0800-1800 Monday – Friday and 0800-1300 Saturdays

Eastern quarry Land Formation Southfleet Road Swanscombe

DA/06/00230/REM Submission of landscaping details pursuant to Condition 4 of Planning Permission DA/03/01152/OUT for residential development

Site of Korsnas Sacks Galley Hill Road Swanscombe Kent

DA/06/00269/FUL Redevelopment of land to provide 194 dwellings comprising 31 x 1 bed, 155 x 2 bed and 1 x 3 bedroom flats in blocks up to 6 storey and 2 x 3 bedroom and 5 x



4 bedroom houses, together with 217 car parking spaces with access to Station Road, public and private open space, riverside promenade & associated landscaping also to include a community centre and Class A1 (retail shops), Class A2 (financial & professional services), Class A3 (restaurant & café),m Class A4 (drinking establishment), Class A5 (hot food takeaway) and Class B1 (business premises).

Land at site of Everards, The Wharf, Station Road, Greenhithe

Members are advised that the following Inspectors decision report has been received from Dartford Borough Council

DA/05/01054/FUL                      123 Milton Road Swanscombe Kent DA10 0LS

Appeal was dismissed

Members are advised that the following granted decision notices have been received from Kent County Council

DA/06/316                                  Retention of existing portakabin mobile classroom

The Sweyne Junior School Keray Road Swanscombe  
Kent

DA/06/331                                  Outdoor classroom (pergola with seating inside fro  
children)

The Sweyne Junior School Keary Road Swanscombe  
Kent

There being no further business, the meeting closed at 6.45 pm.

*B. Z. R. R. R.*

MINUTES of the MEETING of the HERITAGE PARK/SKULL SITE SUB-COMMITTEE held at THE SWANSCOMBE CENTRE, CRAYLANDS LANE, SWANSCOMBE on TUESDAY, 12<sup>TH</sup> JUNE 2006 at 2.30 PM

PRESENT: Councillor B E Read (Chair)  
Councillor L J Bobby  
Councillor P J Scanlan

IN ATTENDANCE: Mr L Howel – Parks Foreman – SGTC  
Fiona White – Operations Manager, GKT  
Natalie Bennett – Geologist, English Nature  
Dave Rogers – Conservation Officer, English Nature  
Jon Fisher – Neighbourhood Renewal Co-ordinator, DBC  
Diane Snell – GKT  
John Vaughan – Friends of the Heritage Park

100 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors' Munn, Sangar and P Read. Also from Liz Dyson, Rowena Collins and Christine Allsopp.

101 SUBSTITUTES

There were none.

102 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

103 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 7<sup>TH</sup> MARCH 2006

The Minutes of the Meeting were confirmed and signed.

104 MATTERS ARISING FROM THE MINUTES OF THE MEETING

FW confirmed that she was still chasing the expression of interest submitted to Parks for People.

FW also advised that Peter Greenstreet had not had the opportunity to look into graffiti on the site. However, it was confirmed that the Town Council would report graffiti through to the Borough Council, who has agreed to remove the graffiti. The Borough Council would then contact Groundwork when it was being removed so that the anti-graffiti coating could be reapplied.

105 ENGLISH NATURE – SITE MAINTENANCE

Councillor Read advised that English Nature had been invited to the meeting to discuss the future maintenance on the site. The Clerk advised that there was a management agreement with English Nature, which had expired, although she did advise that back in January 2003, the former Conservation Officer confirmed that the Town Council should only be carry out basic grass cutting and litter picking. English Nature discussed their interest in the site and advised that they would be becoming

Natural England on 1 October 2006 which would open up additional funding opportunities.

#### RECOMMENDED

That a new agreement be worked on. That the old management agreement be used as the basis for drawing up the new agreement. It was thought best achieved in this way, because the site had changed so much over the years, that what was required under the previous management agreement may not be suitable for a new agreement. It was agreed that finances would need to be looked by English Nature as English Nature currently paid the Town Council to undertake maintenance work and thought needed to be given to what was achievable for the Town Council in the normal remit of their work to undertake and what would need to be done by specialist contractors. It was also agreed that English Nature would check their end to see if they were agreeable to carrying on with the old agreement until such a time as the new agreement was drawn up. The site meeting would take place on 19 July with the time to be confirmed by English Nature.

#### 106 WALKING TRAILS

The Walking Trails leaflet had been completed and the Group was issued with a copy. The Friends of the Heritage Park were holding a Teddy Bears Picnic on 27 July and the leaflet would be officially launched at the same time. Diane Snell also confirmed that leaflets would be put in the Doctors' surgery.

#### 107 FOOTBALL PITCHES

Jon Fisher advised that there was no further updated. The architect had been promising to do some more work, but nothing had happened. He asked that a separate meeting be organised with Steve Jefferson so that thoughts could be thrashed out.

#### RECOMMENDED

That Councillors' Read, Bobby, the Town Council and the Parks Foreman have a meeting with Jon Fisher and Steve Jefferson

#### 108 TREES

Councillor Bobby confirmed that only one tree had been lost out of the twenty planted and that they were all flourishing well. One needed to be staked. The Parks Foreman confirmed that he had re-staked this twice, but was confident that the tree was well established. However, he would stake the tree again. Fiona White confirmed that she would check with Peter Greenstreet that they were being watered by Groundwork.

#### 109 PROJECT LIST

Jon Fisher provided the Group with the up-to-date project list. It was agreed that the project list would be on the agenda for each meeting. He also provided Members with a communications plan that he had drafted.

#### RECOMMENDED

That Members review the Communications Plan and that it be put on the Agenda for the next meeting for discussion.

110 FRIENDS OF THE HERITAGE PARK

Diane Snell confirmed that the Friends had been successful in a bid to Dartford Borough Council to fund a trip to the National History Museum. The Town Council had funded the cost of travel from the 'Getting About' Fund. They had also put in the a bid to the Co-Op for financial assistance towards the cost of running event. They were also getting involved in a micro project around on the theme of social tourism, which would be project of local heritage awareness. The project name was 'No More Near Your Door'. The Friends were still waiting to hear from the Link Fund on their bid for the uncompleted fencing on the site.

They had also been successful in obtaining funding from the Borough Council for extra benches. The Parks Foreman raised the matter of litter bins and it was agreed that the need for additional bins would be looked at.

111 PARKS FOR PEOPLE BID

Fiona White provided a copy of the Expression of Interest for the Parks for People bid.

RECOMMENDED

That this item be put on the agenda for the next meeting for the Group to study and comment before the actual bid was submitted in September.

112 DATE OF NEXT MEETING

This was scheduled for Wednesday 19<sup>th</sup> July 2006 at 1.30 pm.

There being no further business to transact, the Meeting closed 3.45 pm.

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE  
held at THE SWANSCOMBE CENTRE, CRAYLANDS LANE, SWANSCOMBE,  
KENT on THURSDAY, 15<sup>TH</sup> JUNE 2006 at 7.00 PM

PRESENT: Councillor B E Read (Chair)  
Councillor Mrs A R Harvey (Vice-Chair)  
Councillor L J bobby  
Councillor M D G Jackson  
Councillor S W Johnston  
Councillor Mrs I A Read  
Councillor D Rowlands  
Councillor P J Scanlan

113 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' Mrs Angell, Creed and Carrington.

114 SUBSTITUTES

There were none.

115 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

116 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 APRIL 2006

The Minutes were confirmed and signed as a true record.

117 TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT

Members were provided with a detailed report of all receipts and payments for the months of April and May 2006.

RECOMMENDED

That the receipts and payments for the months of April and May 2006 be accepted and approved.

118 SUMMARY OF ACCOUNTS

Members were provided with a summary of accounts balanced to 31 May 2006.

119 INTERNAL AUDITOR'S YEAR END REPORT

Members were provided with the internal auditor's year end report.

120 APPOINTMENT OF INTERNAL AUDITOR

Members were asked to approve the appointment of the internal auditor as the Council's internal auditor for the 2006/07 financial year.

BER

RECOMMENDED

That the Council appoint the internal auditor.

121 VAT INSPECTION

Members were provided with the report of the recent VAT inspection.

122 POSTAGE

The Clerk advised Members that she had increased the petty cash held for postage from £100 to £150.

RECOMMENDED

That the Clerk's actions be endorsed.

123 ALMAGMATION OF SWANSCOMBE INFANT AND SWEYNE JUNIOR SCHOOL

Members were provided with correspondence from Kent County Council regarding the proposed amalgamation of the two schools.

RECOMMENDED

That the Town Council respond with the following comments.

The Swanscombe & Greenhithe Town Council has had past first-hand experience of schools being closed only to be rebuilt three times the size of the original school, in less years than anyone thought (ie Swan Valley Community School).

The Town Council urges Kent County Council not to take any decisions in haste. Members believe the merger of the schools needs to be appraised over several years, particularly in light of the vast expansion of dwellings in the Swanscombe area because of the area's major regeneration. The schools sit within the heart of the Thames Gateway where massive development is taking place both now and in the coming years. This has to be taken into consideration when making any decisions.

Members would also like to be included in the process of appraisals for the schools.

124 DETERMINATION OF LICENSING APPLICATIONS

Members were provided with correspondence from Dartford borough Council advising how parish and town council's could make representations on licensing applications.

125 LICENSING APPLICATIONS FOR CONSIDERATION

Members were provided with a list of licensing applications received by the Borough Council. There were two within the Council's boundary.

126 MMI SCHEME OF ARRANGEMENT

BER

Members were provided with the Scheme Statement relating to the six months ending 31 March 2006.

127 KENWARD TRUST – LETTER OF THANKS

Members were provided with a copy of a thank you letter from the Kenward Trust, following the Council's Section 137 Contribution.

128 UNDER ONE ROOF NEWSLETTER

Members were provided with the April 2006 newsletter.

There being no further business, the Meeting closed at 7.25 pm.

*BZ Read*



Swanscombe Greenhithe Town CouncilDetailed List of Receipts for April 2006

Cost Centre Code	Voucher Date	Description	Customer	Vat Type	Net	Vat	Total
4	50	84 03/04/2006 Heritage Maintenance	English Nature	Z	391.50	0.00	391.50
<b>Parks Establishment Total</b>							
					391.50	0.00	391.50
5	60	83 26/04/2006 Bowls Green Hire	Istead Rise Bowls Club	Z	667.65	0.00	667.65
<b>Swanscombe Park Total</b>							
					667.65	0.00	667.65
13	162	70 26/04/2006 Allotment Rent	Various	Z	548.50	0.00	548.50
<b>Allotments Total</b>							
					548.50	0.00	548.50
14	189	79 26/04/2006 Photocopying Income	GCLL	Z	79.20	0.00	79.20
14	191	88 13/04/2006 Precept	DBC	Z	121,501.00	0.00	121,501.00
14	192	87 13/04/2006 Bank Interest	Barclays	Z	94.02	0.00	94.02
14	192	90 10/04/2006 Bank Interest	Barclays	Z	100.69	0.00	100.69
14	197	89 13/04/2006 Section 136 Contribution	DBC	Z	33,657.00	0.00	33,657.00
<b>Administration Total</b>							
					155,431.91	0.00	155,431.91
15	207	76 26/04/2006 Hall Hire	Cygnets	Z	328.90	0.00	328.90
15	207	77 26/04/2006 Hall Hire	Mrs Ward	Z	9.00	0.00	9.00
15	207	82 26/04/2006 Hall Hire	Mrs Ward	Z	25.50	0.00	25.50
<b>Church Road Hall Total</b>							
					363.40	0.00	363.40
16	217	71 26/04/2006 Hall Hire	Mrs Seward	Z	63.00	0.00	63.00
16	217	72 26/04/2006 Hall Hire	Cross Stitch	Z	32.00	0.00	32.00
16	217	73 26/04/2006 Hall Hire	Cross Stitch	Z	40.00	0.00	40.00
16	217	74 26/04/2006 Hall Hire	Mr Uings	Z	42.00	0.00	42.00
16	217	75 26/04/2006 Hall Hire	Cygnets	Z	498.60	0.00	498.60
<b>Grove Hall Total</b>							
					675.60	0.00	675.60
<b>Grand Total of Receipts for April 2006</b>							
					158,078.56	0.00	158,078.56



Detailed List of Payments for April 2006

Cost Cent Code	Voucher Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1 10	45 20/04/2006	709166	Street Lighting	EDF Energy Contracting	S	70.23	3.51	73.74
1 10	48 20/04/2006	709166	Street Lighting - o/paid chq	EDF Energy Contracting	S	5.00	0.25	5.25
1 10	4 06/04/2006	709145	Street Lighting Maintenance	EDF Energy Contracting	S	70.15	12.27	82.42
<b>Public Lighting Total</b>						<b>145.38</b>	<b>16.03</b>	<b>161.41</b>
2 20	7 06/04/2006	709146	NNDR	DBC	Z	309.97	0.00	309.97
<b>Grove Car Park Total</b>						<b>309.97</b>	<b>0.00</b>	<b>309.97</b>
4 40	43 20/04/2006	709164	CSA Payment	Wages	Z	22.60	0.00	22.60
4 40	15 06/04/2006	709151	NI	Inland Revenue	Z	399.41	0.00	399.41
4 40	14 06/04/2006	709151	PAYE	Inland Revenue	Z	292.41	0.00	292.41
4 40	18 06/04/2006	709152	Pension - Employee	KCC LGPS	Z	201.18	0.00	201.18
4 40	19 06/04/2006	709152	Pension - Employer	KCC LGPS	Z	778.39	0.00	778.39
4 40	25 11/04/2006	DD	Wages	SGTC	Z	2,950.57	0.00	2,950.57
4 41	38 20/04/2006	709159	Cleaning Materials	KCC Commercial Services	S	6.18	1.08	7.26
4 41	44 20/04/2006	709165	General Maintenance Supplies	Eden Park Ltd	S	75.20	13.16	88.36
4 41	65 27/04/2006	709181	General Maintenance Supplies	Petty Cash	S	78.49	8.73	87.22
4 41	39 20/04/2006	709160	General Supplies	Forestrall Ltd	S	10.50	1.84	12.34
4 41	32 20/04/2006	709157	Mower Maintenance	Ernest Doe & Sons Ltd	S	201.83	35.29	237.12
4 41	40 20/04/2006	709161	PPE	Wenaas	S	44.95	7.87	52.82
4 41	54 20/04/2006	709170	Rubber Liners - Bowls	Sportsmark	S	920.00	161.00	1,081.00
4 41	29 20/04/2006	709153	Security Stores	Elliottshire	S	1,440.00	252.00	1,692.00
4 41	50 20/04/2006	709168	Skip Hire	Pinden Plant & Processing Ltd	S	135.00	23.63	158.63
4 41	13 06/04/2006	709149	Tree Works - Spring Vale	Down to Earth	S	1,380.00	241.50	1,621.50
4 42	52 20/04/2006	DD	Diesel	Asda	S	164.44	28.75	193.19
4 45	53 20/04/2006	DD	Parks Mobile Phone	O2	S	26.17	4.14	30.31
4 45	42 20/04/2006	709163	Phone Bill - Park	British Telecom	S	79.25	13.86	93.11
4 45	26 11/04/2006	DD	Use of Private Mobile - T Hoad	SGTC	Z	5.00	0.00	5.00
4 46	66 27/04/2006	709181	Van Tax	Petty Cash	Z	10.00	0.00	10.00
4 47	47 20/04/2006	709166	Electricity - Bowls Pavilion	EDF Energy Contracting	S	51.38	2.57	53.95
4 47	46 20/04/2006	709166	Electricity - Mess Room	EDF Energy Contracting	S	34.83	1.74	36.57
4 47	31 20/04/2006	709156	Electricity - Toilet Block	Seaboard Energy	S	21.21	1.06	22.27
4 47	1 06/04/2006	709142	Water Rates - K/hall Changing	Southern Water	Z	106.25	0.00	106.25
<b>Parks Establishment Total</b>						<b>9,435.24</b>	<b>798.22</b>	<b>10,233.46</b>

**Swanscombe Greenhithe Town Council**

**Detailed List of Payments for April 2006**

5	70	9	06/04/2006	709146	NNDR	DBC	Z	37.77	0.00	37.77
<b>Knockhall Playing Field Total</b>										
10	116	8	06/04/2006	709146	NNDR	DBC	Z	1,273.20	0.00	1,273.20
10	130	3	06/04/2006	709144	Management Fee - Apr - Jun 06	GCLL	S	16,325.00	2,856.88	19,181.88
<b>Leisure Centre Total</b>										
14	170	17	06/04/2006	709151	NI	Inland Revenue	Z	694.86	0.00	694.86
14	170	16	06/04/2006	709151	PAYE	Inland Revenue	Z	608.24	0.00	608.24
14	170	20	06/04/2006	709152	Pension - Employee	KCC LGPS	Z	76.97	0.00	76.97
14	170	21	06/04/2006	709152	Pension - Employer	KCC LGPS	Z	296.34	0.00	296.34
14	170	22	11/04/2006	DD	Wages	SGTC	Z	3,340.69	0.00	3,340.69
14	173	85	20/04/2006	709162	Photocopier	Konica	S	294.09	51.47	345.56
14	174	69	27/04/2006	709181	Postage	Petty Cash	Z	133.61	0.00	133.61
14	174	34	20/04/2006	709159	Stationery	KCC Commercial Services	S	51.90	9.08	60.98
14	174	35	20/04/2006	709159	Stationery	KCC Commercial Services	S	6.18	1.08	7.26
14	174	64	27/04/2006	709180	Stationery	Hills Office Services	S	8.00	0.96	8.96
14	175	24	11/04/2006	DD	Internet Connection	SGTC	S	23.82	4.17	27.99
14	175	41	20/04/2006	709163	Phone Bill - Admin	British Telecom	S	134.35	23.51	157.86
14	175	56	27/04/2006	709172	Phone Bill - Admin - Fax	British Telecom	S	66.11	11.56	77.67
14	176	23	11/04/2006	DD	Mileage	SGTC	S	49.31	1.28	50.59
14	178	2	06/04/2006	709143	Annual Subscription	KAPC	S	880.00	154.00	1,034.00
14	178	86	06/04/2006	709150	Subscription	South East Employers	S	164.50	28.79	193.29
14	180	12	06/04/2006	709148	Civic Reception	Clr T Carrington	Z	14.98	0.00	14.98
14	182	51	20/04/2006	709169	Legal Fees - Personnel	Vizards Wyeth	S	624.00	109.20	733.20
14	185	49	20/04/2006	709167	Section 137 Donation	Kenward Trust	Z	150.00	0.00	150.00
14	186	57	27/04/2006	709173	Cash in Transit	Securitas UK Ltd	S	36.70	6.42	43.12
14	186	55	27/04/2006	709171	Fireworks - Queens 80th Birthd	Imperial Fireworks	S	1,250.00	218.75	1,468.75
14	186	68	27/04/2006	709181	Milk	Petty Cash	Z	2.11	0.00	2.11
14	186	67	27/04/2006	709181	Newspapers	Petty Cash	Z	12.65	0.00	12.65
14	186	78	26/04/2006		Queens B/day Donation	Asda	Z	-250.00	0.00	-250.00
14	186	80	26/04/2006		Queens B/day Donation	Crest Nicholson	Z	-250.00	0.00	-250.00
14	186	81	26/04/2006		Queens B/day Donation	Pier Hotel	Z	-250.00	0.00	-250.00
14	194	59	27/04/2006	709175	Getting About Funding	Craylands School	Z	315.00	0.00	315.00
14	194	60	27/04/2006	709176	Getting About Funding	Wardona Court	Z	82.50	0.00	82.50
14	194	61	27/04/2006	709177	Getting About Funding	Sweyne Junior School	Z	300.00	0.00	300.00
14	194	62	27/04/2006	709178	Getting About Funding	Sweyne Junior School	Z	250.00	0.00	250.00
14	194	63	27/04/2006	709179	Getting About Funding	Friends of the Heritage Park	Z	140.00	0.00	140.00
<b>Administration Total</b>										
								9,256.91	620.27	9,877.18

Swanscombe Greenhithe Town Council

Detailed List of Payments for April 2006

15	200	28	11/04/2006	DD	Wages	SGTC	Z	297.00	0.00	297.00
15	202	33	20/04/2006	709158	Electricity	Seaboard Energy	S	137.25	6.86	144.11
15	202	58	27/04/2006	709174	Gas	British Gas	S	396.73	69.42	466.15
15	203	36	20/04/2006	709159	Cleaning Materials	KCC Commercial Services	S	6.17	1.08	7.25
15	205	5	06/04/2006	709146	NNDR	DBC	Z	92.12	0.00	92.12
15	205	30	20/04/2006	709154	Water Charges - Church Road Ha	Thames Water	Z	36.93	0.00	36.93
15	206	10	06/04/2006	709147	Hygiene Services	Cannon Hygiene	S	1.86	0.33	2.19
<b>Church Road Hall Total</b>								<b>968.06</b>	<b>77.69</b>	<b>1,045.75</b>
16	210	27	11/04/2006	DD	Wages	SGTC	Z	297.00	0.00	297.00
16	213	37	20/04/2006	709159	Cleaning Materials	KCC Commercial Services	S	6.17	1.08	7.25
16	215	6	06/04/2006	709146	NNDR	DBC	Z	53.42	0.00	53.42
16	216	11	06/04/2006	709147	Hygiene Services	Cannon Hygiene	S	1.86	0.33	2.19
<b>Grove Hall Total</b>								<b>358.45</b>	<b>1.41</b>	<b>359.86</b>
<b>Grand Total of Payments for April 2006</b>								<b>38,109.98</b>	<b>4,370.50</b>	<b>42,480.48</b>

**Swanscombe Greenhithe Town Council**

**Detailed List of Receipts for May 2006**

Cost Cent Code	Voucher Date	Description	Customer	Vat Type	Net	Vat	Total
5	60	174 31/05/2006 Bowls Fees		Z	31.75	0.00	31.75
5	60	177 31/05/2006 Bowls Fees		Z	26.65	0.00	26.65
<b>Swanscombe Park Total</b>							
					58.40	0.00	58.40
6	80	170 31/05/2006 Cricket Pitch Hire	S&G Cricket Club	Z	232.00	0.00	232.00
<b>Broomfield Sports Ground Total</b>							
					232.00	0.00	232.00
13	162	168 31/05/2006 Allotment Rent	Various	Z	97.48	0.00	97.48
<b>Allotments Total</b>							
					97.48	0.00	97.48
14	189	180 31/05/2006 Photocopying Income	Cllr T Carrington	S	0.81	0.14	0.95
14	190	142 17/05/2006 VAT Liability	HM Customs & Excise	R	0.00	4,224.69	4,224.69
14	192	188 15/05/2006 Bank Interest	Barclays	Z	60.66	0.00	60.66
14	192	189 10/05/2006 Bank Interest	Barclays	Z	86.75	0.00	86.75
<b>Administration Total</b>							
					148.22	4,224.83	4,373.05
15	207	171 31/05/2006 Hall Hire	Claire Lee School	Z	87.00	0.00	87.00
15	207	173 31/05/2006 Hall Hire	Cygnets	Z	157.25	0.00	157.25
15	207	179 31/05/2006 Hall Hire	S&G Residents Association	Z	20.25	0.00	20.25
15	207	186 04/05/2006 Hall Hire	DBC	Z	107.00	0.00	107.00
<b>Church Road Hall Total</b>							
					371.50	0.00	371.50
16	217	169 31/05/2006 Hall Hire	Groundwork	Z	14.50	0.00	14.50
16	217	172 31/05/2006 Hall Hire	Cygnets	Z	175.00	0.00	175.00
16	217	178 31/05/2006 Hall Hire	S&G Residents Association	Z	6.00	0.00	6.00
16	217	181 31/05/2006 Hall Hire	Grove Irish Dancers	Z	30.50	0.00	30.50
16	217	183 31/05/2006 Hall Hire	Ms Kingston	Z	31.50	0.00	31.50
<b>Grove Hall Total</b>							
					257.50	0.00	257.50
<b>Grand Total of Receipts for May 2006</b>							
					1,165.10	4,224.83	5,389.93

**Swanscombe Greenhithe Town Council**

**Detailed List of Payments for May 2006**

Cost Centre Code	Voucher Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	10	110	11/05/2006 709196	Public Lighting	S	64.98	3.51	68.49
1	10	111	11/05/2006 709197	Street Lighting Maintenance	S	70.15	12.27	82.42
<b>Public Lighting Total</b>						<b>135.13</b>	<b>15.78</b>	<b>150.91</b>
2	20	95	04/05/2006 709184	NNDR	Z	307.00	0.00	307.00
<b>Grove Car Park Total</b>						<b>307.00</b>	<b>0.00</b>	<b>307.00</b>
4	40	134	18/05/2006 709205	CSA Payment	Z	22.60	0.00	22.60
4	40	114	11/05/2006 709200	NI	Z	492.94	0.00	492.94
4	40	113	11/05/2006 709200	PAYE	Z	471.87	0.00	471.87
4	40	117	11/05/2006 709201	Pension - Employee	Z	175.88	0.00	175.88
4	40	118	11/05/2006 709201	Pension - Employer	Z	870.25	0.00	870.25
4	40	126	11/05/2006 DD	Wages	Z	4,945.68	0.00	4,945.68
4	41	147	25/05/2006 709211	Annual Extinguisher Service	S	9.40	1.65	11.05
4	41	139	18/05/2006 709207	Cleaning Materials	S	6.42	1.12	7.54
4	41	100	04/05/2006 709186	Cricket Marking Frame	S	244.50	42.79	287.29
4	41	102	04/05/2006 709187	Football/Bowls Maintenance	S	12.31	0.91	13.22
4	41	164	25/05/2006 709219	General Maintenance Supplies	S	29.61	5.18	34.79
4	41	105	11/05/2006 709190	Health Check - M Kennett	S	24.00	4.20	28.20
4	41	149	25/05/2006 709212	Lock for Mess Room Desk	S	13.62	2.38	16.00
4	41	103	11/05/2006 709188	New Autorake	S	2,550.00	446.25	2,996.25
4	41	140	18/05/2006 709208	Padlock & Keys - Containers	S	177.46	31.06	208.52
4	41	106	11/05/2006 709191	PPE	S	26.72	4.68	31.40
4	41	135	18/05/2006 709206	PPE	S	44.63	7.80	52.43
4	41	154	25/05/2006 709216	Roller Hire for Cricket Pitch	S	153.50	25.81	179.31
4	41	150	25/05/2006 709213	Rotorake Accessories	S	190.00	33.25	223.25
4	41	108	11/05/2006 709193	Skip Hire	S	135.00	23.63	158.63
4	41	104	11/05/2006 709189	Weedkilling Sports Areas	S	737.00	128.98	865.98
4	42	122	11/05/2006 DD	Diesel	S	145.22	25.42	170.64
4	43	91	04/05/2006 709182	Fencing - Knockhall	S	950.00	166.25	1,116.25
4	43	101	04/05/2006 709187	Wood for Valley View	S	8.50	1.49	9.99
4	45	163	25/05/2006 709219	Mobile Phone Voucher	S	17.02	2.98	20.00
4	45	127	11/05/2006 DD	Use of Private Mobile - T Hoad	Z	5.00	0.00	5.00
4	46	165	25/05/2006 709219	Body Filler for Van	S	11.88	2.08	13.96
4	47	107	11/05/2006 709192	Water Charges - S/c Park	Z	26.23	0.00	26.23
4	47	152	25/05/2006 709214	Water Charges - S/c Park	Z	10.27	0.00	10.27
<b>Parks Establishment Total</b>						<b>12,507.51</b>	<b>957.91</b>	<b>13,465.42</b>

**Swanscombe Greenhithe Town Council**

**Detailed List of Payments for May 2006**

5	65	146 25/05/2006	709211	Annual Extinguisher Service	KCC Commercial Services	S	4.70	0.82	5.52
<b>Swanscombe Park Total</b>									
							4.70	0.82	5.52
6	70	98 04/05/2006	709184	NNDR	DBC	Z	38.00	0.00	38.00
<b>Knockhall Playing Field Total</b>									
							38.00	0.00	38.00
8	102	143 24/05/2006		Contribution to Summer Activit	KCC	Z	-280.00	0.00	-280.00
<b>Other Projects Total</b>									
							-280.00	0.00	-280.00
10	116	94 04/05/2006	709184	NNDR	DBC	Z	1,273.00	0.00	1,273.00
<b>Leisure Centre Total</b>									
							1,273.00	0.00	1,273.00
14	170	116 11/05/2006	709200	NI	Inland Revenue	Z	686.70	0.00	686.70
14	170	115 11/05/2006	709200	PAYE	Inland Revenue	Z	601.01	0.00	601.01
14	170	119 11/05/2006	709201	Pension - Employee	KCC LGPS	Z	76.97	0.00	76.97
14	170	120 11/05/2006	709201	Pension - Employer	KCC LGPS	Z	378.69	0.00	378.69
14	170	123 11/05/2006	DD	Wages	SGTC	Z	3,338.88	0.00	3,338.88
14	171	144 25/05/2006	709210	New PC - Office Administrator	ABC Solutions	S	297.30	52.03	349.33
14	171	132 18/05/2006	709203	New Printer & PC Repairs	ABC Solutions	S	156.72	27.43	184.15
14	172	157 25/05/2006	709219	Refreshments	Meeting - Senior Citizens	Z	1.00	0.00	1.00
14	174	162 25/05/2006	709219	Postage	Petty Cash	Z	0.37	0.00	0.37
14	174	166 25/05/2006	709219	Postage	Petty Cash	Z	92.95	0.00	92.95
14	174	109 11/05/2006	709194	Stationery	Neat Ideas	S	33.98	5.95	39.93
14	174	138 18/05/2006	709207	Stationery	KCC Commercial Services	S	29.84	5.22	35.06
14	174	153 25/05/2006	709215	Stationery	Viking Direct	S	32.94	5.76	38.70
14	175	125 11/05/2006	DD	Internet Connection	SGTC	S	23.82	4.17	27.99
14	175	159 25/05/2006	709219	Mobile Phone Voucher	Petty Cash	S	17.02	2.98	20.00
14	176	124 11/05/2006	DD	Mileage	SGTC	S	85.26	2.21	87.47
14	177	130 11/05/2006	709199	Insurance	Zurich Municipal	Z	9,505.64	0.00	9,505.64
14	178	156 25/05/2006	709218	Annual Subscription	Kent Wildlife Trust	Z	26.00	0.00	26.00
14	178	184 11/05/2006	709195	Underpaid Subscription	KAPC	Z	27.00	0.00	27.00
14	179	161 25/05/2006	709219	Food/Wine AGM	Petty Cash	S	36.99	3.46	40.45
14	179	176 31/05/2006		Food/Wine AGM	Town Mayor	Z	-36.99	0.00	-36.99
14	179	185 17/05/2006	BT	Town Mayor's Allowance	Cllr P J Scanlan	Z	1,200.00	0.00	1,200.00
14	181	99 04/05/2006	709185	Past Mayor's Badge	Frame Regalia	S	107.25	18.77	126.02
14	186	167 25/05/2006	709219	Cash cheque written wrong	Petty Cash	Z	-51.14	0.00	-51.14







MINUTES of the MEETING of the REGENERATION / QUALITY COUNCIL SUB-COMMITTEE held at THE SWANSCOMBE CENTRE, CRAYLANDS LANE, SWANSCOMBE on WEDNESDAY, 21<sup>ST</sup> JUNE 2006 at 6.00 PM

PRESENT: Councillor B E Read (Chair)  
Councillor L J Bobby  
Councillor S Johnston  
Councillor P J Scanlan

IN ATTENDANCE: Mr J Fisher, Swanscombe Neighbourhood Regeneration Co-ordinator, Dartford Borough Council

129 APOLOGIES FOR ABSENCE

There were none.

130 SUBSTITUTES

There were none.

131 DECLARATIONS OF INTERNATIONAL IN ITEMS ON THE AGENDA

There were none.

132 TO APPROVE AND SIGN THE MINUTES OF THE REGENERATION SUB-COMMITTEE HELD ON 8 MARCH 2006 AND THE QUALITY COUNCIL SUB-COMMITTEE HELD ON 12 OCTOBER 2005

The Clerk advised that because Regeneration and the Quality Council Sub-Committee's had merged, it was necessary to approve and sign the minutes of the last separate Sub-Committees.

The Minutes were confirmed and signed.

133 ITEMS AS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none.

134 OLD LIBRARY – COMMUNITY CAFÉ

Members were provided with a report from the Swanscombe Neighbourhood Regeneration Co-ordinator for information, which advised that the Borough Council had engaged the services of a social enterprise to produce a business plan for the Old Library Community Café. The services they would be provide would be a feasibility study confirming the practicality and sustainability of the existing ideas for the building. They would identify potential project partners and sources of funding, as well as prepare a business plan and prepare the legal documentation for the establishment of a social enterprise to run the business.

The report from the Regeneration Co-ordinator also highlighted the option to widen the scope of the project by joining with the Methodist Church, whereby their hall could be fitted with an industrial kitchen, that would running trainings leading to

recognised catering qualifications. The kitchen could support the range of limited catering on offer in the community café.

Members raised concerns about linking the community café project with the Methodist Church. After discussions about the various options available it was

#### RECOMMENDED

That Hope in the Community be allowed to undertake the business plan and processes outlined in the Regeneration Co-ordinator's report.

That a stand-alone business plan was needed for the library, plus an optional business plan to include the Methodist Church.

That there needed to be a guarantee of ownership in order for the facility to stay in control of the Town Council.

That the Dartford Councillor's pursue the Section 106 Contribution from the Korsnas Site directly with Borough Council Officers.

That a meeting be set up between the Town Council and Hope in the Community as soon as possible.

There being no further business, the Meeting closed at 7.15 pm.

*B. E. Read*

MINUTES of the MEETING of the PLANNING, MAJOR DEVELOPMENTS,  
TRANSPORT & ENVIRONMENT COMMITTEE held at THE SWANSCOMBE  
CENTRE, CRAYLANDS LANE, SWANSCOMBE on WEDNESDAY, 28<sup>TH</sup> JUNE 2006  
at 6.00 PM

PRESENT: Councillor B E Read – Chair  
Councillor P J Scanlan – Vice Chair  
Councillor L J Bobby  
Councillor Mrs A R Harvey  
Councillor M D G Jackson  
Councillor S Johnston  
Councillor M Murphy  
Councillor P A Read  
Councillor Mrs G Tripp

135 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor Mrs C Angell, who was unable to attend due to another meeting.

136 SUBSTITUTES

There were none.

137 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

138 ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON  
THE AGENDA

There were none.

139 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 7  
JUNE 2006

The Minutes were confirmed and signed.

140 HIGHWAY ISSUES

Councillor Mrs Tripp advised Members that she had had a site visit with representatives of Kent Highway Services regarding the problems experienced by local residents with St Clements Way. The matters would be discussed by Kent at a meeting in September 2006.

141 BOLLARDS – GREENHITHE HIGH STREET

Members were advised that the bollards were to be positioned outside 11 – 23 High Street, to protect the properties that had cellars under the footway and to protect the properties that were close to the road who had previously sustained damage. Kent Highway Services advised that they would be happy to have a site meeting with the Town Council to discuss the location of the bollards.

RECOMMENDED

That the Clerk arrange a site meeting.

#### 142 CRAYLANDS SCHOOL TRAVEL PLAN

Members were provided with a letter of thanks for the school for the Town Council's support in their Travel Plan.

#### 143 TOWARDS 2010 CONSULTATION

Members were provided with a consultation document produced by Kent County Council which set out a programme for how Kent intended to deliver in seven key areas in the next four years.

#### RECOMMENDED

That the Town Clerk respond advising that Members had no major comments that they wished to raise, but they did wish to remind the County Council that Swanscombe and Greenhithe was being inundated with additional housing with various local developments including Ebbsfleet International and Eastern Quarry, and therefore Members felt that a special emphasis should be placed on this area within their Towards 2010 aims.

Members also requested that the Town Council was involved and consulted in any major decisions in relation to the plan.

#### 144 MINERALS DEVELOPMENT FRAMEWORK

Members were provided with Kent County Council's Stage 2 consultation on their Minerals Development Framework.

#### RECOMMENDED

That the Clerk respond advising that it had no observations to make on this matter and wished to be kept informed on the development of the framework.

#### 145 KENT HIGHWAYS SPREADSHEET

Members were provided with a spreadsheet designed by Kent Highway Services that was to be used for the Town Council to report highways issues via email to Kent. Kent would keep Members updated on progress via the spreadsheet.

#### RECOMMENDED

That the Highways Issue Spreadsheet be put as an agenda item on future meetings in order for Members to forward issues to Kent.

That Kent be advised that the Gas Board had already dug up Stanhope Road.

#### 146 18 SWANSCOMBE STREET

Members were advised that 18 Swanscombe Street was not in breach of planning control.

#### 147 HELPING TO PLAN YOUR JOURNEYS

Members were provided with the journey planner for June to September 2006.

The following planning applications were received from Dartford Borough Council for Members' consideration

- |                 |  |
|-----------------|--|
| DA/06/0519/FUL/ | Erection of a single storey side extension and part single/part two storey rear extension.<br><br>63 Ames Road, Swanscombe, DA10 0JE   |
| OBSERVATIONS    | No observations.   |
| DA/06/0367/FUL  | Repositioning of a satellite dish<br><br>59 Empire Walk, Greenhithe, DA9 9FU   |
| OBSERVATIONS    | No observations.   |
| DA/06/0605/TDA  | Application for determination pursuant to Part 24 Class A of the Town and Country Planning (General Permitted Development) Order 1995 as to whether prior approval is required for the installation of a radio base station comprising the erection of a 15m high slimline monopole housing 3 antennas and 1 dish together with associated radio equipment.<br><br>Land Adjacent Units 1-5 Galley Hill Trading Estate, London Road, Swanscombe |
| OBSERVATIONS    | Members objected to the application. There was already an existing radio station in close proximity and it was felt that the combined use of the existing mast needed to be considered. Members also objected to the affect that the radio station and mast would have on the street scene.  |
| DA/06/0630/REM  | Submission of details relating to foul water drainage pursuant to Condition 18 of Planning Permission DA/03/1152/OUT for residential development (copy attached)<br><br>Site of Phoenix Parc, Galley Hill Road, Swanscombe   |
| OBSERVATIONS    | No observations.   |
| DA/06/0657/REM  | Submission of details relating to boundary walls and fences pursuant to Condition 7 of Planning Permission DA/05/1028/FUL for single storey extension to No. 40 and parking rear of No. 38.<br><br>38-40 Craylands Lane, Swanscombe, DA10 0LP  |
| OBSERVATIONS    | The Clerk was asked to check the previous observations, as Members were concerned about the  |

parking and fencing being on a bus route and located by a bus stop. Members required the details of the fencing and the gates from the original application as they were concerned about road safety.

The following 'granted' decision notices were received from Dartford Borough Council for Members to note.

- DA/06/0364/FUL      Erection of a two storey rear extension.  
71 Milton Road, Swanscombe, DA10 0LS
- DA/06/0333/FUL      Retrospective application for alterations to existing outbuilding and erection of a single storey infill extension to create single storey rear extension to both properties.  
1 and 2 Alma Road, Swanscombe, DA10 0AF
- DA/06/0587/REM      Submission of details relating to boundary treatments pursuant to Condition 9 of Planning Permission DA/98/0664/OUT for residential development.

The following 'refused' decision notices were received from Dartford Borough Council for Members to note.

- DA/06/-393/FUL      Erection of a part two/part single storey rear extension  
5 The Avenue, Greenhithe, DA9 9NT

The following 'discharged' decision notice was received from Dartford Borough Council for Members to note.

- DA/06/0100/REM      Submission of details relating to a water infrastructure plan pursuant to Condition 19 of Planning Permission DA/03/1152/OUT  
Site of Former Korsnas Sacks, Galley Hill Road, Swanscombe

The following 'approved' notice was received from Kent County Council for Members to note.

- DA/06/200              Development of Former Blue Circle Cement Kiln Dust Tip – Percolate Management Strategy incorporating Salt Marsh Plant Wetland Technology.  
Former Blue Circle Cement Kiln Dust Tip

The following planning applications were received from Dartford Borough Council for Members' consideration.

DA/06/00681/COU Change of use of ground floor of property to Class A2 use (Estate Agents)

41 High Street Swanscombe Kent DA10 0AG

OBSERVATIONS No observations.

DA/06/00626/FUL Erection of a rear conservatory

10 Hyndford Crescent Greenhithe Kent DA9 9XB

OBSERVATIONS No observations provided neighbours were consulted.

The following granted permission notifications were received from Dartford Borough Council for Members to note.

DA/06/00509/FUL Erection of a satellite dish

4 Hatton Mews Greenhithe Kent DA9 9FQ

DA/06/00453/FUL Erection of a rear conservatory

17 Admirals Walk Greenhithe Kent DA9 9QP

There being no further business, the Meeting closed at 6.40 pm.



MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE  
CHURCH ROAD HALL, CHURCH ROAD, SWANSCOMBE on WEDNESDAY, 5<sup>TH</sup>  
JULY 2006 at 7.00 PM

PRESENT: Councillor P J Scanlan (Chair)  
Councillor B E Read  
Councillor Mrs I A Read

149 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor Creed who was annual. Apologies for absence were received from Councillor Bobby

150 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

151 TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 2  
FEBRUARY 2006

The Minutes were approved and signed.

152 RESIGNATION OF GROUNDSMAN/GARDENER

Members were advised that one of the Groundsman/Gardener's had resigned and that his last day of service with the Council was 10 March 2006. The position was advertised and interviews were held on 24 March 2006 and a replacement was found. He was employed on spinal point 13 and commenced work on 10 April 2006. Members were asked to endorse the actions of the Town Clerk in advertising and recruiting for this position.

RECOMMENDED

That the actions of the Clerk be endorsed.

153 NEW EMPLOYEE - INJURY

Members were advised that since their employment had begun, the new employee advised the Parks Foreman of a previous shoulder injury that he had sustained, which had not been noted on his application form. The employee had received treatment on this injury and had daily exercises to do. The Parks Foreman advised that no strain was being added to this injury in the duties that he performed in his job and he followed the correct health and safety guidelines for the use of all equipment.

RECOMMENDED

That this information be kept on record. That the Parks Foreman be asked to keep an eye on the situation and advise the Clerk of any future problems.

154 STAFF SICKNESS

Members were provided with details of staff sickness from April 2005 to April 2006. The Clerk advised that there was one member of staff who had had quite a lot of time of sick. This employee had already been written to regarding his sickness absences.

The Clerk advised Members that she felt it necessary for the employee to be sent for a medical examination. The Council had a duty of care to ensure that it was not the job make the employee ill.

RECOMMENDED

That the employee be sent for a medical at a cost of £150.

155 TOWN CLERK SALARY

The salary scales for Clerk's had changed from 1 April 2005 and were no longer based on the population. Members had been presented with this information in March 2005, but asked the Clerk to find further information. The Clerk advised that the salary scales were now based on four different job profiles, which related to the size and budget of the Council, ie from a very small parish, to a very large town. The Clerk asked Members to consider this information and consider what scale they felt the Clerk fell into. The Clerk advised Members that the staff responsibility payment that she currently received was now incorporated within the job profiles and was no longer a separate payment. The Clerk also advised Members that it was discretionary for the Council in whether they wished to adopt this new scheme. The Clerk was asked to leave the Meeting whilst the matter was discussed.

Upon returning to the Meeting, Members agreed that the Clerk fitted in to Job Profile 3, between the spinal points 39 – 51. Members felt that the Clerk fell into the benchmark salary range of points 43 – 47. However, because this was a considerable increase from the Clerk's current salary, it was not felt that the salary range could be approved at this time.

RECOMMENDED

That the Clerk's salary be increased to Spinal Point 40 effective 1<sup>st</sup> July 2006. That the salary be reviewed annually in order for the Clerk to progress to the correct benchmark range.

156 NEW TERMS AND CONDITIONS

The Clerk also provided Members with the new Terms and Conditions proposed. Again, she advised that this was not something that the Council had to adopt.

RECOMMENDED

That the Clerk's terms and conditions remain unchanged but if it was felt necessary to revise these, the recommended terms and conditions would be used as a basis.

157 APPRAISAL – TOWN CLERK

The Clerk requested that an appraisal be carried out on her.

RECOMMENDED

That Councillors' Creed and B Read undertake the appraisal and that the Clerk arranged a date.

158 APPRAISAL – OFFICE ADMINISTRATOR

Members were provided with a copy of the Office Administrator's appraisal. The Clerk advised that she had been employed for a year and wished Members to make her position permanent. The Clerk also recommended an increase in her annual salary.

RECOMMENDED

That the Office Administrator be confirmed as a permanent member of staff. That her salary be increased to spinal point 12 effective 1<sup>st</sup> July 2006.

159 APPRAISAL – ASSISTANT TOWN CLERK

Members were provided with a copy of the appraisal for the Assistant Town Clerk. The main concern for Members was the Assistant Town Clerk's ability to be able to properly deputise for the Town Clerk, which was essential function of her role. The Clerk advised Members that there had been an improvement in the Assistant Town Clerk's work. It was agreed with the Assistant Town Clerk that she would take on the servicing of a Committee or Committee's, being the Planning Committee and the Anti-Social Behaviour and Crime Sub-Committee. It was felt that this responsibility would ensure that, if for whatever reason the Clerk was absent for a period of time, the Assistant Town Clerk would be able to service any Committee.

RECOMMENDED

That the Assistant Town Clerk's salary be increased to Spinal Point 16 effective 1<sup>st</sup> July 2006. That a further appraisal take place towards the end of October 2006, which was felt a sufficient time to appraise how well the Assistant Town Clerk serviced the Committee's. That the Assistant Town Clerk's salary be reviewed again at that next appraisal.

160 APPRAISALS – PARK STAFF

The Clerk advised that appraisals needed to be undertaken on the Parks Foreman and the Park Keeper.

RECOMMENDED

That the Town Clerk and Councillor B Read undertake the appraisals. That Councillor Scanlan sit in on the appraisal process. That the Clerk arrange the dates of the appraisals.

161 SALARY INCREASES AND MILEAGE RATES

Members were provided with the cost of living rise details and new mileage rates which were effective 1<sup>st</sup> April 2006.

RECOMMENDED

That the increases be applied with the appropriate backdating to 1<sup>st</sup> April 2006.

162 CHANGES TO THE LOCAL GOVERNMENT PENSION SCHEME

Members were provided with correspondence from Kent County Council regarding the changes to the LGPS.

163 LOCAL GOVERNMENT PENSION SCHEME – GOVERNANCE AND COMMUNICATION POLICY STATEMENTS

Members were provided with the Governance and Community Policy Statements by Kent County Council on the LGPS.

164 OTHER STAFF MATTERS

There were none.

There being no further business, the Meeting closed at 8.27 pm.

MINUTES of the SWANSCOMBE & GREENHITHE TOWN COUNCIL MEETING held at  
the SWANSCOMBE CENTRE, CRAYLANDS LANE, SWANSCOMBE on THURSDAY,  
6<sup>th</sup> JULY 2006 at 7.00 PM

PRESENT:

Councillor P Scanlan – Town Mayor  
Councillor L J Bobby  
Councillor Mrs A Harvey  
Councillor M Jackson  
Councillor M Munn  
Councillor V Openshaw  
Councillor B E Read  
Councillor Mrs I A Read  
Councillor D Rowlands  
Councillor Mrs G Tripp

165 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' Mrs Angell, Creed, Hayes, Johnston, and P A Read.

166 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

167 MINUTES OF THE MEETINGS HELD ON 20<sup>TH</sup> APRIL AND 11<sup>TH</sup> MAY 2006

Members were provided with a copy of the Minutes of the Meetings held on 20<sup>th</sup> April and 11<sup>th</sup> May 2006.

RESOLVED

That the Minutes of the Meetings held on 20<sup>th</sup> April and 11<sup>th</sup> May 2006 be approved and signed as a true record.

168 ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

Councillor Scanlan confirmed that there were three additional items as follows;

169 FRIENDS OF THE HERITAGE PARK

Members were advised that a letter had been received from the Friends of the Heritage Park requesting a donation of £250 towards the running costs of the group.

RESOLVED

That a Section 137 contribution be made in the sum of £250.

170 BLACKWELLS OPEN EVENING

*P Scanlan*

The Town Clerk advised Members that a letter had been received from Land Securities advising that Blackwells, the company carrying out the land formation works at Eastern Quarry, were holding an Open Evening on 7<sup>th</sup> July 2006 between 4pm and 7pm and Members were invited. This would include a display of the earth moving equipment being used in Eastern Quarry and a team would be on hand to answer questions.

171 FUN CRICKET TRAINING

Members were advised that the Assistant Town Clerk had obtained more information concerning the cricket training that could be provided by the Kent Cricket Board in conjunction with Gravesham and Dartford Borough Council's. The sessions were provided at the present time, at a cost of £6.00 per child, with them bringing their own packed lunches. However, the Regeneration Officer at Dartford Borough Council had advised that he may be able to obtain funding for these sessions which would reduce the children's fee to £3.00. The 3<sup>rd</sup> and 14<sup>th</sup> August 2006 had been suggested by the Kent Cricket Board for these sessions, which had been agreed by the Park's Foreman. The Kent Cricket Board had requested the use of the Grove Hall during these sessions to provide toilets and shelter if hot or inclement weather.

RESOLVED

That these sessions could go ahead, if funding could be obtained via the Regeneration Officer at Dartford Borough Council and the cricket coaches could train on the agreed dates.

That the Kent Cricket Board representative be allowed the use of the key to the Grove Hall for any sessions being run.

172 BALANCE SHEET – YEAR END 31<sup>ST</sup> MARCH 2006

Members were provided with a copy of the Balance Sheet for the year end to 31<sup>st</sup> March 2006.

RESOLVED

That the Balance Sheet for the year end 31<sup>st</sup> March 2006 be approved and signed by the Town Clerk and the Town Mayor.

173 ANNUAL RETURN – YEAR END 31<sup>ST</sup> MARCH 2006

Members were provided with a copy of the Annual Return for the year end 31<sup>st</sup> March 2006.

RESOLVED

That the Annual Return for the year end 31<sup>st</sup> March 2006 be approved and signed by the Town Clerk and Town Mayor.

174 RISK MANAGEMENT POLICY

Members were provided with a copy of the Town Council's risk assessment and management policy. The Town Clerk advised that she had updated the policy in relation to the activities carried out by GCLL for the Leisure Centre. She also advised that she

had updated the Employer's Liability Section, as there were now better health and safety procedures in place.

RESOLVED

That the Risk Management Policy be approved and reviewed in one year's time.

175 SENIOR CITIZENS CLUB

Members were provided with a verbal update with regard to this matter.

RESOLVED

That delegated powers be given to the Town Clerk and Councillor's B Read and Bobby to deal with any issues during recess.

176 BOWLS PAVILION LEASE

Members were advised that the Leases & Legal Sub-Committee had determined an appropriate rental figure for the Bowls Pavilion lease under delegated powers from the full Council. Members were also provided with the final copy of the Lease. The rental figure agreed was £3,400. The Section 19 Grant was set at £2,200. This would come into effective retrospectively as at 1 April 2006. The Clerk advised that Lease needed to signed and sealed.

RESOLVED

That the Lease be signed and sealed by the Town Clerk and Town Mayor.

177 UPDATED KENT LOCAL WILDLIFE SITE (SNCI) SCHEDULES

Members were provided with correspondence from the Kent Wildlife Trust, which provided details of a new site that had been added as a Site of Nature Conservation Interest. The Town Clerk advised that she thought that the land was owned by Land Securities and would be writing to Kent Wildlife to advise them of that.

RESOLVED

To send an Ownership Map of the area to Kent Wildlife Trust.

178 USE OF TOWN COUNCIL LOGO

Members were advised by the Town Clerk that they were aware of the Swanscombe and Greenhithe Focus Group that had been set up in conjunction with the Police, the Borough Council and the Town Council. Members were asked whether they would give permission for the Focus Group to use the Swanscombe & Greenhithe's logo on its paperwork.

RESOLVED

That the use of the Town Council logo be approved.

179 CAMBRIA SEA SCOUTS





Members were provided with correspondence that had been received from the Cambria Sea Scouts that asked for sponsorship and fundraising assistance, in particular for the summer fete at Greenhithe riverfront on 22 July 2006. Members were asked if they would make a Section 137 contribution to the Sea Scouts. The Town Clerk advised that she had offered assistance in advertising the event by way of placing posters on all the Town Council notice boards.

RESOLVED

That a Section 137 contribution be made in the sum of £150.

180 MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORT & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 26<sup>TH</sup> APRIL, 17<sup>TH</sup> MAY and 7<sup>TH</sup> JUNE 2006

RESOLVED

That the Minutes of the Planning, Major Developments, Transport & the Environment Committee Meetings held on 26<sup>th</sup> April, 17<sup>th</sup> May and 7<sup>th</sup> June 2006 be confirmed and the recommendations made therein be adopted.

190 MINUTES OF THE LEASES & LEGAL SUB-COMMITTEE MEETING HELD ON 17<sup>TH</sup> MAY 2006

RESOLVED

That the Minutes of the Leases & Legal Sub-Committee Meeting held on 17<sup>th</sup> May 2006 be confirmed and the recommendations made therein be adopted.

191 MINUTES OF THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE HELD ON 24<sup>TH</sup> MAY 2006

RESOLVED

That the Minutes of the Anti-Social Behaviour & Crime Sub-Committee held on 24<sup>th</sup> May 2006 be confirmed and the recommendations made therein be adopted.

192 MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE HELD ON 1<sup>ST</sup> JUNE 2006

RESOLVED

That the Minutes of the Recreation, Leisure & Amenities Committee held on 1<sup>st</sup> June 2006 be confirmed and the recommendations made therein be adopted.

193 MINUTES OF THE HERITAGE/SKULL SITE SUB-COMMITTEE MEETING HELD ON 13<sup>TH</sup> JUNE 2006

RESOLVED



That the Minutes of the Heritage/Skull Site Sub-Committee Meeting held on 13<sup>th</sup> June 2006 be confirmed and the recommendations made therein be adopted.

194 FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 15<sup>th</sup> JUNE 2006

RESOLVED

That the Minutes of the Finance & General Purposes Committee Meeting held on 15<sup>th</sup> June 2006 be confirmed and the recommendations made therein be adopted.

195 REGENERATION/QUALITY COUNCIL SUB-COMMITTEE MEETING HELD ON 21<sup>ST</sup> JUNE 2006

RESOLVED

That the Minutes of the Regeneration/Quality Council Sub-Committee Meeting held on 21<sup>st</sup> June 2006 be confirmed and the recommendations made therein be adopted,

196 DELEGATED POWERS DURING RECESS

Members were advised that as the Town Council was going into recess they needed to delegate powers to deal with any matters needing attention during that period.

RESOLVED

That the Clerk, the Town Mayor and Councillor's B Read and Bobby be given delegated powers to deal with matters during the recess period.

That the Clerk and Chairman of the Planning Committee be given delegated powers to respond to planning applications during the recess period.

199 DARTFORD ASSOCIATION OF PARISH AND TOWN COUNCILS

Members were provided with a copy of the Minutes of the Meeting held on 21<sup>st</sup> March 2006. Councillor B Read advised the Mayor that he was invited to these Meetings. The Clerk had already made the Mayor aware of this.

200 PARISH NEWS

Members were provided with a copy of Issue 316 of KAPC's Parish News.

201 STANDARDS BOARD BULLETIN

Members were provided with a copy of Issue 29 of the Bulletin.

202 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor advised Members that he had attended the Try-Angle Awards presentation evening on the 3<sup>rd</sup> July 2006. He advised that the Swanscombe Youth

Forum won an award. Councillor Read suggested that regular meetings with the Youth Forum could be set up.

He also advised that he presented a cup at the Rosherville School.

RESOLVED

That a letter of congratulations be sent to the Swanscombe Youth Forum.

There being no other business to transact the Meeting closed at 7.35pm

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to consist of several loops and lines.

MINUTES of the MEETING of the EXECUTIVE & EMERGENCY COMMITTEE held  
at THE SWANSCOMBE CENTRE, CRAYLANDS LANE, SWANSCOMBE on  
THURSDAY, 13<sup>TH</sup> JULY 2006 at 7.00 PM

PRESENT: Councillor P J Scanlan – Town Mayor  
Councillor L J Bobby  
Councillor C Creed  
Councillor M D G Jackson  
Councillor S W Johnston  
Councillor M J Munn  
Councillor B E Read  
Councillor Mrs I A Read

203 APOLOGIES FOR ABSENCE

There were none.

204 SUBSTITUTES

There were none.

205 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillors' B Read and Bobby declared a pecuniary interest in the Agenda item relating to the Sports Pavilion. It was noted that Councillors' B Read and Bobby had been granted dispensation on the Sports Pavilion and were able to take part and vote on this matter.

Councillor Scanlan and Councillor Munn declared a prejudicial interest in the Agenda item relating to the Sports Pavilion as they were the Council's representatives on the Association's Committee. Councillors' Scanlan and Munn were not able to take part in the meeting or make in decisions in relation to this matter.

Councillor Creed declared a personal interest relating to the item of urgent business as he lived in the area.

206 EXCLUSION OF PRESS AND PUBLIC

Due to the confidential nature of the business to be transacted it was

RESOLVED

That the Press and Public be excluded from the remainder of the Meeting.

207 LETTER OF COMPLAINT

Members were provided with a letter of complaint.

RESOLVED

That the matter be reported to the Standards Board. That Councillors' Bobby, Johnston, Munn, B Read and Scanlan be delegated to deal with this matter if necessary.



208 URGENT ITEM

Members were provided with details of an urgent item.

RESOLVED

That the matter be referred to the Monitoring Officer at Dartford Borough Council for advice. That Councillors' Bobby, Johnston, Munn, B Read and Scanlan be delegated to deal with this matter if necessary.

209 SPORTS PAVILION

Councillor Read explained to Members the situation that the Swanscombe and Greenhithe Association of Sports and Social Clubs were in. The Clerk advised that she had spoken to the Association's administration company that day and provided Members with an update.

RESOLVED

That Councillors' Bobby, Johnston and Read be given delegated powers to meet with the Association to receive formal confirmation from them of the situation. That they be asked to provide an action plan of how their situation be resolved. That the meeting be held on 20 July 2006 at 7.00 pm. That the Town Clerk seek further advice from the Town Council's solicitor and that the elected Members meet half an hour before the meeting to discuss the advice received.

There being no further business, the Meeting closed at 8.20 pm.



MINUTES of the MEETING of the HERITAGE PARK/SKULL SITE SUB-COMMITTEE held at THE SWANSCOMBE CENTRE, CRAYLANDS LANE, SWANSCOMBE on TUESDAY, 19<sup>th</sup> JULY 2006 at 1.30pm

PRESENT: Councillor Les Bobby (Chair)  
Councillor M Munn  
Councillor P J Scanlan

IN ATTENDANCE: Fiona White – Operations Manager, GKT  
Dave Rogers – Conservation Officer, English Nature  
Liz Dyson, Kent County Council  
Jon Fisher – Neighbourhood Renewal Co-ordinator, DBC  
Margaret Bull – Friends of the Heritage Park

220 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor B Read and Natalie Cassidy, English Nature

221 SUBSTITUTES

There were none.

222 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

223 TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none

224 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 13<sup>th</sup> JUNE 2006

The Minutes of the Meeting were confirmed and signed.

225 MATTERS ARISING FROM THE MINUTES OF THE MEETING

These were covered by the Agenda.

226 SNAGGING MATTERS

The Town Clerk advised that she had raised a couple of things with Groundwork that were not to do with Visible Changes. One was the fencing at Knockhall which was the fencing contractor's responsibility. She advised that Visible Changes had been working very hard and doing a good job.

227 ENGLISH NATURE – SITE MAINTENANCE

The Town Clerk advised that English Nature had visited the site, which had been agreed at the last Meeting. It had been agreed that a new Management Plan would need to be worked up. The old Management Plan would be used as a basis for the

new one. She invited the Conservation Officer from English Nature to speak on the subject.

Dave Rogers, Conservation Officer introduced himself. He advised that he had inspected the site along with his colleague from the Headquarters in Leeds. He advised that it was a site he was not one he was familiar with. He had visited about 10 years previously.

There was an exercise nationally to draft conservation objectives. There would be a draft for the Swanscombe & Greenhithe area. They would look at why the site was designated which gave a means of testing whether the site was still in good condition for the features it had been designated for. They had field tested and were happy with the site.

He advised that there were a couple of issues, one was fly-tipping. He would establish whether there would any money in the Kent or Peterborough budget to rectify this. He also advised that one of the things that could affect the buried archaeological and geological artifax was tree growth.

As the current Management plan was out of date, there would need to be a new Management Plan put in place. There had to be a Management Plan for all the National Heritage Centres in the County. He asked Members what they thought would be the most appropriate consultation. He hoped that the Group would provide the Forum for the consultation.

The trees were an asset to the community but their root systems could have an impact on the archaeological and geological features. There was a need to identify areas for scrubbing out.

DR advised Members that he would prepare a draft Management Plan for discussion with the group. He would also look at the possibility of obtaining funding for updating the display cabinet housed in the Leisure Centre and a brush cutter to clear the scrub areas.

#### 228 DBC FUNDING FOR FUTURE PROJECTS

FW, advised that they had been requested by Dartford Borough Council for a list of projects for funding. Included in the list of project was 3 pools for the Swanscombe Heritage Park (1 large and 2 smaller), an access ramp at the entrance to eliminate the ridge and low trail play equipment.

The Town Clerk expressed concerns over the pond management and maintenance. FW advised that the ponds would be installed with a robust liner so would be low maintenance. However, she advised that BCTV were always looking for sites to pond clear and they could be contacted.

FW advised that the proposals would be put to a Meeting at Dartford Borough Council in early August.

#### RECOMMENDED

That the projects be agreed.

#### 229 PARKS FOR PEOPLE FUNDING APPLICATION

BZK



FW advised that she had only recently received all the information she need for this application. She advised that due to the complexity of the application she was unsure whether it would be possible to do all the work that would be needed, in time to meet the deadline for the application of 30<sup>th</sup> September 2006.

FW explained the 2 stage application process.

Members enquired when the next funding bids were due to be submitted.

FW advised that would be March 2007

SS enquired how much time would be taken up to complete the work needed for the application. FW confirmed that it would take approximately 120 hours.

#### RECOMMNEDED

That the application be deferred to March 2007. That a working group be set up to deal with this which would consist of John Fisher, DBC, Fiona White, GW and one Member of the Council. FW to email and arrange.

#### 230 FOOTBALL PITCHES

SS advised that there had been a meeting between the Council and Dartford Borough Council concerning the pitches. She confirmed that the pitches would now be used for mini soccer and would be working on the funding application with Steve Jefferson, DBC. As more information was obtained, it would be referred back to the Meeting.

#### 231 TREES

SS confirmed that the trees were flourishing but the park's foreman had expressed concerns over the watering. FW confirmed she would check on the watering. SS also advised that the tree that had been replaced had been stolen again.

#### 232 COMMUNICATIONS PLAN

SS advised that everybody had been supplied with a copy of the plan at the previous meeting, supplied by JF.

#### RECOMMENDED

That this plan be deferred to the next Meeting.

#### 233 ANY OTHER ITEMS RELATED TO THE HERITAGE PARK

SS advised that a letter had been received from Dartford Borough Council who were promoting National Heritage Open Days and wanted to promote the new Council building as part of the initiative.

#### RECOMMENDED

That the Council participated but advised DBC that it was a building not a park.

#### 234 HERITAGE SSSI SITE

*BB*

Members were advised by DR that the New Burial Ground allotments were part of the Heritage SSSI site. That the growing of vegetables or flowers on the site was not a problem but trees should not be planted. Allotment holders should be contacted advising them of this.

RECOMMENDED

That DR provided a letter detailing the information to be passed to allotment holders. That the allotment holders be notified.

235 NEIGHBOURHOOD POLICING OF PARK

LD requested that this item be added to the Agenda for the next Meeting.

236 DATE OF NEXT MEETING

This was scheduled for 10<sup>th</sup> October, 2006 at 2.30pm

There being no other business to transact the Meeting closed at 2.30pm

*B. Read*

MINUTES of the MEETING of the PLANNING, MAJOR DEVELOPMENTS,  
TRANSPORTATION & ENVIRONMENT COMMITTEE held at THE SWANSCOMBE  
CENTRE, CRAYLANDS LANE, SWANSCOMBE on WEDNESDAY, 19<sup>TH</sup> JULY 2006  
at 6.00 PM

PRESENT: Councillor B E Read (Chair)  
Councillor P J Scanlan (Vice-Chair)  
Councillor L J Bobby  
Councillor Mrs A R Harvey  
Councillor M D G Jackson  
Councillor S Johnston  
Councillor P A Read  
Councillor G Tripp

IN ATTENDANCE: Sonia Bunn, Planning Department, Dartford Borough Council

210 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor Mrs Angell, who was unable to attend as she was at another meeting.

211 SUBSTITUTES

There were none.

212 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

213 ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON  
THE AGENDA

There were none.

214 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 28  
JUNE 2006

The Minutes were confirmed as a true record. Although Members had been provided with a copy the Minutes they were not available in the Minute Book for signature. It was agreed that they would signed at the next meeting.

215 EASTERN QUARRY UPDATE

Officers from Dartford Borough Council attended the meeting in order to provide Members with an update on the Eastern Quarry application submitted by Land Securities, but also to specifically discuss with members the Town Council's stance with regard to open space management in the long term on the site and the applicants strategy for future community participation.

The Chairman welcomed Sonia Bunn to the Meeting and invited her to address Members.

She advised Members that with regard to the development they were still awaiting to resolve the Highways issues and they had still not heard from the Highways Agency. The Borough Council was also still in negotiation with the legal agreement.

She advised that they were close to resolving the open space and community facility items. However, there were difficulties because of the length of the development, ie spanning over 20 to 25 years, that it was important to ensure that there was flexibility for the future. She advised that Land Securities were looking to maintain the open space and community facilities for the duration of the development, but it was not clear what would happen with their management after this time. Land Securities had advised the Borough Council that they did not want the responsibility of managing these after the development was completed. Sonia explained that there would be default position in the Section 106 Agreement as to who would manage these facilities upon completion of the development. Land Securities would like to the default to be for either the Borough or the Town Council to manage the facilities and therefore, Dartford Borough Council wished to ask the Town Council if they would wish to manage these facilities. Sonia also advised that within the Section 106 Agreement, there would be three options as to who would manage these facilities. Land Securities would be able to decide which option they took. However, if they decided that they wished the Town Council to take over these facilities, then the Town Council would not have any option.

Discussions took place around this and although the Members felt that the Town Council may wish to take on these facilities, there would have to be sum commuted to the Town Council in order to be able to undertake this responsibility. Obviously, it would have many implications for the Town Council in regarding to staffing, equipment, etc, etc, etc. The Clerk advised that she did not feel that Members could discuss this properly without details of what would be required in the management of these facilities. It was therefore

#### RECOMMENDED

That Sonia Bunn provide details of the requirements for the management of the open spaces and community facilities and that this be put to the full Council for consideration. A Special Town Council meeting would be held if necessary for Members to discuss this matter.

Councillor Read also asked for an update on the off-site provisions that Eastern Quarry had offered to the Town Council. Unfortunately there was no further update on this and it was

#### RECOMMENDED

That the Town Clerk arrange a meeting with Land Securities to discuss the offers of off-site provision made to the Town Council. The Clerk and Councillors' B Read and Bobby were delegated to deal with this matter. Dartford Borough Council would also ask Land Securities for an update on these matters.

Members also discussed the possibility of a swimming facility and whether this could be added as a requirement to the legal agreement. Sonia did explain again that the Eastern Quarry development only provided demand for a 2 land pool. The Clerk asked whether an holistic approach had been taken in relation to the other major developments planned in the area. Sonia confirmed that because the need was not highlighted overall in the Dartford Local Plan, developments were looked at in isolation and therefore an holistic approach for this need could not be taken.

Sonia also advised that Land Securities had put in the Quarter Master plan for Ebbsfleet. The Borough Council had issues with this at the present time, but expected it to go out to consultation in the next two to three weeks.

Sonia also advised that there had been no further movement on the Swanscombe Pensinsula West development and the development at the bottom of Craylands Lane.

Sonia was thanked for coming to the meeting.

#### 216 LOCAL DEVELOPMENT FRAMEWORK – CORE STRATEGY AND SITE SPECIFIC ALLOCATIONS

Members were provided with a copy of the Borough Council's Local Development Framework in relation to the core strategy and site specific allocations for comment. Members discussed this and it was

#### RECOMMENDED

That the following comments be submitted.

Members were concerned that there appeared to be no specifics regarding the type of community facilities needed in the Borough at this stage. There was a need for swimming facility to be considered for inclusion within Swanscombe and Greenhithe based on the amount of major developments happening in that particular area. There was a need for an holistic approach to be taken including all the developments, rather than looking at each development in isolation. This approach also needed to be taken in relation to infrastructure requirements.

Members also agreed that regard needed to be taken on the location facilities in relation to a suitable transport infrastructure being in place so that community facilities were available and accessible to all residents within the Borough.

#### 217 CTRL – SWANSCOMBE RESTORATION

Members were provided with a copy of letter that had been sent to the Borough Council regarding the Town Council's comments on CTRL's Swanscombe restoration application. Members discussed the fact that CTRL had made promises in the past to the Town Council that this footpath would be restored and brought back into use.

#### RECOMMENDED

That the Town Clerk check the stopping up order as Members were unsure whether it purely related to traffic, or to traffic and pedestrians. The Clerk was asked to check back in the Town Council's files to see if information could be found in relation to what CTRL had previously advised the Council. Members agreed that they would submit a footpath claim. The Clerk advised that evidence would have to be gathered going back at least twenty years showing that the footpath had been walked. Each Member was asked to gather evidence and obtain written statements to that effect, which needed to be given to the Clerk so that she could submit the claim. The Clerk advised that this was only one element of the procedure for the claim.

#### 218 HIGHWAYS SPREADSHEET

Members were asked to provide the Clerk with details on any highways issues that needed to be reported to Kent.

Members advised that trees on the highway on Milton Road had been cut back, but that most of the growth was still on the trees.

On the corner of Lewis and Ames Road (opposite Park Road), the kerb and pavement had been broken down, probably because of vehicles mounting the kerb.

One tree in Milton Road and another one in Park Road, the roots were badly lifting the pavement.

#### RECOMMENDED

That these matters be reported on the highways spreadsheet to Kent.

#### 219 TOWN PLANNING

Members were advised that the following planning applications had been received from Dartford Borough Council for Members' consideration.

DA/06/00657/REM                      Submission of details relating to boundary walls and fences pursuant to Condition 7 of Planning Permission DA/05/01028/FUL for single storey extension to No.40 and parking rear of no.38

38-40 Craylands Lane Swanscombe Kent DA10 0LP

The Clerk advised that she had checked this application as requested at the last meeting and the location of the boundary walls and fences were shown on the original application which had been approved and Members were only being asked to comment on the style of the boundary walls and fences, not the matter relating to the bus stop which was dealt with in the actual application. The Clerk advised that Kent County Council had made no objections to the application.

OBSERVATIONS

No observations.

DA/06/00692/FUL

Erection of a two/part single storey side/rear extension and front porch (Revision to previously approved Planning Permission DA/05/01026/FUL, revisions to include enlarged first floor rear extension)

32 Knockhall Chase Greenhithe Kent DA9 9EN

OBSERVATIONS

No observations.

DA/06/00716/FUL

Erection of a first floor side extension to include the infill of front porch



	23 Riverview Road Greenhithe Kent DA9 9NJ
OBSERVATIONS DA/06/00726/FUL	No observations Erection of a rear conservatory
	18 St Peters Close Swanscombe Kent DA10 0BD
OBSERVATIONS DA/06/00720/FUL	No observations. Retention of a satellite dish
	27 Reed Court, Greenhithe
OBSERVATIONS DA/06/00729/FUL	No observations Engineering operations to include the recontouring of ground levels, the provision of a temporary works compound area including a temporary road access from Southfleet Road and associated landscaping (revisions and modifications to previously approved application ref DA/04/01170/FUL
	Eastern Quarry, Watling Street, Swanscombe
OBSERVATIONS	Members wished to ensure that no construction traffic was allowed to travel through Swanscombe and Greenhithe and that all traffic use the A2.
Members were advised that the following refused decision notice had been received from Dartford Borough Council.	
DA/06/00538/ADV	Display of a non-illuminated free standing "V" shaped sign
	Woodlands 79 High Street Greenhithe Kent
Members were advised that the following granted decision notices had been received from Dartford Borough Council.	
DA/06/00484/FUL	Demolition of existing and erection of a single storey rear extension
	86 Stanhope Road Swanscombe Kent DA10 0AS
DA/06/00489/FUL	Application for the Variation of Condition 3 of Planning Permission Da/02/00835/FUL in respect of enclosing existing rear patio to form a conservatory with obscure glazing on the south eastern and north western elevations
	The Orchard Mounts Road Greenhithe Kent
DA/06/00490/FUL	Provision of pitched roof over existing flat roof of dormer windows in front and rear elevations



The Orchards Mounts Road Greenhithe Kent

DA/06/00524/FUL

Erection of a detached building for industrial use together with associated car parking and two new accesses off Lower Road

Land adj Unit F6 Lower Road Northfleet Kent

The following planning applications had been received from Dartford Borough Council for Members' consideration.

DA/06/00748/FUL

Installation of a satellite dish on rear elevation

24 College Place Greenhithe Kent DA9 9GF

OBSERVATIONS

No observations.

DA/06/00621/REM

Submission of details relating to sound attenuation measures pursuant to Condition 21 of Planning Permission DA/03/01152/OUT for residential development

Korsnas Site, Galley Hill Road

OBSERVATIONS

No observations.

DA/06/00699/COU

Demolition of existing workshop and outbuildings and erection of two storey building with dormer windows in rear elevation to bedroom, 1 x 2 bedroom flats together with associated

104a Church Road Swanscombe Kent DA10 0HJ

OBSERVATIONS

The Clerk was asked to check the previous application and put in the same observations.

The following granted permission notifications had been received from Dartford Borough Council

DA/06/00158/TPO

Application to remove dead wood from 1 Common Ash, fell 2 Beech trees and 1 Alder subject to Tree Preservation Order No 1 1990

7 The Dell Greenhithe Kent DA9 9XG

DA/05/00389/FUL

Erection of a detached warehouse building for second hand motor spares with ancillary shop & offices & associated car parking

Ace Car Breakers Unit P16 Manor Way Business Park Manor Way Swanscombe

DA/06/00519/FUL

Erection of a single storey side extension and part

single/part two storey rear extension

63 Ames Road Swanscombe Kent DA10 0JE

The following refused notifications have been received from Dartford Borough Council

DA/06/00556/FUL

Addition of first floor to existing bungalow together with a pitched roof over existing car port and provision of a rear facing balcony area.

Treetops London Road Greenhithe Kent

There being no further business, the Meeting closed at 7.40 pm.

REPORT of the MEETING with the SWANSCOMBE & GREENHITHE ASSOCIATION of SPORTS & SOCIAL CLUBS held at THE SWANSCOMBE CENTRE, CRAYLANDS LANE, SWANSCOMBE on THURSDAY, 20<sup>TH</sup> JULY 2006 at 6.30 PM

PRESENT: Councillor B E Read  
Councillor L J Bobby  
Councillor S Johnston  
Councillor Mrs I A Read

Mrs F Clutterbuck – S&G Association of Sports & Social Clubs  
Mr G Clutterbuck – S&G Association of Sports & Social Clubs  
Mr R Garner – S&G Association of Sports & Social Clubs  
Mr J Smith – S&G Association of Sports & Social Clubs

1 FINANCIAL MATTERS RELATING TO THE S&G ASSOCIATION OF SPORTS & SOCIAL CLUBS

The Executive & Emergency Committee had given the above named Councillor's delegated powers to try and resolve the issue of rent arrears with the Swanscombe & Greenhithe Association of Sports and Social Clubs.

The Clerk provided Members with details on the rent arrears and interest owed up to and including 20 July 2006. She also advised that the Town Council had not paid any contributions towards water, gas and electric since November 2004. She also advised that the Council had not received any squash income since April 2005.

The Clerk advised Members that she had spoken to the solicitor who had advised that the Council could take the Club to court on the grounds of forfeiture of the lease and the lease would be ended. However, the Court could decide that they would allow the Association in the first instance to pay the arrears in instalments.

Members discussed this at some length then agreed if they did not pursue court proceedings in the first instance, what they would be happy for the Club to pay. At this point it was agreed to invite the representatives to join the Meeting.

Councillor B Read then invited the representatives of the Club into the meeting.

Councillor Read advised the representatives why they had asked to attend a meeting. The Council was extremely concerned that they were so far in arrears with their rent and that the Council had not paid any contributions towards the utilities bills or had the Council received any squash income since April 2005. Councillor Read advised how this affected the Council's balances.

Mrs Clutterbuck explained that the Club had had financial difficulties but they had now taken on an accounting firm to do their books for them. She advised that she had spoken to this company and stated that a £1,000 a month would be paid for rent arrears with additional money on a weekly basis if possible and that she had asked for the Council to be paid as a priority. The Clerk advised that this conflicted with the conversation that she had had with this company on 13 July 2006 as they had informed the Clerk that they would pay £1,000 per week, with additional monies if possible.

Discussions took place on this and after a time the representatives from the Club were then asked to leave the meeting for the Town Council to decide what actions they would take.

Members were concerned about the conflicting information that Mrs Clutterbuck had given them regarding the payment of the rent arrears from that which the Clerk had advised.

Members then discussed if the Club did pay the rent arrears in instalments, what they would be happy for them to pay. It was agreed by all that a minimum of £1,000 a week was paid until the arrears, including interest, were paid up and that the October quarter had to be paid on time. The Council wanted this confirmed in writing by the Club and also by their finance company. If this commitment was not made the Council would take further action.

The representatives of the Club were invited back into the meeting and were advised of the Council's decision. This was agreed by the Club. At this point the Club passed the Clerk the first instalment of £1000, which was accepted and receipted.

Councillor Read asked about the squash income that the Council should have received and also the details of the money that the Council owed in relation to the percentage contribution that it paid towards the utilities bills. Mrs Clutterbuck advised that the finance company would deal with this. It was also confirmed that the Club should be running properly within the next 6 – 7 months.

The representatives were thanked for attending the meeting.

The Meeting closed at 7.25 pm

MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE held at THE SWANSCOMBE CENTRE, CRAYLANDS LANE, SWANSCOMBE on WEDNESDAY, 26<sup>TH</sup> JULY 2006 at 6.00 PM

PRESENT: Councillor B E Read (Chair)  
Councillor L J Bobby  
Councillor S Johnston  
Councillor M Munn  
Councillor P J Scanlan

IN ATTENDANCE: Lee Edwards-Gee – PCSO for Swanscombe and Greenhithe  
PC S Hammond, Beat Officer for Swanscombe & Greenhithe

237 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor V Openshaw due to work commitments.

238 SUBSTITUTES

There were none.

239 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor Bobby declared a personal prejudicial interest in Agenda Item 6.2 Allotments.

240 TO APPROVE THE MINUTES OF THE MEETING HELD ON 24<sup>TH</sup> MAY 2006

The Minutes were approved and signed as a true record.

241 ITEMS AS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none.

242 NEW INITIATIVE – ANTI SOCIAL BEHAVIOUR

Councillor Munn enquired whether any further information was known about the New Initiative by the Leader of Dartford Borough Council with regard to Anti-Social Behaviour. Members confirmed they had no further information.

RECOMMENDED

That Councillor Read made enquiries of Dartford Borough Council

243 POLICE VISIT TO THE POLICE CONTROL CENTRE AT MAIDSTONE

Members were advised by the Chairman that the Chairman, Councillors' Bobby, Johnston and the Town Clerk had visited the Control Centre at Maidstone. They had been impressed with the Control Centre. However, whilst they were there they had observed that there was a lack of resources to respond to the calls coming in.

244 UN-AUTHORISED ACCESS TO ALLOTMENTS

Members were advised that at the last meeting, as a result of a complaint letter concerning the numerous problems that were being encountered on The New Burial Ground allotments, Members requested that our solicitors be contacted regarding one issue. Members were provided with a copy of the Council's solicitors' response.

Councillor Johnston advised Members that if the issue proceeded it would have to be followed through and could incur the Council in legal expenses.

#### RECOMMENDED

That taking into account the Council's solicitors response, the matter should be taken further.

That the Chairman spoke to the Town Clerk with regard to taking the matter further.

#### 245 ANTI-SOCIAL BEHAVIOUR VIA DARTHOMES

As the Senior Housing Officer, Dartford Housing Services was not present an update could not be given.

#### RECOMMENDED

That a letter be sent to the Senior Housing Officer stating Member's disappointment at the non-attendance and that they looked forward to her attendance at the next Meeting.

#### 246 TOWN COUNCIL'S PROBLEM LOG

Members were provided with a copy of the list of the problems reported to the Town Council during June and July 2006.

There had been another fire in Gasson Road which was not on the listings but would be added.

Councillor Read raised the issue of nuisance quad bikes raised in the July Problems Log and also the noise nuisance.

PCSO Gee advised Members that the police now had more powers, with regard to off road bikes. Due to these powers progress was being made in dealing with these problems and the message was getting through to offenders. She advised Members that Craylands Lane had been identified as a race track.

Councillor Scanlan raised the point that he had heard on Radio Kent of the motorbike operations that were taking place in a lot of other areas, but not in Swanscombe or Greenhithe.

PCSO Gee advised that at the present time they had lost their support and had to deal with the motor bike problems themselves on area.

Councillor Read asked whether there had been any progress with problems being experienced in Saxon Court. Members were provided with a copy of a letter that had been sent to residents.

*ASR*

Councillor Johnston advised that he had received a report of a bogus caller which had been reported to the police.

Councillor Read advised Members that he would be raising the problems being experienced in the area at the next Swanscombe & Greenhithe Focus Meeting. He would provide a copy of the Problems Log to the Focus Group and seek Dartford Borough Council's assistance with surveillance vehicles.

#### 247 BEAT OFFICERS REPORT

PC Hammond advised that he had not observed very much under aged drinking in the area. This subject had been brought up at the previous Focus Group Meeting. He advised that they were trying to get test purchases in the area but needed volunteers.

The PCSO's had been checking the refusal logs held in shops. They had put in intelligence reports on which shops books were up to date. Councillor Read advised that this should be flagged up with the Licensing Officer at Dartford Borough Council.

Members were advised that there were problems being encountered in the alley leading to Ebbsfleet. PC Hammond advised that it would not be possible to get a CCTV camera in this area due to its location.

Members advised that there was Graffiti on the Pavilion and problems were being experienced with broken glass.

Councillor Read advised that there would be a need to identify sites that could be targeted by the Dartford surveillance cameras.

#### 248 PCSO'S REPORT

PCSO Edwards-Gee advised that they had worked alongside PC Hammond in dealing with various issues.

She had attended anti-social visits with the Anti-Social Behaviour Co-ordinator.

A leaflet listing activities going on in Swanscombe and Greenhithe over the school holiday had been produced by the Focus Group and distributed.

Swan Valley School had been very helpful in trying to identify some of the graffiti tags.

A large cheque in the sum of £490 had been presented to Swan Valley School which had been raised at the October Fete. Swan Valley was very grateful to receive this. A Christmas hamper had also been presented from the funds raised.

Time switches had been distributed to people going on holiday who were afraid of burglaries.

Councillor Read thanked the police for their success in dealing with the problems in a certain road in Swanscombe. He also wished to thank the residents who had co-operated to achieving this.

PCSO Edwards-Gee advised Members that Swanscombe and Greenhithe were not in the top five for crime.



#### 249 POLICING IN NORTH KENT

Members were provided with a copy of the Policing North Kent Newsletters June and July 2006 issues.

#### 250 WERE CHANGING – POLICE NEWSLETTER UPDATE JUNE 2006

Members were provided with a copy of the Kent Police Newsletter update June 2006 and an email from Penny Rowland of Kent Police explaining the re-structuring of policing.

#### 251 SWANSCOMBE & GREENHITHE FOCUS GROUP

Members were provided with a copy of the Minutes of the Meeting held on 28 June 2006 and the agenda for the next meeting.

Members were advised that The Town Clerk would be attending the next Focus meeting to discuss the website initiative suggested by the PCSO's. However, Members needed to agree in principle to the PCSO's suggestion.

Councillor Bobby raised the issue of dim lighting in the area.

Councillor Read enquired whether all the shops had been supplied with walkie talkies? He advised that he felt one shop had been missed, which was the travelling shop that was based in Church Road.

#### RECOMMENDED

That Members, agreed in principle the PCSO's suggestion

That the problem with dim lighting be referred to the Focus Group.

That PCSO Edwards-Gee would liaise with the Swanscombe Neighbourhood Regeneration Co-ordinator regarding the walkie talkies and would provide an update at the Focus Meeting.

#### 252 PROBLEMS IN THE AREA

Councillor Munn reported an indecent incident.

Councillor Read requested an update regarding an incident of harassment and drugs.

PCSO Edwards-Gee provided an update.

#### 253 DATE OF NEXT MEETING

The next Meeting was due to be held on 13<sup>th</sup> September 2006 at 6.00pm.

There being no further business to transact the Meeting closed at 7.20pm.

*BZ Read*

MINUTES of the EXECUTIVE & EMERGENCY COMMITTEE held at THE SWANSCOMBE CENTRE, CRAYLANDS LANE, SWANSCOMBE on MONDAY, 14<sup>TH</sup> AUGUST 2006 at 3.00 PM

PRESENT: Councillor P J Scanlan – Chair  
Councillor L J Bobby  
Councillor M D G Jackson  
Councillor M M Murphy  
Councillor B E Read  
Councillor Mrs I A Read

Mrs Sara Stapleton, Town Clerk

254 APOLOGIES FOR ABSENCE

Apologies of absence were received and accepted from Councillors' Creed and Sangar, who were unable to attend because of work commitments and Councillor Johnston who was annual leave.

255 SUBSTITUTES

Councillor Murphy attended the Meeting as substitute for Councillor Creed.

256 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

257 TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

The Clerk advised that she had received correspondence from Councillor Munn regarding the Oast House day care centre.

RESOLVED

That this item be added to the Agenda and discussed at the end of the Meeting.

258 SENIOR CITIZENS CLUB

Members were advised that the Council's solicitor had confirmed that the Town Council could legally take over the operation of the hall as the Town Council owned the freehold to the land and therefore the building.

Members were advised that Lafarge had agreed to amend the covenant so that the hall could be used for community purposes rather than restricted to the aged population within Swanscombe and Greenhithe.

Members were advised that a Cleaner/Caretaker had been put in place and that the Council would be having the locks changed to the hall on Friday 25 August 2006. The Council would then formally take over the running of the hall. The Clerk was arranging to add the premises to the Council's insurance schedule. Dartford Borough Council would also have to be contacted regarding the business rates.

Councillors' B Read and Bobby would be meeting with the users of the hall to discuss their future requirements and advise them of the new scale of charges.

It was explained to Members that the Charity Commission side would have to be dealt with by the remaining Members on the Senior Citizen's Club.

Members were reminded that the Council had resolved to take the hall back into its operations and that the matter had been delegated to Councillors' B Read and Bobby and the Town Clerk. However, Members were asked to endorse the actions taken and were provided with a copy of the proposed charges for the hall to endorse.

#### RECOMMENDED

That the information be noted. That the actions taken be endorsed. That the Scale of Charges be approved. That a non-refundable 25% deposit be taken for the hire of the facility for weddings. That the Council's normal cancellation policy for hall bookings be adhered. That the Town Council added the building on to the Council's insurance policy.

#### 259 SWANSCOMBE LIBRARY

Members were provided with a verbal update on the Swanscombe Library project. They were advised that the building works were a couple of weeks behind schedule. Members were also informed that Dartford Borough Council had funded a company to draft a business plan. This would be presented to the Borough Council's Cabinet and the Town Council would be given a copy for comment. It was still hoped that the money from the Korsnas site Section 106 would be passed to the Town Council to fund the community café.

#### 260 STAFF RESIGNATIONS

Members were advised that the Office Administrator had resigned and would be leaving the Council on Friday 9 September 2006. Members were also advised that the Town Clerk had tendered her resignation from the Council. The Town Clerk explained that she could no longer sustain the pressure of the role, which had increased tremendously since taking over the post, with her family commitments. Councillor Read explained to Members that the resignations afforded the Council the opportunity to review the administration staffing function and that it was clear that the current work of the Town Clerk needed to split in two separate roles. The Clerk was finding great difficulty in carrying out the function of administering the Council along with the many other projects that the Council was and would continue to be involved in. It was therefore proposed that a new full-time Town Clerk be engaged that would be responsible for the administration of the Council and its Committees. This new post of Town Clerk would not include the Responsible Financial Officer function and the current Clerk would be given the post of Responsible Financial Officer with responsibility for specialist projects, which utilised the skills and knowledge that the Clerk had. This post would be part-time. It was proposed that the two roles would work in conjunction with each other and would provide a better back up procedure for the continuation of the Council's administration function.

#### RESOLVED

That the Office Administrator's resignation be accepted with regret.  
That the proposal for a new full-time Town Clerk and part-time Responsible Financial Officer be accepted.

That the job descriptions, salaries and terms and conditions for the new roles be delegated to the Personnel Committee to approve and then advertise the post and interview.

That the new Town Clerk should be qualified or be willing to undertake training.

That the part-time Office Administrator position not be replaced as there was no longer a need for this post.

#### 261 OAST HOUSE DAY CARE CENTRE

Members were provided with a letter from Mr M Munn requesting the Council to write a letter of support to Kent County Council in its quest to secure better facilities for the Centre.

#### RESOLVED

That the Council write to the Leader of Dartford Borough Council asking for the Borough Council's co-operation and support to secure new facilities. That the Council suggested the site appropriate in Swanscombe would be the land that would become available when Swanscombe Infants and Sweyne Schools merged into one. That the letter be copied to Rob Scott and Councillor Anne Allen at the Borough Council and Councillors' Ivor Jones and Christine Angell at Kent County Council.

There being no further business, the Meeting closed at 4.25 pm.

*As Read  
23/8/08*