

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE AND GREENHITHE TOWN COUNCIL held at the LEISURE CENTRE, CRAYLANDS LANE, SWANSCOMBE on THURSDAY 2nd MAY 2002 at 7.30pm

Present: Cllr. L J Bobby
Cllr. C Broadley
Cllr. L G Caller
Cllr. T J Carrington
Cllr. W Cunningham
Cllr. P R Defty

Cllr. T V Dixon
Cllr. B Francis
Cllr. Mrs A Harvey
Cllr. Mrs I A Read
Cllr. B E Read

1. ELECTION OF TOWN MAYOR The Town Mayor requested nominations for the position of Town Mayor for the forthcoming year it was,

Moved by Cllr. Mrs I A Read and seconded by Councillor W Cunningham

RESOLVED

That Councillor B E Read is elected as Town Mayor for the ensuing year.

2. ELECTION OF DEPUTY TOWN MAYOR The Town Mayor requested nominations for the position of Deputy Town Mayor and it was,

Moved by Councillor B E Read and seconded by W Cunningham

RESOLVED

That Councillor Mrs A R Harvey is elected as Deputy Town Mayor for the ensuing year.

3. VOTE OF THANKS Councillor B E Read gave a vote of thanks to the outgoing Mayor Councillor Mrs A Harvey. Councillor Mrs Harvey and her escort Jeff Harvey had carried out their duties as Lady Mayor and escort with great effect.

Councillor B E Read gave Members thanks to the outgoing Town Mayor for a very good year undertaking a lot of charity work and should be commended. Councillor L Caller also gave a vote of thanks to the outgoing Mayor for her approach to the position, which she had done with a sense of humour and flair.

A proposal was made that a show of thanks was given for the outgoing Mayor the show was unanimous.

4. RESPONSE BY COUNCILLOR MRS A HARVEY Councillor Mrs A Harvey thanked Members for the opportunity to represent the Council. She stated that she had enjoyed the year very much and had raised over £1166 for the Mayor's charities.

Councillor Mrs A Harvey wished Councillor B E Read every success in the ensuing year.

Councillor B E Read then presented Councillor Mrs A R Harvey with her past Mayor's badge in memory of her year as Town Mayor.

5. APOLOGIES FOR ABSENCE Apology for absence was received from Councillors G M Clutterbuck, Mrs G Prior, J C D Holmes and Mrs J Holmes.

6. APPOINTMENT AND CONSTITUTION OF STANDING AND OTHER COMMITTEES

RESOLVED

That the nominations be accepted as per the annexed list.

7. POWERS AND DUTIES OF COMMITTEES AND SUB-COMMITTEES
The Powers and Duties of Committees and sub-Committees were defined as follows:

Recreation, Leisure and Amenities Committee

Delegated Functions

To exercise the functions of the Council in expending any finances allocated to it by the Council within the annual estimates or otherwise in the area of recreation grounds, parks, open spaces, playgrounds, allotments, sporting facilities, recreational facilities, community halls and leisure centres.

To exercise the functions of the Council in controlling the operation and provision of facilities in relation to recreation grounds, parks, open spaces, playgrounds, allotments, sporting facilities, community halls and the leisure centre. To include the setting of fees, charges and opening times in relation to the leisure centre, taking into account local needs and within the guidelines set by the council.

To make representation to the Finance and General Purposes Committee in relation to the annual estimates in respect of expenditure.

To liaise as required with other Committees and staff of the Council, outside bodies and persons on any aspects of joint responsibility.

BER

To liaise with the Town Clerk on aspects of leisure centre management as they affect the general administration of the Town Council.

To investigate and implement, if considered appropriate, a Committee of Users as an advisory body for the leisure centre, in order to achieve a high level of democratisation at a local level.

To exercise the functions of the Council by making representation to the relevant Planning Authority on development proposals which may be laid before it under provisions of the Town and Country Planning Acts.

Referred Functions

To act as an advisory body considering any recommendations laid before it by other Committees or the Council, which relates to facilities or areas within the scope of this Committee not contained within the delegated functions printed above.

ALLOTMENTS SUB-COMMITTEE

Delegated Functions

To exercise the functions of the Recreation, Leisure and Amenities Committee with reference to the appointment of lay volunteer allotment managers as per the provisions of section 20 of the Small Holdings and Allotments Act 1908.

Referred Functions

To report to the Recreation, Leisure and Amenities Committee on any finances relating to the provision, management, maintenance, improvement and administration of all allotments under the control of the Recreation, Leisure and Amenities Committee.

To report to the Recreation, Leisure and Amenities Committee on any finances relating to the provision, management, maintenance, improvement and administration of all allotments under the control of the Recreation, Leisure and Amenities Committee, inclusive of the right to report to the said Committee suggestions for finances to be included within the annual estimates for specific schemes of improvement.

FINANCE AND GENERAL PURPOSES COMMITTEE

Delegated Functions

To exercise the functions of the council in expending any finances allocated to it by the Council in the annual estimates or otherwise in the area of footway and footpath lighting, footpaths, car parks and donations to local organisations or individuals or other bodies under Section 137 of the Local Government Act 1972.

To exercise the functions of the Council in the examination of all accounts submitted for payment and the collection of sums due to the Council.

To exercise the functions of the Council in the examination of any parochial charity accounts submitted to the Council under those provisions contained within Section 32 of the Charities Act 1960 as amended.

To exercise the functions of the Council by making representation to the relevant Planning Authority on development proposals which may be laid before it under the provisions of the Town and Country Planning Acts.

Referred Functions

As an advisory body to consider and report to the Council on all finances not specifically allocated to other Committees including those finances contained within the balances and investment accounts.

As an advisory body to consider and report to Council, estimates for the making of the annual rate and precept issued, the raising of loans or borrowing money and securing of any necessary loan sanctions and the approval of schemes for local lotteries.

As an advisory body to consider any recommendations laid before it by other Committees or the Council which relate to facilities or areas within the scope of this Committee not contained within the delegated functions printed above.

As an advisory body to consider any recommendations specifically put to it by other Committees in relation to their expenditure and consider and report upon any matters not specifically allocated to other Committees.

EXECUTIVE COMMITTEE

Delegated Functions

To exercise any functions of the Council on urgent issues or during the period of recess of the Council save those functions relating to the setting of an annual rate and issuing a precept, the raising of loans or borrowing of money and securing of any necessary loan sanctions, and the approval of schemes for local lotteries.

To exercise any functions of the Council on matters specifically delegated to it to decide, save those exempted from delegation by statute and listed above.

With reference to matters, not more than 4 Members of the Executive Committee (of which one to be the Town Mayor) to form a sub-Committee to deal with matters relating to staff Disciplinary Procedures.

BER

Referred Functions

As an advisory body to Council on any matters it has been specifically instructed to investigate.

EMERGENCY COMMITTEE

Delegated Functions

To assist, in an emergency, the population of Swanscombe and Greenhithe in overcoming any extreme or unusual conditions caused by natural or accidental means.

To co-operate with other Agencies, Statutory or Voluntary, to assist in the above. To enlist the support of any other Organisations or individuals to assist in the above, as may be necessary.

To prepare contingency plans to meet any of the situations as described above.

MAJOR DEVELOPMENT REVIEW COMMITTEE

Delegated Functions

To exercise delegated powers on behalf of the Town Council to investigate and decide on MAJOR developments affecting it's area.

To meet interested parties and seek expert advice if required.

Referred Functions

To Report to Council on progress and decisions.

To make request to Council for financial expenditure.

PERSONNEL COMMITTEE

Delegated Functions

To exercise any functions of the Council in relation to Personnel matters, with the exception of disciplinary procedures.

Referred Functions

As an advisory body reporting to Council on any matters it has been specifically instructed to investigate.

As an advisory body reporting to council on the question of levels of pay and salary settlements for all staff employed by the Council.

LEISURE CENTRE COMMITTEE

Delegated Functions

To exercise the functions of the Council in expending any finances allocated to it by the Council within the annual estimates or otherwise in the area of sporting/recreational facilities and leisure centre.

To exercise the functions of the Council in controlling the operation and provision of facilities in relation to the leisure centre.

To include the setting of fees, charges and opening times in relation to the leisure centre, taking into account local needs and within the guidelines set by the council.

To make representation to the Finance and General Purposes Committee in relation to the annual estimates in respect of expenditure.

To liaise as required with other Committees and staff of the Council, outside bodies and persons on any aspects of joint responsibility.

To liaise with the Town Clerk on aspects of leisure centre management as they affect the general administration of the Town Council.

To investigate and implement, if considered appropriate, a Committee of Users as an advisory body for the leisure centre, in order to achieve a high level of democratisation at a local level.

Referred Functions

To act as an advisory body considering any recommendations laid before it by other Committees or the Council which relates to facilities or areas within the scope of this Committee not contained within the delegated functions printed above.

8. APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES

RESOLVED

That the representatives be appointed as per the tabled list.

9. DAY AND TIME OF MEETINGS

RESOLVED

BER

That the Annual General Meeting, Annual Town Meeting, Recreation Leisure and Amenities Committee, Finance & General Purposes Committee, Executive Committee, Personnel Committee, Major Development Committee and the Leisure Centre Committee Meetings be held at 7.30pm on the dates specified on the annexed list with the following alternations:

FINANCE & GENERAL PURPOSES COMMITTEE ON 15th June 2002 to be held on 13th June 2002.

FINANCE & GENERAL PURPOSES COMMITTEE ON 26th September 2002 be held on 21st September 2002.

ANNUAL GENERAL MEETING ON 1ST May 2003 to be held on 15th May 2003 (due to election year).

10. APPOINTMENT OF REPRESENTATIVES

RESOLVED

That the representatives be appointed as the per the annexed list with the following additions and amendments:

KAPC - Left open and delegates requested when a Meeting is called

POST OFFICE ADVISORY COMMITTEE - Left open and delegates requested when a Meeting is called

DARTFORD HEALTH ACTION TEAM - When notified of a Meeting nominations requested at a prior Council Meeting,

NORTH KENT INDEPENDANT MEDIATION - When notified of a Meeting nominations requested at a prior Council Meeting

CRIME PREVENTION TRAFFIC WORKING PARTY - Councillor Mrs I A Read should be replaced with Councillor B E Read.

11. AUTHORITY FOR PAYMENT OF CHEQUES

RESOLVED

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

Barclays Bank Account - Councillors L J Bobby, T J Carrington, G M Clutterbuck, Mrs G G Prior, B E Read and Mrs I A Read.

Town Mayor's Account - Councillors B E Read, Mrs A R Harvey and Town Clerk

Town Mayor's Charity Account - The Town Clerk

B E R

12 MINUTES The Minutes of the Meeting held on 18th April 2002

RESOLVED

Proposed by Cllr L Caller that minute ref. 773 had an explanation put in regarding why only 7 members voted and why there were 7 abstentions. Cllr B Read seconded the motion.

Cllr B Francis entered the room at 7.55pm and gave his apologies for being late.

13 TOWN MAYORS RECEPTION Members were provided with a list of suggestions for some local organisations that could be added to the official list of organisations especially as some of the older organisations are no longer running.

RESOLVED

The list to be included but to be amended to just two local businesses of the Town Mayor's choice and to take off Kindersports, Tae Kwon do, Ancient art of Forresters and Libraries.

17 MODEL CODE OF CONDUCT Members discussed the new model code of conduct and it was,

RESOLVED

The Clerk was instructed to contact the Monitoring Officer and ask if the whole Council could apply for grant of dispensation with regards to the Pavilion Lease as more than 50% of the Council have an interest.

18 AMENDMENT TO STANDING ORDERS TO INCORPORATE MODEL CODE OF CONDUCT Members were provided with a copy of amended Standing Orders to Incorporate the Model Code of Conduct. It was

RESOLVED

To accept the amended standing orders, the Clerk informed the Members that the new acceptance of office forms and declaration of interest forms must be back with the Monitoring Officer by 15th May 2002 which is 28 days from the adoption of the Model Code of Conduct.

The Mayor reminded Members that if any of them had their forms with them tonight the Clerk would sign them after the meeting.

19 TOWN PLANNING The following planning applications had been received from Dartford Borough Council and were submitted for Members consideration:

BER

DA/02/333/FUL Erection of an extension to existing balcony
28 Frobisher Way, Greenhithe

OBSERVATIONS No observations as long as neighbours are consulted.

DA/02/339/TPO Application to fell 1 Cherry, 1 Beech, 2 Maple, 2 Ash & Holly trees & to remove low branches from 2 Ash trees Subject to Tree Preservation Order. 1 1990
Plot 60 Village Heights, Ingress Park Greenhithe

OBSERVATIONS No observations

DA/02/342/REM Submission of details relating to landscaping, a site Investigation report & gas impermeable membrain & Sub floor ventilation pursuant to Condition 3,7 & 8 of Planning Permission DA/99/759/FUL
Stanhope House, 128 Stanhope Road Swanscombe

OBSERVATIONS No observations

DA/02/345/FUL Erection of a two storey side extension
34 Gunn Road Swanscombe

OBSERVATIONS No observations providing neighbours are consulted.

DA/02/338/REM Submission of reserved matters relating to siting, design & means of access for the erection of 40 dwellings Pursuant to Condition 1 of Planning Permission DA/98/664/out for residential development.
Ingress Abbey Waterfront, Ingress Park Greenhithe

OBSERVATIONS No observations

DA/02/57/LBC Application for Listed Building Consent to carry out Restoration works to Georgian Flint Walled Garden Tunnel.
Georgian Flint Walled Garden Tunnel, Ingress Park

OBSERVATIONS No observations

BER

DA/02/371/FUL Erection of a conservatory to side of property
13 Pilgrims View Greenhithe

OBSERVATIONS No observations.

Members are advised that the following notices had been received from Dartford Borough Council and had been approved.

DA/02/7/FUL Ingress Park London Road Greenhithe
DA/02/277/REM Village Quarter Ingress Park Greenhithe
DA/02/70/COU 29-37 High Street Swanscombe.
DA/02/287/REM Cave of 7 Heads Ingress Park
DA/02/256/REM The Avenue Footpath Ingress Park Greenhithe
DA/01/139/REM Ingress Park London Road Greenhithe
DA/02/336/REM Village Quarter Ingress Park Greenhithe
DA/02/215/REM Site of Galley Hill Road & Estate Road Northfleet Ind
Estate Lower Road Northfleet
DA/01/38/REM Site of Abbey Boulevard Ingress Park London Road
DA/02/231/REM Ingress Vale Church Knockhall Road Greenhithe

20 TEMPORARY RIVER FOOTPATH Members were asked if they were aware of any response from Crest regarding the poor condition of the temporary footpath that has been put in at the Riverfront in Greenhithe.

21 PEARCES PET SHOP Members were asked if any was aware that the rebuilding of Pearces Pet Shop is definitely going to be a shop and flat not just residential.

22 CAR SALES SHOWROOM IN GREENHITHE Members were asked if any one was aware of the latest update on the Car Sales Showroom which does not have planning permission but is still trading.

The Meeting Closed at 8.25pm

BE Read

DATES OF MEETINGS 2002/2003

| R L & A | F & G P | COUNCIL |
|--------------------|---------------------|--------------------|
| 16th May 2002 | 13th June 2002 | 27th June 2002 |
| 5th September 2002 | 26th September 2002 | 10th October 2002 |
| 31st October 2002 | 21st November 2002 | 12th December 2002 |
| 9th January 2003 | 30th January 2003 | 20th February 2003 |
| 6th March 2003 | 20th March 2003 | 10th April 2003 |

24th April 2003 - Annual Town Meeting

15th May 2003 - Annual General Meeting

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

Executive Committee;

Personnel Committee;

Emergency Committee;

Leisure Centre Committee; and

Major Development Committee.

BZR

NOMINATIONS FOR ANNUAL GENERAL MEETING OF TOWN COUNCIL
2002/2003

TOWN MAYOR: Cllr. B E Read

DEPUTY TOWN MAYOR Cllr. Mrs A Harvey:

RECREATION, LEISURE & AMENITIES COMMITTEE All Members of the Council

CHAIRMAN: Cllr. T J Carrington

VICE-CHAIRMAN: Cllr. C Broadley

FINANCE & GENERAL PURPOSES COMMITTEE All Members of the Council

CHAIRMAN: Cllr. B E Read

VICE-CHAIRMAN: Cllr. Mrs A R Harvey

ALLOTMENTS SUB-COMMITTEE (of R L & A) 7 Members

- 1 Cllr. LJ Bobby
- 2 Cllr. G M B Clutterbuck
- 3 Cllr. T Dixon
- 4 Cllr. M J Munn
- 5
- 6
- 7

EXECUTIVE COMMITTEE 10 Members

- 1 Cllr. B E Read
- 2 Cllr. C Broadley
- 3 Cllr. Mrs G G Prior
- 4 Cllr. Mrs A R Harvey
- 5 Cllr. Mrs I A Read
- 6 Cllr. L J Bobby
- 7 Cllr. L Caller
- 8 Cllr. P R Defty
- 9 Cllr. J C D Holmes
- 10 Cllr. Mrs J Holmes

BER

EMERGENCY COMMITTEE 6 Members plus Town Clerk or Deputy Clerk

- 1 Cllr. G M Clutterbuck
- 2 Cllr. Mrs G G Prior
- 3 Cllr. Mrs I A Read
- 4 Cllr. B E Read
- 5 Cllr. J Holmes
- 6 Cllr. Mrs J Holmes

MAJOR DEVELOPMENT COMMITTEE (All Members of the Council)

CHAIRMAN Cllr. T J Carrington

VICE-CHAIRMAN Cllr. B Broadley

PERSONNEL COMMITTEE 5 Members

- 1 Cllr. Mrs A R Harvey
- 2 Cllr. T J Carrington
- 3 Cllr. B E Read
- 4 Cllr. L G Caller
- 5 Cllr. P R Defty

LEISURE CENTRE COMMITTEE 8 Members

- 1 Cllr. T J Carrington
- 2 Cllr. G M B Clutterbuck
- 3 Cllr. Mrs A R Harvey
- 4 Cllr. B E Read
- 5 Cllr. C Broadley
- 6 Cllr. J C D Holmes
- 7 Cllr. Mrs J M Holmes
- 8 Cllr. P R Defty

AGENDA REF. 10

TO APPOINT REPRESENTATIVES

S & G ASSOCIATION OF SPORTS CLUBS 3 Members

- 1 Cllr. G M B Clutterbuck
- 2 Cllr. W Cunningham
- 3 Cllr. P R Defty

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SENIOR CITIZENS CLUB MANAGEMENT COMMITTEE 4 Members

- 1 Cllr. G M B Clutterbuck
- 2 Cllr. B E Read
- 3 Cllr. T V Dixon
- 4 Cllr. B Francis

This committee will meet during the day time in the best interests of Members of the Senior Citizens Committee.

OLD PEOPLES WELFARE COMMITTEE 2 Members

- 1 Cllr. Mrs I A Read
- 2 Cllr. T V Dixon

KAPC COUNTY AREA COMMITTEE 2 Members

- 1 Cllr. B E Read
- 2 Left open

KAPC DARTFORD AREA COMMITTEE 3 Members plus the Town Clerk (2 representatives to have voting rights).

- 1 Cllr. B E Read
- 2 Cllr. LJ Bobby
- 3 Cllr. L G Caller

GRAVESEND & DISTRICT SOCIETY FOR MENTALLY HANDICAPPED 1 Member

- 1 Cllr. C Broadley

NORTHFLEET LANDFILL LIAISON COMMITTEE 3 Members

- 1 Cllr. L J Bobby
- 2 Cllr. B E Read
- 3 Cllr. P R Defty

KNOCKHALL LANDFILL SITE 3 Members

- 1 Cllr. C Broadley
- 2 Cllr. Mrs G G Prior
- 3 Cllr. J C D Holmes

BER

GREENHITHE COMMUNITY ASSOCIATION 2 Members

- 1 Cllr. C Broadley
- 2 Cllr. B Francis

POST OFFICE ADVISORY COMMITTEE 1 Member

- 1 Left open

RAIL LINK ACTION GROUP 3 Members

- 1 Cllr. T J Carrington
- 2 Cllr. G M B Clutterbuck
- 3 Cllr. M J Munn

CRIME PREVENTION/TRAFFIC WORKING PARTY 7 Members, including
Resenatives from DBC
County Constabulay plus
Town Mayor and Town Clerk.

- 1 Cllr. L J Bobby
- 2 Cllr. W Cunningham
- 3 Cllr. ~~Mrs A Read~~ B E Read
- 4 Cllr. P R Defty
- 5 Cllr. T Dixon
- 6 Representative of DBC Highways
- 7 Representative of County Constabulary.

Meeting to be held every three months and a report/recommendations put before the F & G P Committee at the earliest opportunity.

POLICE AND COMMUNITY LIAISON GROUP 2 Members

- 1 Cllr. G M B Clutterbuck
- 2 Cllr. P R Defty

VILLAGE TRANSPORT REPRESENTATIVE 1 Member

- 1 Cllr. Mrs G G Prior

DARTFORD VOLUNTEER BUREAU 1 Member

- 1 Cllr. B E Read

BER

FARMERS MARKETS 3 Representatives

1. Cllr. B E Read
2. Cllr. G M B Clutterbuck
3. Cllr. L G Caller.
4. Representative from Kentish Fayre
5. Representative from NFU

QUALITY TOWN COUNCIL WORKING PARTY

1. Cllr. B E Read
2. Cllr. T J Carrington
3. Cllr. L G Caller

URBAN WORKING PARTY

1. Cllr B E Read
2. Cllr. T J Carrington
3. Cllr. H Dold

AGENDA REF. 11

SIGNATORIES FOR CHEQUES

CURRENT A/c

Town Mayor's a/c

Town Mayor's
Charity a/c

- | | | | |
|---|-------------------------|-------------------|------------|
| 1 | Cllr. B E Read | Town Mayor | |
| 2 | Cllr. G M B Clutterbuck | Deputy Town Mayor | Town Clerk |
| 3 | Cllr. Mrs I A Read | Town Clerk | |
| 4 | Cllr. Mrs G G Prior | | |
| 5 | Cll r. T J Carrington | | |
| 6 | Cllr. L J Bobby | | |

BZR

COMMUNITY YOUTH ASSOCIATION 3 Members

- 1 Cllr. C Broadley
- 2 Cllr. M J Munn
- 3 Cllr. P R Defty

HERITAGE PARK & SKULL SITE WORKING PARTY 5 Members plus the
Town Clerk

- 1 Cllr. L J Bobby
- 2 Cllr. C Broadley
- 3 Cllr. B E Read
- 4 Cllr. J C D Holmes
- 5 Cllr. M Munn

SPORTS PAVILION WORKING PARTY 5 Members

- 1 Cllr. Mrs A R Harvey
- 2 Cllr. B E Read
- 3 Cllr. L J Bobby
- 4 Cllr. L G Caller
- 5 Cllr. M J Munn

CEMETERY/PARKS WORKING PARTY 3 Members

- 1 Cllr. Mrs G G Prior
- 2 Cllr. Mrs I A Read
- 3 Cllr. M J Munn

GREENHITHE COMMUNITY GROUP QED COMMITTEE 1 Representative

- 1 Cllr. B E Read

DARTFORD HEALTH ACTION TEAM 1 Representative

- 1 Left Open

NORTH KENT INDEPENDENT MEDIATION 1 Representative

- 1 Left Open

BZR

MINUTES of the PERSONNEL COMMITTEE
Held at the GROVE HALL On MONDAY
13th MAY 2002 at 6.30pm

PRESENT:

CHAIR: Cllr B E Read
Cllr. L G Caller Cllr Mrs A R Harvey

23 APOLOGIES FOR ABSENCE Apologies had been received from Cllr T Carrington.

24 DECLARATIONS OF INTEREST No amendment to the already registered declaration of interests.

25 MINUTES FROM PERSONNEL MEETING ON 4th FEBRUARY 2002
The Minutes were unavailable for signature it was agreed they will need to be added on to the next agenda for signing.

26 EXCLUSION OF PRESS AND PUBLIC Due to the confidential nature of business to be transacted, it was

RESOLVED

That the Press and Public be excluded from the Meeting whilst the following items were discussed.

27 STAFF SICKNESS Members were provided with the level of sickness since the last meeting and it was,

RECOMMENDED

That the sickness levels are continued to be monitored.

28 PART TIME BAR POSITION The Members were informed that this position had been impossible to fill despite an advert in the job Centre and in the paper there has been very little response. The Clerk has employed one person who is able to cover 2 shifts and functions her name is Clare Sutton a local girl who is very nice and has settled very well.

There are still 2 shifts to cover but it is easier to cover than four are. The Clerk recommends that the advert be kept in the job Centre and a notice at the bar. The Clerk asked the Members to endorse her actions. It was,

RECOMMENDED

That the Council endorsed the Clerks actions and the rest of the position is left vacant.

29 COST OF LIVING RISE Members were provided information from South East employers with regards to negotiations under way in respect of annual cost of living rise. Further negotiations were ensuing to try and reach 3.%. It was,

RECOMMENDED

The Council was to await further developments.

30 KCC – LGPS Members were informed of a letter from KCC regarding the increase of the employer rate from 251% to 260% as from April 2002. It was,

NOTED

31 PARKS FOREMAN The Clerk put forward Les Howel for a raise the Clerk feels that he has worked very hard over the past year and feels that he is a very reliable and proactive member of staff. It was,

RECOMMENDED

The Parks Foreman salary was increased to spinal point 22 effective from May 2002 pay, with a letter of thanks from the Members for all his hard work over the past year and may it continue.

32 CARE TAKER AND CLEANER RESIGNATION The Members were informed that a Leisure Centre Cleaner Joan Woodard and the Church Road Hall Caretaker Mr D Woodard had both given a letter of resignation, giving one months notice from 26th April.

The Clerk then informed the Members that Mr D Woodard had since withdrawn his notice and would not be leaving after all.

The Clerk informed the Members that she had advertised the Cleaner vacancy on the door of the Leisure Centre and had one application. The applicant was local and had a lot of experience of cleaning of a school, nightclub and cinema. It was,

RECOMMENDED

The Clerk was instructed to wait until the end of the week (17/05/02) for any further applications. The Clerk was given permission let the applicant cross over with one of the cleaners for a trial and if felt she was acceptable then employ her on probationary period.

33 TOWN CLERK Members were provided with a letter of resignation from the Town Clerk. It was,

RECOMMENDED

The letter of resignation was accepted very reluctantly from the Members of the Personnel Committee. The Clerk was instructed to proceed to put the same advert as was put in previously for the position of Clerk to be in the papers by the end of 17th May 2002 for two weeks. The advert is to state spinal point 25 – 28 inclusive depending on experience. Closing date to be the 7th June and interviews to be held week commencing 17th June 2002 with two Members from each party and the existing Town Clerk.

The Members also instructed the Clerk to ask Mrs Savill if she would be willing to help and cover if necessary. Details to be firmed if she would be willing to help.

BER

Meeting ended 7.40pm

A MEETING of the LEISURE CENTRE COMMITTEE
held at the
LEISURE CENTRE, CRAYLANDS LANE, SWANSCOMBE
on THURSDAY, 16TH MAY 2002 AT 6.30pm

PRESENT:

Cllr T Carrington

Cllr C Broadley
Cllr G M Clutterbuck
Cllr P R Defty

Cllr J C D Holmes
Cllr Mrs J M Holmes
Cllr Mrs A R Harvey
Cllr B E Read

34 APOLOGIES FOR ABSENCE None.

35 DECLARATIONS OF INTEREST No amendment register of registered declarations.

36 CVS Members were informed that Allan Shaw who is running CVS replacing the CYA has requested use of the Leisure Centre outdoors and indoors for an after schools club for 3 nights a week.

The Centre Manager has looked at the booking sheets and feels we could accommodate him with these times a week. Allan Shaw stated that funds are available limited. The Clerk suggested to Members that the first hour 4-5pm is free and then charges normal peak rate for the second hour. The Centre is not busy during the 4.-5 hour and the children will use the vending machines etc.

The Clerk informed Members that Allan had tried to run this club at Broomfield Park but unfortunately he came across children who weren't part of his group and gate crashed the club ruining the games they were trying to play. This is very hard to handle when the children interrupt in a public park, as he has no authority to stop them, as it is a public place.

The Clerk did inform Allan that he would need to put in writing what he wants from the Town Council. Allan has used the outdoor pitch and the children have been very well behaved. It was,

RECOMMENDED

The Clerk writes and informs Allan Shaw that he can have the use of the facilities free of charge for the first hour 4-5pm and then 5-6pm at normal peak rate prices. This should be done under the normal 5week booking procedure and reviewed at the next Leisure Centre Meeting.

The Clerk was also asked to write and ask for a summary of what had happened to any residual funds that had been left over from the CYA.

37 GOLDEN JUBILEE WEEKEND Members were informed that Saturday had seen only a few enquiries and as yet no tickets had been sold. Tickets had also been promised to clients from the disastrous New Years Eve do.

Members were informed that the Children's street party tickets were going well lots of local children obtaining tickets. It was,

RECOMMENDED

The Clerk speaks to the Band for the Saturday evening do and asks if they could come on the Sunday if not move band to the Bar and have a smaller function in the bar.

38 CCTV Members were informed that quotes were still being obtained for cameras overlooking the Car Park. It was,

NOTED

39 NEW VENDING MACHINE Members were informed that a new vending machine is being installed on 13th May 2002 which will be situated in the downstairs foyer area opposite the Sports Hall entrance. There is no rental fees or contract. It was,

NOTED

40 OUTDOOR PITCH Members were informed that a new Tuesday night 5 a side league will be starting in June running for 8 weeks. All local businesses and clubs have been sent letter including Bluewater shops.

Members were informed that Members who use the indoor pitch regularly will be written to and asked if during the summer they would like to swap to the outside court for no extra charge so we can free up the indoor court for some other types of activities. It was,

NOTED

41 POOL LEAGUE Members were informed that we had just entered the local Pool League, which takes place every Tuesday evening. The Leisure Centre Team has been made up of both staff and customers and our first match is Tuesday 14th May 2002. We are hoping this will be as successful as the Darts Matches bringing in a good custom every other Tuesday when we have a home match. It was,

NOTED

42 POOL TABLE Members were informed that the Pool Table in its short time has taken over £345 which easily out ways the outgoing. It was,

NOTED

43 STOCKTAKE Members were informed that although the stock take figures had improved by £300 from last stock take there was still a problem. The Centre Manager and the Clerk feel that a combination of all three issues listed are contributory to the deficit figure.

1. External Stock taker – there were a number of discrepancies in the way the stock had been counted. The Centre Manager did his own stock take on the morning of the official stock take and found a number of errors when comparing both counts.
2. Waste not being entered through the till.
3. Staff.

It was,

RECOMMENDED

That the stock is continued to be monitored and the weekly stock count is continued.

44 MANAGEMENT CONTRACT Members were asked if they had any comments or amendments they would like added to the Expressions of Interest document that they had received copies of. The document was discussed and Cllr J C D Holmes had some amendments mainly grammatical that should be changed. The Chair asked if Cllr Holmes could pass his corrected copy for the Clerk to amend. It was,

RECOMMENDED

Proposed by Cllr B Read the document was amended accordingly and sent out as soon as possible. Cllr T Carrington seconded this and it was suggested a covering letter sent with the Expressions of Interest with a request for them to reply by the end of June 2002.

MINUTES of the MEETING of the RECREATION, LEISURE AND AMENITIES
COMMITTEE held at the LEISURE CENTRE, CRAYLANDS LANE,
SWANSCOMBE on THURSDAY, 16th MAY 2002 at 7.30pm.

PRESENT:

| | | |
|-----------------------|-------------------|---------------------|
| | Cllr T Carrington | |
| Cllr. L J Bobby | | Cllr J C D Holmes |
| Cllr. C Broadley | | Cllr Mrs J M Holmes |
| Cllr. L G Caller | | Cllr B R Francis |
| Cllr. G M Clutterbuck | | Cllr M J Munn |
| Cllr. P R Defty | | Cllr Mrs I A Read |
| Cllr. T V Dixon | | Cllr B E Read |
| Cllr. H G Dold | | |

45 MINUTES OF THE RECREATION, LEISURE AND AMENITIES HELD ON 7TH MARCH 2002. Proposed as a true record by Cllr B E Read and seconded by Cllr L G Caller.

46 APOLOGIES FOR ABSENCE The following apologies were received from Cllrs W Cunningham, Mrs G Prior and Mrs A Harvey.

Cllr. B Read then addressed the Members with the news that the Town Clerk Mrs D Povey had given her resignation.

47 DECLARATIONS OF INTEREST No amendments to the registered register of declarations of interest. It was explained to the Members that the Monitoring Officer had told the Clerk that Grant of dispensation with regards to the Sports Pavilion lease, each individual Member would need to request dispensation it could not be done as a whole council.

48 BROOMFIELD Members were informed that the Cricket square was now in use, football pitches are being fertilized, seeded etc. Kiddies cricket strips are being used along with the tennis courts. It was,

NOTED

49 KNOCKHALL RECREATION GROUND Members were informed that the Football pitch had been fertilized and seeded. Cricket and rounders had been marked out for use of Swan Valley during week but is also being used by the community rest of time. It was,

NOTED

50 FORESHORE Members were informed that we are still awaiting result of planning observation and written request to Crest regarding the raising of part of the play area due to possible flooding. It was,

NOTED

51 SAXON COURT Members were informed that wooden fencing to be repaired, slats are missing. Shrubs that had been cut back last year are now blooming. It was,

NOTED

52 MANOR PARK Members were informed that there had been an improvement on vandalism and broken glass in play area. The Members were informed that the Parks Foreman was still awaiting a reply from the tree surgeon despite four chase up calls. However on reviewing the reports from the Church it recommends the trees are pruned. The Parks Foreman has been informed that 30% pruning would be too much of a shock to the elderly trees. It was,

NOTED

53 SWANSCOMBE PARK Members were informed that both Bowling Greens are now being used, the Tennis courts are being repaired (fencing) the cricket and tennis courts had been cut for the kids and are being used.

The Parks Foreman informed the Members that the gents toilets used by the staff and bowls clubs had been painted out by our staff. The ladies had after a misunderstanding been completed refurbished. It was,

RECOMMENDED

An invoice to be requested from Mr Heaver for the work he had done to the toilets and put into the Finance and General Purposes meeting.

The Members were informed that now that the inside of the toilets had been refurbished even though somewhat prematurely the outside doors and frames need to be made stronger and extra security added to deter vandalism. The Parks Foreman requested permission to carry this work out. It was,

RECOMMENDED

That quotes were obtained for the work.

54 MEMORIAL AREA Members were informed that the Parks Foreman was drawing up plans for the memorial area to be made into a garden and would like any ideas from the committee. It was,

RECOMMENDED

That Poppies are sowed in remembrance.

55 NOTICEBOARD Members were asked if it would be possible for a notice board to be put up in the park to let the public know of events, closing times etc. It was,

RECOMMENDED

That quotes were obtained for a wall mountable notice board to be screwed to the wall of the old toilet block.

56 PATH IN SWANSCOMBE PARK Members were asked if it would be possible to construct a path to link play area to existing path, which goes out to Gunn Road. It was,

RECOMMENDED

There always used to be a path here and therefore the Parks Foreman was to get quotes for constructing the path.

57 EQUIPMENT Members were reminded that the Parks Foreman had mentioned in various reports that most of the machinery is now coming to an end of its life. At the moment all are working but breakdowns are becoming regular. Presently the Parks staff is managing to make the repairs themselves but in the Parks Foreman's experience most will need of replacing towards end of year and next year. It was,

RECOMMENDED

The need of replacement of machinery to be looked at later in the year in future Recreation, Leisure and Amenities and Finance Meetings.

58 VANS Members were informed that both are working well and making workload much easier. It was,

NOTED

59 CRAYLANDS LANE AND PERSIMMONS HOMES Members were informed that since our last meeting not very much had been done despite a letter from the Clerk wanting reasons as to why nothing seems to be finished. They are now trying to put pressure on us to take over the football pitches within 3 weeks of them finishing so as any vandalism is down to us. The Parks Foreman has been given the impression that they are trying to run roughshod over us. The kissing gates still have not materialised after being promised over two months ago. It was,

RECOMMENDED

The Clerk contacts our solicitor and asks what can we do to push this along.

60 HERITAGE AND BROOMFIELD Members were informed that we are still awaiting replacement apparatus in the play area at Broomfield. The Parks Foreman had been promised a meeting with landscapers with regards to Craylands open spaces along Broomfield, which we are due to, take over, the meetings had been arranged and twice but the landscaper did not show. The Parks Foreman has informed Persimmons that he will not accept the areas as they are. It was,

RECOMMENDED

The Clerk asks our solicitor what can be done.

61 FOOTBALL ALLOCATION Members were provided with a list of the football allocation list. A query was raised on the charge to be made for Under 18's for Swanscombe Tigers as they play 45min each side as per adults. It was,

RECOMMENDED

The Mayor asks Swanscombe Tigers at presentation evening which was the following evening of the meeting regarding full charge being made for the Under 18's. Also it was agreed the Tigers should be written too and informed that only one match to be played in an afternoon not two.

62 SQUASH COURTS Members were provided with two quotes for repairing the Squash Courts. It was,

RECOMMENDED

To accept quote A proposed by Cllr L Caller and seconded by Cllr B Read. The work to be done as soon as possible as the money is in the budget.

63 CRIME PREVENTION TRAFFIC WORKING PARTY Members were provided with a copy of the crime prevention traffic working party held on 24/04/02. Please note date of next meeting is to be held on 22nd July 2002 at Grove Hall 6.30pm It was,

NOTED

64 MEETING WITH INSPECTOR BARDELL Members were provided with a copy of a report from a meeting held with Inspector Bardell regarding the firearm incidents reported. It was,

NOTED

65 LAND AT REAR OF LEWIS ROAD The Council went into Camera and all Press and Public was excluded from the meeting.

Members were provided with several copies of correspondence regarding the land at the rear of Lewis Road. A final letter from Mr Evans regarding a further request to purchase the land. It was,

RECOMMENDED

The Clerk instructs the Councils solicitor that the Council does not wish to sell this plot of land at this time. Cllr B Read proposed this motion and seconded by Cllr T Dixon a vote was taken and it was unanimous.

66 SPORTS PAVILION WORKING PARTY Members were provided with a copy of a report from the last Sports Pavilion Working Party meeting. It was,

RECOMMENDED

That the report was accepted as a true record of the meeting.

67 BOUNCY CASTLE REQUEST Members were provided with a copy of a letter from the Sports Pavilion requesting to have a Bouncy castle on the grass on Monday 3rd June 2002. It was,

RECOMMENDED

Permission given providing insurance was covered by the company who hired they hired the Bouncy Castle from.

68 KENT THAMESIDE TRANSPORT NEWS Members were provided with a copy of the Kent Thameside Transport news letter. It was,

NOTED

69 SPRINGDOVE RESIDENTS ASSOCIATION Members were provided with a copy a letter from Springdove Residents Association regarding the name of Ebbsfleet station. It was,

RECOMMENDED

The Clerk writes and offers the Town Council's support in keeping the name.

70 NPFA Members were provided with an invite to the National Playing Fields Assoc. AGM on 26th June 2002. It was,

NOTED

71 CONNEX Members were informed that a copy of a performance booklet from Connex was held in the office. It was,

NOTED

72 ST PETER AND ST PAULS – GOLDEN JUBILEE Members were provided with a copy of a letter from a local resident requesting help towards their Jubilee event from St Peter and St Paul's Church. It was,

RECOMMENDED

That a donation of £50 under section 137 to be given to the Church for help towards the funding of their Golden Jubilee Event. It was noted that Cllr P Defty did not take part in these discussions due to a previously declared interest.

73 S & G OLD PEOPLES WELFARE COMMITTEE Members were provided with a copy of the minutes from the last meeting held on 10th April 2002. It was,

NOTED

74 VALLEY VIEW Members were provided with a copy of a letter from Dartford Borough Council regarding a local residents query on Valley View. It was,

RECOMMENDED

The Clerk chases the Crown Estate regarding the Town Councils request to deal directly with them. Chase Dartford Borough Council regarding extra money to help bring the park into a decent state of repair. Also to ask our solicitor's advice on the possibility on us taking it over.

75 KCC – VISION FOR KENT Members were informed that a copy of a community strategy for the county of Kent entitled Vision of Kent was held in the office for reference. It was,

NOTED

76 MP DR HOWARD STOATE Members were provided with a copy of a letter from MP Howard Stoate regarding the Councils letter re the firearm incidents and the bus stop at Bodle Avenue. It was,

RECOMMENDED

The Clerk passes this letter onto the Crime Prevention Traffic Working Party meeting.

77 OPEN DAY AT TEMPLARS COURT Members were provided with a copy of a letter from Dartford Borough Council regarding an open day at Templars Court. It was,

NOTED

78 SWAN VALLEY COMM. SCHOOL Members were provided with a copy of a thank you letter from Mr Blackburn regarding his opportunity to speak at the Annual Town Meeting. It was,

RECOMMENDED

The Clerk writes and asks if he will come back and speak to the Members nearer the end of his time at Swan Valley.

79 PROPOSED NEW SCHOOL AT INGRESS Members were provided with a copy of a letter from Dartford Borough Council replying to the Council's letter with concerns over the proposed school at Ingress Park being a church school and not a school for the community. It was,

NOTED

80 KENT COUNTY CONSTABULARY Members were provided with a copy of a letter from Inspector Bardell regarding her recent meeting with the Council. It was,

NOTED

81 GROUNDWORK Members were provided with a copy of a letter regarding the proposed fence at Alkerden Lane and the reluctance of the land owner to allow kissing gates. It was,

NOTED

82 NORTH KENT CRIME PREVENTION PANEL Members were provided with a copy of a thank you letter from North Kent Crime Prevention Panel for the Town Councils recent donation. It was,

NOTED

83 DATA PROTECTION ACT Members were provided with A copy of a letter regarding registration for Data Protection. It was,

NOTED

84 STANDARDS BOARD FOR ENGLAND Members were provided with a copy of a letter from the Standards Board for England regarding the recent confusion over what would happen to a Member if they do not sign the acceptance of declaration, especially if their Council had not adopted the code. It was,

NOTED

85 KENT WILDLIFE TRUST Members were provided with a copy of the agenda for the 44th AGM of Kent Wildlife Trust on 28th June 2002. It was,

NOTED

86 DRAFT EQUAL OPPORTUNITIES POLICY Members were provided with a copy of Dartford Borough Council draft equal opportunities policy any comments to be forwarded by 24 May 2002. It was,

NOTED

87 SPORTS PAVILION PETITION The Council went into Camera and all Press and Public was excluded from the meeting. Members were provided with a copy of a letter sent to MP Howard Stoate with an attached petition with regards to the proposed new lease and rent negotiations taking place with the Town Council and Pavilion. It was,

RECOMMENDED

A press release to be issued giving the Council's side. A copy of a press that had been prepared earlier by Cllr B Read was distributed and suggestions were made on amendments. The Clerk was to make the amendments and once the Mayor approved the amendments to get published as soon as possible.

A copy of the press release was to be sent to the Pavilion and MP Dr H Stoate.

Motion proposed by Cllr B Read and seconded by Cllr L Caller a vote was taken and motion was carried.

The Council came out of Camera.

88 SKY DISHES Members were provided with a copy of a letter from a local resident regarding Dart Homes refusing to allow a resident in a flat to have a sky dish after the closure of on digital. It was,

NOTED

89 ERECTION OF PUBLIC ART AT ASDA Members were provided with a copy of a letter from DBC regarding the proposed public art at ASDA. It was,

RECOMMENDED

The Clerk writes and says thank you to Dartford Borough Council and to ask if the Members are not happy with the lighting arrangement would they arrange to turn it off.

90 KAPC – FAQ ON CODE OF CONDUCT Members were provided with a copy of a letter explaining frequently asked questions on the Model Code of Conduct. It was,

NOTED

91 KCC – INGRESS PARK PROPOSED NEW SCHOOL Members were provided with a copy of a letter from KCC regarding our concerns over the proposed Church School for Ingress Park. It was,

NOTED

92 GREENHITHE ENHANCEMENT UPDATE Members were provided with a copy of an update on Greenhithe Enhancement Plan. It was,

RECOMMENDED

The Clerk writes and asks what has happened with the plans suggested for the car park at the Avenue end, which the Members were under the impression was to be done by the end of March 2002.

The Car park in Eagles Road at the ASDA end the Members want to know who is responsible for keeping it clean. A request for another sign showing that there is a car park with an arrow or finger pointing to the position of the car park. In the car park a sign stating further parking at the rear.

The letter is also to ask what is happening with Bendigo Wharf and the Village Hall. The original intention of an enhancement plan should stay until all the car parks had been sorted out.

93 UNDER ONE ROOF Members were provided with a copy of an invitation to the opening of Storysack Library on Wed 12th June 2002 at 12.30pm. It was,

NOTED

94 CODE OF CONDUCT ETHICAL FRAMEWORK BULLETIN 9 Members were provided with a copy of the Code of Conduct Ethical Framework It was,

NOTED

95 CTRL DS17 FOOTPATH Members were provided with a copy of a notification regarding DS17 Footpath closure this will only be closing until Summer 2003 and a footbridge is being erected over 7 railway tracks!!! It was,

RECOMMENDED

The Clerk writes to CTRL and asks for a design for the footbridge as Members are concerned about safety for the public especially lighting if it is enclosed.

96 CHURCH OF ENGLAND DIOCESE OF ROCHESTER Members were provided with a copy of a letter from the Diocese regarding our concerns over the New school at Ingress Park being a Church School. It was,

RECOMMENDED

The Clerk writes and asks for clarification of limited places.

97 KCC – FAST TRACK Members were provided with a copy of a letter from KCC regarding phase one of Fast Track between Dartford and Greenhithe is being reported to Planning Committee on Tuesday 14th May 2002. It was,

NOTED

98 NEW DARTFORD BOROUGH COUNCIL WEBSITE Members were provided with a copy of a letter regarding the launch of Dartford Borough Council new web site Dartford Borough Council are requesting a short paragraph about the Town Council. It was,

NOTED

99 LAW AND ORDER SWANSCOMBE Members were provided with a copy of a fax from Cllr Read regarding a petition that has been passed to him regarding the problems with motorcycles in the area. It was,

RECOMMENDED

A Special Crime Prevention Traffic working party was arranged with Sue Free from Dartford Borough Council, and a police representative as high as we can get.

100 URBAN FUNDING – SWANSCOMBE TIGERS Members were provided with a copy of a fax from Cllr Read and a letter from Swanscombe Tigers requesting help with Urban Funding. It was,

RECOMMENDED

An Urban Working Party meeting date arranged and Swanscombe Tigers and Ross Gill from Urban invited. Urban Working Party Meeting set for 19th June 2002 at 6.00pm at Leisure Centre.

101 CRAYLANDS LANE SECTION 106 Members were provided with a copy of a letter from Dartford Borough Council replying to the Council's initial request for help towards the slow work of Persimmons. It was,

NOTED

102 DARTFORD BOROUGH COUNCIL SECTION 106 Members were provided with a copy of a letter to Dartford Borough Council asking for their help pointing out that they have only done 4 out of the 13 items requested.
It was, NOTED

103 PERSIMMONS Members were provided with a copy of a letter from Persimmons requesting written confirmation that the Town Council accepts the wording of the section 106 and the Town Council would take on responsibility of the Football pitches once we have provided them with a completion certificate.
It was, RECOMMENDED

That NPFA must agree that the pitches are acceptable before this Council gives any Certificate of completion.

104 CBHB&P Members were provided with a copy of a letter from our solicitor confirming that the wording in the section 106 is correct as far as once the pitches are established then the Council takes responsibility.
It was, NOTED

105 SLAUGHTER AND MAY Members were provided with a copy of a letter from Slaughter and May giving details of which specific area their clients have bought. It was, RECOMMENDED

The Clerk writes and acknowledges the letter.

106 CYCLE PATH TO SWAN VALLEY SCHOOL Members were informed of a site meeting held at Swan Valley School with regards to the planning application for the Cycle Path which goes through Swanscombe Infants in Keary Road. No one was happy with the planning application not even the PFI.

107 CBHB&P Members were provided with copies of correspondence between our solicitor and Crest solicitor. It was, NOTED

108 SECTION 106 – BENDIGO WHARF Members were provided with a copy of a letter from our solicitor regarding correspondence to Cllr Carrington and the concrete barge. It was, RECOMMENDED

The Clerk writes to the Council's solicitor and reminds him that Cllr Carrington and the Greenhithe Pier Company is separate and he should not use the money that has been provided in the Section 106 for solicitor's fees.

109 EBBSFLEET PLANNING APPLICATION Members were provided with a copy of a letter from Dartford Borough Council planning regarding the Section 106 and Ebbsfleet planning app. It was,

RECOMMENDED

The Clerk writes and asks if Ebbsfleet could be added to the agenda of the Major Development Meeting due to be held on 23rd May 2002.

110 TOWN PLANNING The following applications have been received from Dartford Borough Council for Members consideration.

DA/02/00381/FUL Erection of a two storey side extension

21 Herbert Road, Swanscombe

OBSERVATIONS No observations providing neighbours are Consulted.

111 BUS STOP OPPOSITE OLD SWIMMING POOL Members were asked if they were aware that the bus stop opposite the old swimming pool no longer exists.

112 STEPS AT THE SIDE OF GREENHITHE STATION Members were asked if they were aware of the poor condition of the steps at the side of Greenhithe station.

113 SAVING PRINT CARTRIDGES FOR RNIB Members were asked if they were aware that the RNIB are running a scheme where old print cartridges can be used to help the RNIB.

114 GRASS CUTTING OF THE AREA Members were asked if they were aware of the poor state of the grass cutting in the area of Greenhithe and Swanscombe by the contractors of Dartford Borough Council.

115 POOR STATE OF BACK GARDENS OF COUNCIL TENANTS Members were asked if they were aware if Dartford Borough Council monitored the condition of some of its tenants back gardens.



A MEETING of the MAJOR DEVELOPMENT COMMITTEE
Held at the LEISURE CENTRE CRAYLANDS LANE SWANSCOMBE
On THURSDAY 23RD MAY 2002 at 7.30pm

PRESENT:

| | |
|---------------------------|-------------------|
| Cllr T Carrington - Chair | |
| Cllr L Bobby | Cllr Mrs A Harvey |
| Cllr C Broadley | Cllr J C D Holmes |
| Cllr L Caller | Cllr Mrs J Holmes |
| Cllr P Defty | Cllr M Munn |
| Cllr T V Dixon | Cllr Mrs I A Read |
| Cllr H Dold | Cllr B E Read |
| Cllr B Francis | |

Sian Phillips – Dartford Borough Council

116 APOLOGIES FOR ABSENCE Apologies had been received from Cllrs G Clutterbuck, W Cunningham and Mrs G Prior.

117 DECLARATIONS OF INTEREST No amendments to register of registered declarations.

118 MINUTES OF THE MEETING HELD ON 15TH JUNE 2000 These were moved to be noted as they had been signed previously.

The Chair welcomed Sian Phillips for sparing time to come and talk to the Members regarding Eastern Quarry brief.

119 INTRODUCTION FROM SIAN PHILLIPS Sian introduced herself to the Members and gave a brief overview of the Planning Brief and to take forward the Dartford Borough Council planning view.

The Thames Gateway Framework 1995 removed the area from the Green Belt. Therefore allowing the area for development. From the Planning Brief there is the need for the finer level of detail of what sort of development will be allowed and set the rules that the planners and developers have to work in. So far 30-40 comments have been received about the plan some are detailed some are not.

The report will go to Cabinet on the 12th July 2002.

120 MEMBERS CONCERNS QUESTIONS AND COMMENTS The Members had lots of questions, concerns and comments which were put to Sian Phillips to be taken into account and added to her report that is to go to cabinet.

CONSULTATION

Taking into account the scale of the proposed development and its location. Why does the Planning Brief not mention consultation with Swanscombe & Greenhithe Town Council at the very beginning stages of any planning briefs or planning meetings?

The Members of Swanscombe & Greenhithe Town Council want to see the brief changed and the brief to actually say that consultation will be sought from the Town Council at every stage.

Members feel that if the Town Council are once again ignored and not included in the consultation from the very beginning then any decisions etc that are made would be undemocratic and not representative to the community the Town Councillors serve. The Members feel very strongly about this and will not be excluded again from such an important issue, which affects their area.

PLANNING GAIN

With the scale and location of the proposed development why does the Planning Brief not mention Planning Gain for the existing community.

After recent history where the residents of Swanscombe & Greenhithe have had very little or any Planning Gain from other large developments such as Ingress Abbey and Ebbsfleet, where there has not been any consultation with the Town Council at all as yet. The Members are very conscious of not allowing this to happen again. Especially as this proposed development is totally in the boundaries of Swanscombe & Greenhithe Town Council and was Swanscombe Park for over 300 years, the local community is entitled to planning gain from this loss.

The Planning Gain that will be achieved from this development must be for the whole community including the existing community not just for the benefit of the new development. Existing facilities are to be looked at and see if these can be improved upon instead of building all new. Consultation with the Town Council on these existing facilities is essential as we run and own most of them in the area.

With the Planning Gain it is important the ideas come from the Community and a measure of how many ideas come from the Community and how many come from other bodies such as planners.

TRAFFIC ISSUES

Traffic concerns are of top priority the local community has already been hit hard with the extra traffic problems that have occurred from Bluewater and now with the road works connected with CTRL.

The Local Community are slowly being hemmed in with Blue Water, Ebbsfleet, Eastern Quarry and eventually Swanscombe Peninsular. It is becoming increasingly difficult for the local residents to gain access onto the main roads from the junctions out of Swanscombe & Greenhithe. Nice new traffic controls have been installed for the new developments giving them priority to get out but no attempt has been made to give the existing local population the same benefits. With the further development of Eastern Quarry this situation is only going to get worse.

PUBLIC TRANSPORT

The Planning Brief is reliant on a public transport scheme that will have to be *futuristic* not just realistic. Maybe a dedicated mode of transports should be looked into and not just relying on buses.

These plans will fall flat on its face if the issue of cost of travelling on public transport is not addressed. At present for a family of four to go from Swanscombe to Gravesend it can cost in the region of £10 this is obviously not very attractive for such a small journey.

At the end of the day the car is still the preferred mode of transport and normal roads will be used even with the implementation of Fast Track. Members are very concerned that the same problems will occur as with Bluewater but on a lot larger scale.

AIR QUALITY

Members are very concerned with pollution and poor air quality. The levels with just Blue Water are already very high and the Members want to be reassured what measures will be taken to stop further or even steps to reduce the already high pollution levels.

WILDLIFE

The Members are very concerned that just because the proposed development is being built in a pit that the wildlife is not overlooked. It is very well known that lots of wildlife has made the pit their home including newts, bats and lizards. The Members would expect full environmental studies of the area to be done and documented.

ACCESS AND LINKS

Access and links to Swanscombe needs to be addressed as there will be a large gradient that would deter people from walking or cycling and tempt people to drive.

AFFORDABLE HOUSING

The Members are concerned that there will not be affordable housing, which the local community will be able to afford. To make the Eastern Quarry a community which is supposedly the aim then you need people who are going to live and stay in the area and bring up children in the area.

This will be achieved if you encourage the existing community to live in the development with the offer of affordable housing which matches local wages and not inflated wages of the commuter residents.

With the added attraction of being only 17 minutes from London with the opening of the high speed rail link. There is an increased risk of the area being only affordable for the commuter population with high paying jobs, and pushing the existing population out of the market, and out of the area of where their families have possibly lived for generations.

EXISTING COMMUNITY AND FACILITIES

Is it envisaged that a buffer zone will be created between the boundaries of the proposed development and existing community or will the development be built right up to the boundary?

Have there been any discussions with regards to places of worship for any denomination in the way of building new places of worship?

Listed in the brief are facilities that are going to be made available to the community such as six 2-form entry schools and one 1-form entry school. Is the planner's etc aware that there is already a shortage of children for the existing schools let alone new ones. The prediction of new developments bringing new children has not been accurate as the new houses have brought career people and people who buy to make a profit and move on.

If the schools are built then there will be a further need for affordable housing to attract teachers which there is already a shortage of.

In the facilities it is mentioned 7 playing fields yet there is not mention of changing rooms or marked out pitches. There is no mention of open recreation ground for children to let off steam not just structured formalised play areas but rough areas for a kick about. All of these things would have been mentioned before the planning brief if consultation had been sought first and foremost from the local community and representatives of the community.

REPLACEMENT OF WOODLAND

Eastern Quarry not only is in the boundary of Swanscombe & Greenhithe Town Council but it was most importantly large woodland, which was over 300 years old before it was unceremoniously ripped up. This has been the areas greatest loss of open space and recreation area.

This needs to be replaced as was originally promised to the local community when it was first destroyed.

NAME OF THE PROPOSED DEVELOPMENT

Finally but certainly no less important is the name of the proposed development. The Town Council would like to make a proposal from the very beginning that the name should be kept as Swanscombe Park as it was for over 300 years.

121 EBBSFLEET AND SECTION 106 Members had several questions regarding Ebbsfleet which the Members requested that Sian Phillips took back to Dartford Borough Council for their comments and answers on.

Q.1 Why has the Town Council not been consulted in any way with regards to setting of the Section 106 for Ebbsfleet?

Q.2 Why has there been so little information passed onto this Council with regards to Ebbsfleet?

Q.3 A large sporting facility has been wiped out. Is there anything in the Section 106 with regards to planning gain and replacing this vast recreational ground?

Q.4 Does Dartford Borough Council not find this discourteous that they have not consulted this Town Council all the way through this development?

Q5. This Council was told at the very beginning that the recreational area that was taken would be replace. If this is not in Black & White in the way of Section 106 this promise will disappear.

The Chair thanked Sian Phillips for coming to speak with the Council and for giving as detailed answers as she could.

122 CONSOLIDATION OF POINTS Members discussed the meeting and it was,

RECOMMENDED

The Clerk points all the comments, questions and concerns into a letter and send to the Planning Department without delay, for adding to the report due to go to Cabinet on 12th July 2002.

BEK

Meeting ended 8.45pm

34

MINUTES of the MEETING of the FINANCE AND, GENERAL PURPOSES
COMMITTEE held at the LEISURE CENTRE, CRAYLANDS LANE,
SWANSCOMBE on THURSDAY, 13TH JUNE 2002 at 7.30pm

PRESENT:

Cllr B E Read

| | |
|---------------------|---------------------|
| Cllr L Bobby | Cllr T V Dixon |
| Cllr L Caller | Cllr H Dold |
| Cllr T J Carrington | Cllr J C D Holmes |
| Cllr G Clutterbuck | Cllr Mrs J M Holmes |
| Cllr W Cunningham | Cllr M J Munn |
| Cllr P Defty | Cllr Mrs G Prior |
| | Cllr Mrs I Read |

Cllr I Jones – KCC Councillors
1 – Member of public

123 MINUTES OF THE MEETING HELD ON 21ST MARCH 2002 Cllr B E Read proposed from the chair they are a true record the motion was seconded by Cllr I Read.

124 APOLOGIES OF ABSENCE Apologies were received from Cllrs M Munn and Mrs A Harvey.

125 DECLARATIONS OF INTEREST Register of declared interest remained the same except an addition of Pecuniary interest for Cllr P R Defty from Maison Maurice.

Members asked what the position was with the Grant of dispensation, which had been requested with regards to the Pavilion. It was explained that the request would need to go to the Standards Board Committee due to be held on Wednesday 26th June 2002 at 7.00pm at Dartford Borough Council Civic Centre. The Town Council's representative Cllr J C D Holmes would be attending.

The Chair then opened the floor to Cllr I Jones a KCC Councillor who the Town Council invited to speak at this meeting.

Cllr I Jones addressed the Members stating that he was available at anytime if there are any problems that we would like him to address as KCC Councillor.

EDUCATION

Cllr I Jones explained that he was a Head Teacher and understood the problems that Swan Valley was having. He understands the problems Swanscombe is facing with the bad name Swan Valley has got and the type of pupils it is attracting. The problem with the school having such a bad reputation it is making the local people send their children further afield and causing problems in other areas. The other schools are unable to take the children on if there are places at Swan Valley.

The New Head teacher has given a good impression and has a good approach. There is soon to be a meeting with the Head Teacher and the MP.

MODERNISATION OF GOVERNMENT

Cllr I Jones explained that it does have some benefits with select committees in line with Central Government. Special items call witnesses and professionals to give advice.

There have been discussions of changing the school year from a 3-term year to a 6 term year. 80% of Head Teachers think it is a good idea and want change. This scheme is working very well in a school in Dartford Leigh City Technology and everyone is happy with it.

REFUGE DISPOSAL

This item is a headache for the County Council who is responsible for disposal of all refuse. One answer is to incinerate but it causes large problems in the area. Dumping of fridge and freezers is a growing concern.

ABANDONED CARS

All of a sudden the cars disappeared and then they came back. From the 1st April 2002 operation cubit is back. Gravesham, Dartford and KCC are working very closely with the Police.

Cllr I Jones then asked if the Members had any questions for him.

The Chair Cllr B Read started by informing Cllr I Jones of the growing problem we are having with Anti-social behaviour. Also the lack of policing in the area. 999 calls are made and no response is made. Graffiti, vandalism and abandoned cars are growing all the time. Cllr Read stated that he did not know what influence the KCC had on the Police but stated that we need help.

Cllr J C D Holmes asked Cllr I Jones How as a previous Head Teacher can the Council encourage the Community to accept Swan Valley as a Community School.

Cllr I Jones stated that only by the Councillors going to the school on open days and evenings etc by showing the Community that you want to get involved in the school will help the local Community accept the school.

Cllr B Read asked Cllr I Jones if he would chase up what was happening with the improvements with Stanhope Road and Grove Car Park. These improvement were promised with the 1st Phase of the school being built and they haven't even started the improvements.

126 ACCOUNTS PAID FOR FEBRUARY AND MARCH 2002 The Town Clerk reported that the accounts amounting to £61253.76 had been paid during February and March 2002.

127 INCOME FOR FEBRUARY AND MARCH 2002 The Town Clerk reported that the income for February and March 2002 of £26710.66 was received.

128 MEMBERS WERE PROVIDED WITH COPIES OF YEAR END ACCOUNTS FOR MARCH 2001 It was,

RECOMMENDED

The year-end figures are resubmitted with an explanation of the large written off figure.

129 PIER HOTEL MEETING Members were provided with a copy of a report from a meeting with Sue Free and the Publican of the Pier Hotel regarding complaints of people congregating outside his pub in the summer months and regarding his request for keeping tables and chairs outside the pub. It was,

RECOMMENDED

The Clerk was instructed to write and ask why the local residents had not been consulted as previously agreed by Chris Oliver in a previous letter.

130 SWANSCOMBE HERITAGE PARK & CRAYLANDS Members were provided with a of a report from the last meeting with Groundwork regarding the improvements to Heritage park. It was,

NOTED

131 DTLR – CONSULTATION PAPER ON LOCAL INVESTIGATION AND DETERMINATION OF MISCONDUCT Members were provided with a copy of a letter from DTLR regarding a consultation paper which is held in the office for reference. Also a copy of Dartford Borough Council's findings of the consultation paper for you reference. It was,

NOTED

132 DISTRICT AUDIT Members were provided with copies of two letters from District Audit regarding the New Accounting and Audit Regime and a statement of responsibilities booklet which is held in the office for reference. It was,

NOTED

133 LEVER ARCH FILES Members were reminded that if they require lever arch files to file any of their paperwork if they talk to Clerk or the Assistant Clerk after the meeting this

134 SWANSCOMBE PARK TOILETS Members were provided with a copy of the invoice from RPH Properties for the work has been done to the staff/bowls toilets. It was,

RECOMMENDED

The invoice to be paid but a covering letter sent explaining that in the future he must have written authorisation to do in work on behalf of the Town Council.

135 DARTFORD & DISTRICT POST OFFICE Members were provided with a copy of reply from Dartford & District Post Office Advisory Committee stating that this has now wound up throughout the country. It was,

NOTED

136 GREENHITHE ENHANCEMENT Members were provided with a copy of a reply from Dartford Borough Council regarding our letter to Greenhithe Enhancement Plan. It was,

NOTED

137 STANDARDS COMMITTEE Members were provided with a copy of a letter regarding our request for Grant of dispensation for Sports Pavilion a member from this Town Council must go to this meeting. It was,

NOTED

Cllr J C D Holmes was reminded of the meeting and asked if the was unable to attend for any reason to contact the Clerk immediately.

138 NOTICE OF MEETINGS Members were provided with a copy of the list of dates for Council Meetings at Dartford Borough Council. It was,

NOTED

139 FRIENDS OF WAR MEMORIALS Members were provided with a copy of letter regarding external war memorials, which would benefit volunteers for practical assistance. It was,

NOTED

140 COMMUNITY YOUTH ASSOCIATION Members were provided with a copy of a letter from Dartford Borough Council for information regarding the ex CYA. It was,

NOTED

141 PARISH NEWS Members were provided with a copy of the Parish Newsletter. It was,

RECOMMENDED

The Clerk to investigate further three articles listed in the Parish News. Time to axe double tax, Plans and Grants available and Borrowing limit removed.

142 STONE CASTLE Members were provided with a copy of an information leaflet on Stone Castle. It was,

NOTED

143 KENT WILDLIFE TRUST Members were provided with a copy of a request for a donation to help them buy South Blean Woods to stop them being demolished. It was,

NOTED

144 BUS SHELTERS Members were provided with a copy of a letter replying to our request for a bus shelter to be put in at old Swanscombe Swimming Pool. It was,

RECOMMENDED

The Clerk writes and asks if Dartford Borough Council could speed up their repairs to the bus shelters and list the worst bus shelters.

145 SWANSCOMBE CEMETERY Members were provided with a copy of a letter replying to our request of the matter of insurance cover for our employee when he is covering the Cemetery. It was,

NOTED

BR

146 SITE VISIT PLANNING APPLICATION Members were provided with a copy of an invite to a site visit to 1 Butcher Walk for a better understanding of Planning application. Thursday 20th June 2002 at 6.45pm. It was,

NOTED

147 CBHB&P – GREENHITHE WATERFRONT Members were provided with a copy of a letter from our solicitor with a copy of a letter he had written to Crest re Greenhithe Waterfront Management Co. It was,

NOTED

148 ALCOHOL FREE AREAS Members were provided with a copy of a letter from Sue Free from Dartford Borough Council re the Alcohol free areas. It was,

RECOMMENDED

The Clerk speaks to the Parks Foreman for a list of where bottles and cans have to be cleared up.

149 STANDARDS BOARD OF ENGLAND Members were provided with a copy of a letter from Dartford Borough Council to the Standards Board for England regarding the policy over Town Councillors who are also on Planning Committees as Borough Councillors. It was,

NOTED

150 CREST – DS1 FOOTPATH Members were provided with a copy of a letter from Crest footpath manager regarding Footpath DS1. It was,

NOTED

151 CTRL Members were provided with copies of notices regarding road closures at Northfleet Ind Est and Extension to Manor Way. It was,

NOTED

152 REVISED MEETING DATES Members were provided with a copy of a revised copy of meeting dates at Dartford Borough Council. It was,

NOTED

153 VISIT TO INGRESS Members were informed that Crest had arranged a visit around Ingress Park for the evening of the Finance and General Purposes. Only the Borough Councillors had been invited. It was,

RECOMMENDED

The Clerk writes to Crest and inform them that some of the Dartford Borough Councillors could not attend because of the meeting of the Town Council and also it would have been polite to have invited the Town Council as well. Write and ask for a similar visit to be arranged for the Town Council.

154 EBBSFLEET ARCHAEOLOGICAL DIG Members informed of the Archaeological dig that had been arranged by RLE was very interesting. It was,

RECOMMENDED

The Clerk writes and asks RLE what will be happening with the finds, as the Town Council is very keen for them to stay in the area.

155 INGRESS PARK PROPOSED NEW SCHOOL Members were provided with a copy of a letter from KCC replying to our comments on the proposed new school at Ingress Park. It was,

NOTED

156 DIOCESE OF ROCHESTER Members were provided with a copy of a letter from the Church of England regarding our request of clarification of percentage of children. It was

NOTED

157 DS1 INGRESS PARK Members were provided with a copy of a letter from Dartford Borough Council with regards to our observations on the planning application of moving DS1. It was,

NOTED

158 CROWN ESTATE Members were provided with a copy of a letter from the Crown Estate regarding Valley View and the possibility of the land transferring to Town Council responsibility. At a cost of £1000. It was,

RECOMMENDED

It was proposed by Cllr B Read and seconded by Cllr P Defty to write and secure the purchase of the play area. It was also recommended that the Clerk writes to Dartford Borough Council informing them that we will be purchasing the play ground but also requesting if there would be extra funding available as the play area is very overgrown and will need more that has been put aside.

BER

The Clerk was instructed to copy MP Dr H Stoate and ask the Parks Foreman to get quotes from our own contractors for the work that needs to be done to the play area.

A vote was taken and it was unanimous.

159 MP DR H STOATE Members were provided with a copy of a letter from MP Dr Stoate regarding Valley View with a copy of his letter from the Crown Estate. It was,

RECOMMENDED

As per Minute ref 158.

160 EASTERN QUARRY Members were provided with a copy of the Town Council's letter to Planning regarding the Members comments and questions and concerns on Eastern Quarry after the Major Development Meeting. It was,

NOTED

The Members thanked the Clerk for the detailed letter sent to the Planning department.

161 ARCHITECT – EASTERN QUARRY Members were provided with a copy of a letter sent to Eric Kuhne requesting he meets with the Town Council regarding Eastern Quarry. It was,

NOTED

Cllrs L Caller and T Carrington both left the room at 8.55pm

162 TOWN PLANNING Members were informed of the following applications which had been received from Dartford Borough Council for the Members considerations

| | |
|-----------------|---|
| DA/02/00475/FUL | Erection of a part single/part two storey rear extension 39 Knockhall Chase Greenhithe |
| OBSERVATIONS | No observations providing Neighbours are consulted |

BZR

| | |
|-----------------|--|
| DA/02/00485/REM | Submission of details of slab levels in relation to the Woodlands & Parklands (South) phases of Residential development pursuant to Cond. 15 of PP DA/98/664 |
| | Woodlands & Parklands (South) Ingress Park |
| OBSERVATIONS | No observations. |
| DA/02/00457/COU | Application for the inclusion of land at side of the Property into residential garden & erection of a 6ft brick wall & boundary fence. |
| | 1 Woodland Way Greenhithe Kent |
| OBSERVATIONS | No observations providing Neighbours are consulted. |
| DA/02/00445/COU | Change of use of property from Drs Surgery to 6 Self contained flats. |
| | Drs Sugery Southfleet House, 126 Stanhope Road |
| OBSERVATIONS | Neighbours to be consulted and also Members are Concerned that there is no mention of proposed Parking. |
| DA/02/00487/FUL | Retention of a conservatory |
| | 14 Whites Close Greenhithe |
| OBSERVATIONS | Neighbours to be consulted. Members are also Disappointed that this is once again retrospective Planning application. |
| DA/02/00504/FUL | Application for Variation of Condition 3 of PP DA/95/275/FUL in relation to the continued use of Garage/parking area for residential accommodation. |
| | Frobisher Way Greenhithe. |
| OBSERVATIONS | Members are against the loss of off road parking. |

| | |
|-----------------|---|
| DA/02/00492/LBC | App for listed building consent for restoration Underground storage tunnels. |
| | The Grange Ingress Park Greenhithe |
| OBSERVATIONS | No observations |
| DA/02/00188/COU | Revised Plans – revised location of boundary fence |
| | 28 Caspian Way Swanscombe Kent |
| OBSERVATIONS | No observations providing neighbours are consulted. |
| DA/02/00526/FUL | Erection of 3 free standing pole mounted security Cameras within Abbey Environs./ |
| | Grounds of Ingress Abbey |
| OBSERVATIONS | No observations. |
| DA/02/00521/FUL | Sub of details relating to design, fixing & location Of bat grills pursuant to Cond 5 of PP DA/01/924 |
| | Monks Well, Cave of 7 Heads & The Grange |
| OBSERVATIONS | No observations. |
| DA/02/00527/LBC | App for listed building consent for the erection of 3 Free standing pole mounted security cameras within Abbey environs(same as 14I but one this one is a Listed building app. But for the same place) |
| | Grounds of Ingress Abbey |
| OBSERVATIONS | No observations. |
| DA/02/00522/REM | Sub of details to piling & service routes in relation to Rose garden walls pursuant to Cond. 5 of PP DA/02/0030 |
| | Woodlands Ingress Park |
| OBSERVATIONS | No observations |

DA/02/00511/FUL Erection of a first floor rear extension
124 Knockhall Road Greenhithe

OBSERVATIONS No observations providing neighbours are consulted

The following notices had been received from Dartford Borough Council and had been granted.

DA/97/00411/REM Bluewater Western Quarry West of Bean Road G/H

DA/97/00186/REM Bluewater Western Quarry West of Bean Road G/H

DA/99/00537/REM Bluewater Western Quarry of Bean Road G/H

DA/01/00655/REM Ingress Abbey Ingress Park

DA/02/00305/FUL Residents of plots 22-31

The following decision notices had been received from Dartford Borough Council and had been refused.

DA/02/0333/FUL 28 Frobisher Way Greenhithe

The following application had been received from Dartford Borough Council for the Members consideration.

DA/02/00546/FUL Erection of a garden shed variation of cond. 14
Of PP DA/98/997/OUT

24 Watermans Way Greenhithe Kent

OBSERVATIONS No observations providing neighbours are consulted.

The following notices had been received from Dartford Borough Council and had been approved.

DA/02/000030/REM 14U Ingress Abbey

DA/98/00813/REM 14V McDonalds

- DA/02/00486/REM 14X Ingress Park
- DA/00/00183/REM 14Y Land at rear of 16-24 Cobham Terrace
- DA/02/00489REM 14Z Village Quarter
- DA/02/00338/REM 14AA Ingress Abbey
- DA/02/00300/REM 14BB Ingress Abbey
- DA/02/00906/REM 14CC Ingress Abbey
- DA/02/00371/FUL 14DD 13 Pilgrims View

The following application had been received from RLE for Members consideration.

300/GRA/2/R5 & 300/DAR/4/R3 Ebbsfleet River Underbridge revisions (plans and specifications)

OBSERVATIONS No observations.

163 CHILDS CRESCENT PATH Are Members aware that the path in Childs Crescent is in a very bad condition.

164 EYNESFORD ROAD Are Members aware that there are large cracks in the path at Eynesford Road in Greenhithe. Children and Mums taking their children to Knockhall School use the path.

165 SPORTS PAVILION Due to the confidential nature of the business the Council are about to discuss all press and public are asked to leave the room.

166 MP DR H STOATE Members were provided with a copy of a letter from MP Dr H Stoate regarding the lease between the Town Council and Sports Pavilion.

It was,

NOTED

BZR

167 SPORTS PAVILION Members were provided with a copy of the Town Council's reply to MP Dr H Stoate regarding the Sports Pavilion. It was,
NOTED

168 SPORTS PAVILION WORKING PARTY MEETING REPORT Members were provided with a copy of the Sports Pavilion Working Party Meeting which was held on 12th June 2002 and a copy of a statement made by the Committee of the Swanscombe and Greenhithe Sports and Social Club. This was handed to the Clerk in person by the Secretary of the Club Mr R Sarfas. It was,
RECOMMENDED

Both items were discussed at length and it was recommended that the Committees Views statement would be deferred to the next working party meeting. A meeting is trying to be arranged between MP H Stoate and the Working Party.

Beleed

Income and Expenditure Feb 02

| <u>Department Number :</u> 0 | | <u>Department Name :</u> | | |
|------------------------------|------------------------|--------------------------|----------------|----------------|
| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
| 4100 | Bank Interest Received | | 261.60 | -261.60 |
| 7307 | Bar Food Expenses | 32.31 | | 32.31 |
| | | <u>32.31</u> | <u>261.60</u> | <u>-229.29</u> |

| <u>Department Number :</u> 1 | | <u>Department Name :</u> Grove Hall | | |
|------------------------------|------------------------------|-------------------------------------|----------------|----------------|
| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
| 4000 | Grove Hall Hire | | 240.63 | -240.63 |
| 7006 | Net Wages - Grove Hall Staff | 202.80 | | 202.80 |
| 7805 | Cleaning Grove Hall | 3.83 | | 3.83 |
| 7806 | Cleaning Church Road Hall | 9.90 | | 9.90 |
| | | <u>216.53</u> | <u>240.63</u> | <u>-24.10</u> |

| <u>Department Number :</u> 3 | | <u>Department Name :</u> Church Road | | |
|------------------------------|------------------------------------|--------------------------------------|----------------|----------------|
| <u>C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
| 4001 | Church Road Hall Hire | | 473.09 | -473.09 |
| 7005 | Net Wages - Church Road Hall Staff | 316.90 | | 316.90 |
| 7201 | Gas | 271.94 | | 271.94 |
| 7806 | Cleaning Church Road Hall | 13.73 | | 13.73 |
| 7921 | Hygiene Services | 1.86 | | 1.86 |
| | | <u>604.43</u> | <u>473.09</u> | <u>131.34</u> |

| <u>Department Number :</u> 7 | | <u>Department Name :</u> Swanscombe Park | | |
|------------------------------|------------------------------|--|----------------|-----------------|
| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
| 7004 | Net Wages - Parks Staff | 1,103.14 | | 1,103.14 |
| 7205 | Parks Maintenance | 123.00 | | 123.00 |
| 7207 | Parks Petty Cash expenditure | 77.56 | | 77.56 |
| 7310 | Parks Vehicles | 6.00 | | 6.00 |
| | | <u>1,309.70</u> | | <u>1,309.70</u> |

| <u>Department Number :</u> 8 | | <u>Department Name :</u> Knockhall Playing Field | | |
|------------------------------|-----------------|--|----------------|----------------|
| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
| 7305 | Parks Equipment | 73.52 | | 73.52 |
| | | <u>73.52</u> | | <u>73.52</u> |

| <u>Department Number :</u> 9 | | <u>Department Name :</u> Broomfield Sports Ground | | |
|------------------------------|-----------------|---|----------------|----------------|
| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
| 7305 | Parks Equipment | 73.52 | | 73.52 |
| | | <u>73.52</u> | | <u>73.52</u> |

| <u>Department Number :</u> 11 | | <u>Department Name :</u> Sports Centre | | |
|-------------------------------|-------------------------------|--|----------------|----------------|
| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
| 2213 | P.A.Y.E. Grove Hall Staff | 57.20 | | 57.20 |
| 2215 | P.A.Y.E. Leisure Centre Staff | 85.35 | | 85.35 |
| 2224 | N.I. Bar Staff | 0.88 | | 0.88 |
| 2225 | N.I. Leisure Centre Staff | 544.11 | | 544.11 |

BZR

Date: 06/06/2002
Time: 10:46:31

Income and Expenditure Feb 02

| | | | | |
|------|---------------------------------|-----------------|-----------------|------------------|
| 4013 | Bar Snacks | | 140.81 | -140.81 |
| 4015 | Bar Party Food | | 559.32 | -559.32 |
| 4016 | Bar Gaming Machines | | 261.49 | -261.49 |
| 4017 | Bar Misc Income | | 245.00 | -245.00 |
| 4038 | Tea Machine | | 30.21 | -30.21 |
| 5005 | Bar Supplies | 1,763.98 | | 1,763.98 |
| 5006 | Rental of Gaming Machine | 181.39 | | 181.39 |
| 6901 | Leisure Centre Misc Expenses | 2.07 | | 2.07 |
| 7007 | Net Wages - Bar Staff | 1,331.51 | | 1,331.51 |
| 7012 | Net Wages - Casual Staff | 38.25 | | 38.25 |
| 7210 | Leisure Centre Equipment | 42.55 | | 42.55 |
| 7307 | Bar Food Expenses | 207.70 | | 207.70 |
| 7308 | Bar Misc | 5.99 | | 5.99 |
| 7510 | Leisure Centre Leased Equipment | 18.57 | | 18.57 |
| 7555 | Cash in Transit | 83.39 | | 83.39 |
| | | <u>3,675.40</u> | <u>4,754.32</u> | <u>-1,078.92</u> |

Department Number : 13

Department Name : Parks Equipment

| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
|------------|--------------------------|-----------------|----------------|-----------------|
| 2211 | P.A.Y.E. Parks Staff | 352.48 | | 352.48 |
| 2221 | N.I. Parks Staff | 469.93 | | 469.93 |
| 2231 | Pension Fund Parks Staff | 528.04 | | 528.04 |
| 7205 | Parks Maintenance | 101.85 | | 101.85 |
| 7305 | Parks Equipment | 25.31 | | 25.31 |
| 7309 | Parks Misc Exps | 3.83 | | 3.83 |
| 7310 | Parks Vehicles | 75.30 | | 75.30 |
| | | <u>1,556.74</u> | | <u>1,556.74</u> |

Department Number : 14

Department Name : Town Council

| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
|------------|----------------------------|-----------------|----------------|-----------------|
| 210 | P.A.Y.E. Admin Staff | 368.06 | | 368.06 |
| 2220 | N.I. Admin Staff | 425.16 | | 425.16 |
| 2230 | Pension Fund Admin Staff | 228.68 | | 228.68 |
| 4444 | Photocopying | | 5.40 | -5.40 |
| 5103 | Solicitors Fees | 87.50 | | 87.50 |
| 6206 | Town Council Miscellaneous | 20.00 | | 20.00 |
| 7013 | Net Wages Admin Staff | 2,247.63 | | 2,247.63 |
| 7204 | Public Lighting | 1,288.08 | | 1,288.08 |
| 7504 | Office Stationery | 1.45 | | 1.45 |
| 7509 | Admin Postage | 37.32 | | 37.32 |
| 7512 | Admin Stationary/Supplies | 50.98 | | 50.98 |
| 7555 | Cash in Transit | 83.39 | | 83.39 |
| 7600 | Legal Fees | 50.00 | | 50.00 |
| 7601 | Audit and Accountancy Fees | 1,448.94 | | 1,448.94 |
| 7602 | Consultancy Fees | 40.00 | | 40.00 |
| | | <u>6,377.19</u> | <u>5.40</u> | <u>6,371.79</u> |

BER

| | | | | |
|------|-----------------------------------|------------------|-----------------|-----------------|
| 2235 | Pension Fund Leisure Centre Staff | 203.62 | | 203.62 |
| 2236 | Pension Fund Cleaning Staff | 35.80 | | 35.80 |
| 4018 | Sports Hall Income | | 1,182.61 | -1,182.61 |
| 4019 | Fitness Suite Income | | 517.96 | -517.96 |
| 4020 | Kids Activities Income | | 278.03 | -278.03 |
| 4021 | Admission Income | | 85.36 | -85.36 |
| 4022 | Concession Income | | 346.46 | -346.46 |
| 4023 | Aerobics Income | | 335.61 | -335.61 |
| 4024 | Membership Income | | 218.85 | -218.85 |
| 4025 | Kids Parties Income | | 218.05 | -218.05 |
| 4026 | Functions Income | | 255.32 | -255.32 |
| 4027 | Tae Kwan Do Income | | 129.85 | -129.85 |
| 4028 | Racquet Hire Income | | 1.70 | -1.70 |
| 4029 | Committee Room Income | | 101.22 | -101.22 |
| 4031 | Yoga Income | | 104.17 | -104.17 |
| 4036 | Sweet Vending Income | | 33.94 | -33.94 |
| 4037 | Misc Leisure Centre Income | | 87.22 | -87.22 |
| 4039 | sun bed | | 82.99 | -82.99 |
| 4906 | Outdoor court | | 156.59 | -156.59 |
| 4909 | Dancewise and Tae Kwon Do on Satu | | 153.20 | -153.20 |
| 5102 | Transport Insurance | 1.96 | | 1.96 |
| 7008 | Net Wages - Leisure Staff | 4,118.25 | | 4,118.25 |
| 7009 | Net Wages - Cleaning Staff | 420.44 | | 420.44 |
| 7012 | Net Wages - Casual Staff | 364.75 | | 364.75 |
| 7106 | Water Leisure Centre | 249.82 | | 249.82 |
| 7200 | Electricity | 2,134.33 | | 2,134.33 |
| 7201 | Gas | 1,088.10 | | 1,088.10 |
| 7210 | Leisure Centre Equipment | 45.25 | | 45.25 |
| 7306 | Leisure Centre Maintenance | 67.15 | | 67.15 |
| 7501 | Postage and Carriage | 7.96 | | 7.96 |
| 7506 | Leisure Centre Stationery | 90.66 | | 90.66 |
| 7508 | Leisure Centre Equipment - sports | 31.97 | | 31.97 |
| 7511 | Sunbed expenses | 52.50 | | 52.50 |
| 7555 | Cash in Transit | 83.39 | | 83.39 |
| 7604 | L/C Postage | 13.29 | | 13.29 |
| 7612 | Leisure Centre Petty Cash | 32.86 | | 32.86 |
| 7804 | Leisure Centre Cleaning | 173.08 | | 173.08 |
| 7921 | Hygiene Services | 11.18 | | 11.18 |
| 8203 | Training Costs | 170.00 | | 170.00 |
| | | <u>10,083.90</u> | <u>4,289.13</u> | <u>5,794.77</u> |

Department Number : 12**Department Name :** Thames Bar

| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
|------------|---------------------------------|---------------|----------------|----------------|
| 2212 | P.A.Y.E. Church Road Hall Staff | | 12.30 | -12.30 |
| 2214 | P.A.Y.E. Bar Staff | | 491.75 | -491.75 |
| 4012 | Bar Drinks | | 3,013.44 | -3,013.44 |

BER

Date: 06/06/2002
Time: 10:46:31

Income and Expenditure Feb 02

Department Number : 15

Department Name : Park Staff

| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
|------------|-------------------------|------------------|------------------|------------------|
| 7004 | Net Wages - Parks Staff | 1,902.74 | | 1,902.74 |
| | | <u>1,902.74</u> | | <u>1,902.74</u> |
| | | <u>25,905.98</u> | <u>10,024.17</u> | <u>15,881.81</u> |

BER

Income and Expenditure March 02

| <u>Department Number :</u> 0 | | <u>Department Name :</u> | | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
|------------------------------|------------------------|--------------------------|--|---------------|----------------|----------------|
| <u>N/C</u> | <u>N/C Name</u> | | | | | |
| 4001 | Church Road Hall Hire | | | | 38.80 | -38.80 |
| 4100 | Bank Interest Received | | | | 400.99 | -400.99 |
| | | | | | <u>439.79</u> | <u>-439.79</u> |

| <u>Department Number :</u> 1 | | <u>Department Name :</u> Grove Hall | | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
|------------------------------|------------------------------|-------------------------------------|--|---------------|----------------|----------------|
| <u>N/C</u> | <u>N/C Name</u> | | | | | |
| 2213 | P.A.Y.E. Grove Hall Staff | 114.40 | | | | 114.40 |
| 4000 | Grove Hall Hire | | | | 497.81 | -497.81 |
| 7006 | Net Wages - Grove Hall Staff | 202.80 | | | | 202.80 |
| 7108 | Water - Grove | 55.01 | | | | 55.01 |
| | | <u>372.21</u> | | | <u>497.81</u> | <u>-125.60</u> |

| <u>Department Number :</u> 3 | | <u>Department Name :</u> Church Road | | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
|------------------------------|------------------------------------|--------------------------------------|--|---------------|----------------|----------------|
| <u>N/C</u> | <u>N/C Name</u> | | | | | |
| 2212 | P.A.Y.E. Church Road Hall Staff | | | | 17.60 | -17.60 |
| 4001 | Church Road Hall Hire | | | | 615.86 | -615.86 |
| 7005 | Net Wages - Church Road Hall Staff | 291.20 | | | | 291.20 |
| 7200 | Electricity | 55.56 | | | | 55.56 |
| 7806 | Cleaning Church Road Hall | 1.86 | | | | 1.86 |
| | | <u>348.62</u> | | | <u>633.46</u> | <u>-284.84</u> |

| <u>Department Number :</u> 7 | | <u>Department Name :</u> Swanscombe Park | | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
|------------------------------|--------------------------------------|--|--|---------------|-----------------|-----------------|
| <u>N/C</u> | <u>N/C Name</u> | | | | | |
| 2211 | P.A.Y.E. Parks Staff | 665.80 | | | | 665.80 |
| 2221 | N.I. Parks Staff | 929.95 | | | | 929.95 |
| 2231 | Pension Fund Parks Staff | 1,063.01 | | | | 1,063.01 |
| 2240 | Attachment of Earnings Payments - Pa | 71.90 | | | | 71.90 |
| 2241 | Attachment of Earnings CSA Payment | 40.00 | | | | 40.00 |
| 03 | Football Pitch Hire | | | | 134.00 | -134.00 |
| 4007 | Bowls | | | | 919.71 | -919.71 |
| 4210 | Parks Maintenance | 100.00 | | | | 100.00 |
| 7004 | Net Wages - Parks Staff | 1,169.52 | | | | 1,169.52 |
| 7105 | Water - Parks | 30.05 | | | | 30.05 |
| 7200 | Electricity | 204.18 | | | | 204.18 |
| 7205 | Parks Maintenance | 619.00 | | | | 619.00 |
| 7207 | Parks Petty Cash expenditure | 74.91 | | | | 74.91 |
| 7305 | Parks Equipment | 98.00 | | | | 98.00 |
| 7309 | Parks Misc Exps | | | | | |
| 7310 | Parks Vehicles | 20.00 | | | | 20.00 |
| 7311 | Playground Equipment | 25.00 | | | | 25.00 |
| | | <u>5,111.32</u> | | | <u>1,053.71</u> | <u>4,057.61</u> |

| <u>Department Number :</u> 8 | | <u>Department Name :</u> Knockhall Playing Field | | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
|------------------------------|-----------------|--|--|---------------|----------------|----------------|
| <u>N/C</u> | <u>N/C Name</u> | | | | | |

BZR

Income and Expenditure March 02

| | | | |
|------|----------------------|---------------|---------------|
| 7102 | Water Rates | 154.97 | 154.97 |
| 7205 | Parks Maintenance | 163.37 | 163.37 |
| 7311 | Playground Equipment | 25.00 | 25.00 |
| | | <u>343.34</u> | <u>343.34</u> |

| | | | | |
|------------------------------|----------------------|---|----------------|----------------|
| Department Number : 9 | | Department Name : Broomfield Sports Ground | | |
| N/C | N/C Name | Debits | Credits | Balance |
| 7205 | Parks Maintenance | 212.60 | | 212.60 |
| 7311 | Playground Equipment | 275.65 | | 275.65 |
| | | <u>488.25</u> | | <u>488.25</u> |

| | | | | |
|-------------------------------|-----------------------------------|--|----------------|----------------|
| Department Number : 11 | | Department Name : Sports Centre | | |
| N/C | N/C Name | Debits | Credits | Balance |
| 2215 | P.A.Y.E. Leisure Centre Staff | 373.82 | | 373.82 |
| 2225 | N.I. Leisure Centre Staff | 1,097.90 | | 1,097.90 |
| 2235 | Pension Fund Leisure Centre Staff | 401.96 | | 401.96 |
| 2236 | Pension Fund Cleaning Staff | 71.60 | | 71.60 |
| 4012 | Bar Drinks | | 111.19 | -111.19 |
| 4013 | Bar Snacks | | 12.17 | -12.17 |
| 4018 | Sports Hall Income | | 1,295.93 | -1,295.93 |
| 4019 | Fitness Suite Income | | 506.98 | -506.98 |
| 4020 | Kids Activities Income | | 247.19 | -247.19 |
| 4021 | Admission Income | | 33.68 | -33.68 |
| 4022 | Concession Income | | 567.06 | -567.06 |
| 4023 | Aerobics Income | | 313.17 | -313.17 |
| 4024 | Membership Income | | 368.20 | -368.20 |
| 4025 | Kids Parties Income | | 147.31 | -147.31 |
| 4026 | Functions Income | | 344.68 | -344.68 |
| 4027 | Tae Kwan Do Income | | 222.60 | -222.60 |
| 4028 | Racquet Hire Income | | 3.40 | -3.40 |
| 4029 | Committee Room Income | | 162.19 | -162.19 |
| 4031 | Yoga Income | | 171.58 | -171.58 |
| 4035 | Payphone Income | | 6.55 | -6.55 |
| 4037 | Misc Leisure Centre Income | | 331.95 | -331.95 |
| 4039 | sun bed | | 123.85 | -123.85 |
| 4381 | Sports Hall Hire | | 2,900.00 | -2,900.00 |
| 4906 | Outdoor court | | 127.65 | -127.65 |
| 4909 | Dancewise and Tae Kwon Do on Satu | | 89.37 | -89.37 |
| 6201 | Advertising | 593.75 | | 593.75 |
| 6204 | Leisure Centre Advertising | 20.00 | | 20.00 |
| 6901 | Leisure Centre Misc Expenses | 140.39 | | 140.39 |
| 7008 | Net Wages - Leisure Staff | 4,202.69 | | 4,202.69 |
| 7009 | Net Wages - Cleaning Staff | 411.28 | | 411.28 |
| 7012 | Net Wages - Casual Staff | 393.62 | | 393.62 |
| 7106 | Water Leisure Centre | 347.99 | | 347.99 |
| 7201 | Gas | 490.85 | | 490.85 |

BZR

Income and Expenditure March 02

| | | | | |
|------|-----------------------------------|------------------|-----------------|-----------------|
| 7210 | Leisure Centre Equipment | 246.28 | | 246.28 |
| 7306 | Leisure Centre Maintenance | 2,196.05 | | 2,196.05 |
| 7506 | Leisure Centre Stationery | 4.72 | | 4.72 |
| 7508 | Leisure Centre Equipment - sports | 171.06 | | 171.06 |
| 7510 | Leisure Centre Leased Equipment | 237.73 | | 237.73 |
| 7511 | Sunbed expenses | 36.00 | | 36.00 |
| 7555 | Cash in Transit | 40.25 | | 40.25 |
| 7804 | Leisure Centre Cleaning | 74.90 | | 74.90 |
| | | <u>11,552.84</u> | <u>8,086.70</u> | <u>3,466.14</u> |

Department Number : 12Department Name : Thames Bar

| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
|------------|--------------------------|-----------------|-----------------|------------------|
| 2214 | P.A.Y.E. Bar Staff | | 665.70 | -665.70 |
| 4012 | Bar Drinks | | 3,618.60 | -3,618.60 |
| 4013 | Bar Snacks | | 294.02 | -294.02 |
| 4015 | Bar Party Food | | 511.50 | -511.50 |
| 4016 | Bar Gaming Machines | | 362.98 | -362.98 |
| 4038 | Tea Machine | | 22.55 | -22.55 |
| 4910 | Pool Table | | 53.19 | -53.19 |
| 4911 | Cigarette Machine | | 101.19 | -101.19 |
| 5005 | Bar Supplies | 3,085.88 | | 3,085.88 |
| 5007 | Bar Miscellaneous | 1.58 | | 1.58 |
| 7007 | Net Wages - Bar Staff | 419.79 | | 419.79 |
| 7012 | Net Wages - Casual Staff | 182.25 | | 182.25 |
| 7307 | Bar Food Expenses | 266.67 | | 266.67 |
| 7555 | Cash in Transit | 40.25 | | 40.25 |
| | | <u>3,996.42</u> | <u>5,629.73</u> | <u>-1,633.31</u> |

Department Number : 13Department Name : Parks Equipment

| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
|------------|----------------------|-----------------|----------------|-----------------|
| 7205 | Parks Maintenance | 279.81 | | 279.81 |
| 7300 | Fuel and Oil | 138.17 | | 138.17 |
| 7305 | Parks Equipment | 504.05 | | 504.05 |
| 7310 | Parks Vehicles | 343.66 | | 343.66 |
| 7311 | Playground Equipment | 225.00 | | 225.00 |
| | | <u>1,490.69</u> | | <u>1,490.69</u> |

Department Number : 14Department Name : Town Council

| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
|------------|----------------------------|---------------|----------------|----------------|
| 2210 | P.A.Y.E. Admin Staff | 792.82 | | 792.82 |
| 2220 | N.I. Admin Staff | 793.02 | | 793.02 |
| 2230 | Pension Fund Admin Staff | 457.36 | | 457.36 |
| 4104 | Admin Misc Income | | 292.23 | -292.23 |
| 4444 | Photocopying | | 0.20 | -0.20 |
| 4900 | Miscellaneous Income | | 52.86 | -52.86 |
| 6206 | Town Council Miscellaneous | 225.52 | | 225.52 |

BER

Date: 05/06/2002
 Time: 11:20:39

Income and Expenditure March 02

| | | | | |
|------|----------------------------|-----------------|---------------|-----------------|
| 7013 | Net Wages Admin Staff | 2,247.83 | | 2,247.83 |
| 7204 | Public Lighting | 138.75 | | 138.75 |
| 7320 | Mayors Expenses | 2,165.00 | | 2,165.00 |
| 7507 | Admin Subscription Fees | 850.99 | | 850.99 |
| 7509 | Admin Postage | 21.48 | | 21.48 |
| 7512 | Admin Stationary/Supplies | 365.32 | | 365.32 |
| 7513 | Admin Petty Cash | 14.19 | | 14.19 |
| 7555 | Cash in Transit | 44.59 | | 44.59 |
| 7601 | Audit and Accountancy Fees | 528.00 | | 528.00 |
| 7602 | Consultancy Fees | 20.00 | | 20.00 |
| 8200 | Donations | 1,076.50 | | 1,076.50 |
| | | <u>9,741.37</u> | <u>345.29</u> | <u>9,396.08</u> |

Department Number : 15

Department Name : Park Staff

| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
|------------|-------------------------|------------------|------------------|------------------|
| 04 | Net Wages - Parks Staff | 1,902.72 | | 1,902.72 |
| | | <u>1,902.72</u> | | <u>1,902.72</u> |
| | | <u>35,347.78</u> | <u>16,686.49</u> | <u>18,661.29</u> |

BER

MINUTES of the MEETING of the SWANSCOMBE and GREENHITHE TOWN
COUNCIL held at the LEISURE CENTRE, CRAYLANDS LANE, SWANSCOMBE on
THURSDAY, 27th JUNE 2002 at 7.30pm

PRESENT: Cllr. B E Read, Town Mayor

| | |
|-----------------------|----------------------|
| Cllr. L J Bobby | Cllr. J C D Holmes |
| Cllr. L G Caller | Cllr. Mrs J M Holmes |
| Cllr. T J Carrington | Cllr. B R Francis |
| Cllr. G M Clutterbuck | Cllr. M J Munn |
| Cllr. W S Cunningham | Cllr. Mrs G G Prior |
| Cllr. P R Defty | Cllr. B E Read |
| Cllr. H G Dold | Cllr. Mrs I A Read |

Apologies for absence were received from Councillors C Broadley, T V Dixon and Mrs A Harvey

169 TOWN CLERK.

The Mayor Councillor B E Read introduced the new Town Clerk Mrs Sara Stapleton to Members.

170 DECLARATIONS OF INTEREST

No additional Declarations were made

171 STANDARDS COMMITTEE

Members were informed that 8 Councillors had been granted dispensation to speak and vote on the New Lease for the Pavilion.

172 RESIGNATION

Members were advised that Councillor Mrs A Harvey had resigned from the Working Party of the Sports Pavilion. It was,

RESOLVED

that Councillor Mrs I Read was voted in as a new Members of the Working Party. Proposed by Councillor B E Read and seconded by Councillor L J Bobby and voted unanimous.

173 MINUTES

The Minutes of the Annual General Meeting held on 2nd May 2002 were confirmed and signed.

174 URBAN WORKING PARTY

It was proposed that Councillor L J Bobby be added to this Working Party. It was,

RESOLVED

that Councillor Bobby be added.

7.40 pm Councillor T J Carrington entered the Meeting.

175 PLANNING – SWAN VALLEY CYCLE TRACK

Members wanted to thank all the people that supported opposing this cycle track.

176 DELEGATED AUTHORITY DURING RECESS

It was,

RESOLVED

that the Town Clerk along with the Town Mayor be given delegated authority to deal with items needing attention during recess of the Town Council. The Sports Pavilion Working Party was empowered to refer items to the Executive Committee.

Councillors J C D Holmes and Mrs J M Holmes informed Members that they would be away on holiday should Emergency/Executive Committee Meetings be held. Members were informed that substitutes could attend.

177 ACCEPTANCE OF GIFT/HOSPITALITY VALUED IN EXCESS £25

Members were provided with a copy of the standard registration of gifts and hospitality and explanatory notes. It was,

NOTED

178 ACCEPTANCE OF GIFT/HOSPITALITY VALUED £25 OR BELOW

Members were given a copy of the standard registration of gifts and hospitality for anything £25 or below and explanatory notes. It was,

NOTED

179 DBC – TEMPORARY ROAD CLOSURE KNOCKHALL RD

Members were provided with a copy of a letter from DBC notifying of closure of Knockhall Road at junction with Knockhall Chase and Mounts Road from Monday 29th July 2002 for up to 10 days. It was,

NOTED

180 COUNTRYSIDE AGENCY

Members were provided with a copy of a letter from the Countryside Agency and a copy of Sect 17 Crime and Disorder Act 1998 and Vital Villages Update held in the office for reference. It was,

NOTED

181 ORBIT TRANSPORT SOLUTIONS

Members were given a copy a copy of a letter re consultation on the provisional strategy on Transport Solutions around London and advised that a copy of report was held in office for reference. It was,

NOTED

182 ST MARYS PRE SCHOOL

Members were provided with a copy of a letter from St Mary's Pre School asking for a donation of a raffle prize towards their Fun Day Draw. It was,

NOTED

183 CBHB&P/DR STOATE VALLEY VIEW

Members were provided with copy letters from the Councils solicitors and Dr Stoate regarding the purchase of Valley View Play area and fees connected to purchase. It was,

RESOLVED

that a register of costs are compiled and Dartford Borough be contacted to meet any costs. Work should be commenced and Councillor B E Read and Parks Foreman Mr L Howel follow this through.

184 DBC – GREENHITHE ENHANCEMENT PLAN

Members were provided with a copy of a letter from DBC replying to the Members queries regarding Greenhithe Enhancement Plan. It was,

RESOLVED

that Dartford Borough be contacted to confirm that they now own Eagles Road Car Park and pointing out that the back of the car park is not used.

185 DBC – VALLEY VIEW

Members were provided with a copy of a letter from Sue Free regarding the purchase of Valley View and our request for extra funding to help. It was,

NOTED

186 URBAN

Members were provided with a copy of a letter and the minutes from the last Urban Programme Group Meeting. It was,

NOTED

187 KCC – IMPROVEMENTS TO GROVE CAR PARK

Members were provided with a copy of a letter from KCC regarding the future improvements to Grove Car Park. It was,

RESOLVED

that a letter be sent to the Area Operations Manager at KCC stating that the work on the school is in its final stages and no work had taken place in Stanhope Road or Grove Car Park. Members were concerned with the safety issues especially for children and if the contractors moved from the site what would happen to this work.

188 KAPC – CLLRS INFORMATION DAY 20/07/02

Members were provided with a copy of a letter regarding a Councillors Information day on 20th July 2002. It was,

NOTED

189 LAND SECURITIES

Members were provided with a copy of a letter from Land Securities regarding our request to meet with the Architect of Eastern Quarry. It was,

RESOLVED

that a letter of response be sent stating how disappointed Members were to the response. Also pointing out that the architect had already met with religious organisations but Councils had not been involved.

190 MR BEACH FAIRGROUND MAN

Members were advised that Mr Beach came into the office on Monday 24th June 2002 asking if he could have use of Knockhall Recreation Ground for the week before the August Bank Holiday. He would like to move onto the recreation ground on Monday 19th August and the fair to take place from Thursday or Friday evening through to the Bank Holiday Monday.

He was willing to put on a firework display free of charge on one of the days and we could have a boot fair or donkey derby to coincide with this, which the Council could receive the proceeds from. He suggested he would do all the advertising of both events the fair and whatever we want to put on and pay for the firework display if we let him have Knockhall for free or half price.

The fairground does take up quite a considerable amount of area and if we were to do a boot fair or something else this would encroach on the football pitches and would be dangerous so close to start of season. The Parks Forman does not advise this especially parking and so close to start of football season. It was,

RESOLVED

that Mr Beach be offered Knockhall Recreation Ground at half price, provided that he furnished Members with evidence of full insurance cover and assurance that every safety precaution would be taken for the fair and firework display.

191 DARTFORD BOROUGH MEETING DATES

Members were provided with the latest copy of Dartford Meeting dates. It was,

NOTED

192 RESIGNATION

Members were advised that Councillor Mrs A Harvey had tendered her resignation from the Sports Pavilion Working Party. It was,

NOTED

193 PERSONNEL COMMITTEE

It was,

RESOLVED

that the Minutes of the Meeting of the Personnel Committee held on 13th May 2002 be confirmed and that the recommendations therein be adopted. Proposed by Councillor B E Read and seconded by Councillor L J Caller:

194 LEISURE CENTRE COMMITTEE

It was,

RESOLVED

that the Minutes of the Leisure Centre Committee held on 16th May 2002 be confirmed and the recommendations therein be adopted. Proposed by Councillor T J Carrington and seconded by Councillor G Clutterbuck.

196 RECREATION LEISURE AND AMENITIES COMMITTEE

It was,

RESOLVED

that the Minutes of the Recreation, Leisure and Amenities Committee held on 16th May 2002 be confirmed and the recommendations therein adopted. Proposed by Councillor TJ Carrington and seconded by Councillor L Bobby:

197 MAJOR DEVELOPMENT COMMITTEE

It was,

RESOLVED

that the Minutes of the Major Development Committee held on the 23rd May 2002 be confirmed and the recommendations therein be adopted. Proposed by Councillor T J Carrington and seconded by Councillor L Caller.

Councillor M Munn entered the Meeting at 8.15pm.

197 FINANCE & GENERAL PURPOSES COMMITTEE

It was,

RESOLVED

that the Minutes of the Finance & General Purposes Committee held on the 13th June 2002 be confirmed and the recommendations therein adopted. Proposed by Councillor B E Read and seconded by Councillor L J Caller

198 TOWN MAYORS ANNOUNCEMENTS

The Town Mayor Councillor B E Read informed members that his charity donations would go to children's organisations and the Lions Hospice.

The Mayor had been invited to attend the Scouts AGM in Wallace Gardens and was attending the Lions Hospice's function.

His Escort for the year would be Councillor Mrs I A Read and his Deputy Mayor was Councillor Mrs A Harvey.

200 TOWN PLANNING

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

DA/02/000555/CTRL CTRL Act 1996 DT Package 1A Galley Hill Rd to Waterloo Connection sub No. 300/DAR/1A/R5: NKLconnection over CTRL Overbridge revisions

CTRL Galley Hill Rd to Waterloo Connection

OBSERVATIONS: No Observations

DA/02/00556/CTRL CTRL Act 1996 Package 4 GB Package 2 Ebbsfleet to Borough Boundary Sun No. 300/DAR/4/53 & GRA/2/R5 Ebbsfleet River Underbridge Revisions.

CTRL Ebbsfleet to Borough Boundary

OBSERVATIONS: No Observations

Members were advised that the following decisions have been received from DBC and had been approved.

DA/02/00381/FUL Erection of a two story side extension (subject to Conditions)

21 Herbert Road Swanscombe

DA/02/00342/REM Sub of details relating to landscaping, a site Investigation report & a gas impermeable Membrane & sub floor ventilation pursuant to Cond. 3,7,&8 of PP DA/99/00759/FUL

Stanhope House, 128 Stanhope Road

NOTED

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

DA/02/00588/FUL Application for the Variation of Cond 10 of PP DA/88/857 in the retention of 1m high side boundary fence

3 Crest View, Greenhithe

OBSERVATIONS: No Observations

DA/02/00583/OUT Outline application for the demolition of existing Building and erection of a 3 storey block of 18 flats with associated parking

33 Bean Road Greenhithe Kent

OBSERVATIONS: Members feel that adequate associated parking should be provided and that building should be level with surrounding houses, in order that they are not overlooked. Neighbours should also be consulted.

DA/02/00584/FUL Installation of Gabion wall on top of cliff adjacent plots

31-21 Village Heights

Land adjacent plots 13 –21 Village Heights Ingress Park

OBSERVATIONS: No observations

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

DA/02/00487/FUL Retention of a conservatory

14 Whites Close Greenhithe Dartford

NOTED

Members were advised that the following applications had been received from KCC for Members consideration.

DA/01/50/R11 Amended & amplified details of flood lighting to Artificial pitch

Swan Valley Community School, Southfleet Rd

OBSERVATIONS Members would like neighbours informed. That the lighting does not intrude on the privacy of neighbours and the hours of operation are controlled.

Members were advised that the following applications had been received from RLE for Members consideration.

300/DAR/3/4/R2 Southfleet Road Construction Access S342/13

300/DAR/1A/R6 Galley Hill Rd to the River Ebbsfleet including the North Kent Line Connection 54

OBSERVATIONS: Members felt that because of the traffic that will be generated, traffic lights be installed at all junctions through Swanscombe.

The following application has been received from KCC for information.

DA/02/64 Removal of planning cond. (16) of Town Plan. Perm

DA/01/50 The requirement to provide a pedestrian Cycle access to the site from Keary Rd to the West.

Swan Valley Comm. School

This went to Planning App Committee on 18/06/02

The planning condition has been removed which means that there doesn't have to be a cycle/pedestrian access from Keary Road. The Travel Plan will need to be looked at again to compensate the removal. It was,

NOTED

201 MEETING WITH DR STOATE

Members were asked their impression of the Meeting with Dr Stoate. A report would be provided by the Working Party.

203 DRAINS

Members were informed that the drainage at 3-5 Butcher Walk was inadequate and raw sewerage was overflowing. As the sewerage seemed to be exceeding capacity could a camera be placed down to check these drains.

204 RUBBISH

Members were informed that there was rubbish in the garden of 4 Butcher Walk and rats were present.

205 EVICTIONS

Members were informed that some families in Swanscombe had been evicted and that there were other families in the pipeline to be evicted.

The Meeting closed at 8.40pm.

BE Read

MINUTES of the MEETING of the EXECUTIVE COMMITTEE
held at the LEISURE CENTRE, CRAYLANDS LANE, SWANSCOMBE
on THURSDAY, 21ST AUGUST 2002 AT 7.30 PM

PRESENT:

| | |
|-----------------------|--------------------|
| Cllr. B E Read, Chair | Cllr. L G Caller |
| Cllr. L J Bobby | Cllr. P R Defty |
| Cllr. C Broadley | Cllr. Mrs I A Read |

Councillor W S Cunningham was in attendance.

Apologies were received from Councillor Mrs G G Prior and Councillors' J C D and Mrs J M Holmes

206 SUBSTITUTES

It was unanimously,

RESOLVED

that Councillor W S Cunningham should attend as substitute for Councillor Mrs G G Prior.

207 DECLARATIONS OF INTEREST

Councillors' L J Bobby, W S Cunningham, P R Defty, B E Read and Mrs I A Read declared a non-pecuniary interest in the Sports Pavilion. Dispensation has been granted from Dartford Borough Council to all Councillors, with the exception of Councillors' W S Cunningham and P R Defty to take part in any negotiations. Councillors Cunningham and Defty were reminded that they could not take part in any discussions and could be asked to leave the room if the remaining Councillors so wished.

208 MINUTES

Minutes of the Executive Committee held on 26th July and 10th August 2000 were confirmed and signed.

209 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 Meeting whilst the next item was being discussed.

210 SPORTS PAVILION

It was emphasised that the item now being dealt with was of an extremely confidential nature.

Members were provided with a Report of the Meeting of the Sports Pavilion Working Party held on 25th July 2002. The S & G Association of Sports and Social Clubs ("Association") was to inform the Clerk of their decision but, to date, no reply had been received.

Members were informed that the Court Hearing to determine the conditions of the lease was due to take place on 5th September 2002.

Copies of the Surveyor's reports for both parties were distributed.

It was, unanimously

RESOLVED

that the issue be determined by the Courts.

The Town Clerk was asked to make arrangements for the Sports Pavilion Working Party to meet with the Council's Solicitors at the earliest possible date.

Members were advised that the showers in the Pavilion were in need of repair and were not in a suitable state for the start of the football season. The Chair had been assured by the Parks Foreman that these works could be carried out at a minimum cost.

It was,

RESOLVED

that the Parks Foreman be allowed to carry out these works irrespective of the lease negotiations with the Association.

The Press and Public were invited to rejoin the Meeting.

211 Caretakers for Grove Hall and Church Road Hall

The Committee was informed that the Caretaker of the Grove Hall had been covering both Halls since 17th June 2002, due to the resignation of the Church Road Hall Caretaker.

It was,

RECOMMENDED

that the Caretaker be paid the full rate for this position (backdated to 17th June 2002), with the exception of the normal two weeks holiday cover. The Clerk advised Members that the vacant position had now been filled.

212 Greenhithe Foreshore

A reply had been received from Dartford Borough Council (DBC) regarding the amendments that Members had previously requested, to the play area at Greenhithe Foreshore. It was,

RECOMMENDED

that the Town Clerk write to DBC endorsing the Parks Foreman's comments regarding his concerns about the safety of the proposed fencing.

The Town Clerk was also requested to write to Crest regarding the memorial bench for Paddy Melvin which was to have been replaced by them.

213 Accounting Systems

Members were informed that the Clerk was investigating various accounting packages that may be more suitable for use by the Council than the present system because of the problems currently being experienced.

The Town Mayor had been advised of these problems which had come to light during the Recess and had asked Mrs Savill to assist with these problems in addition to training the Town Clerk.

The Town Clerk also advised Members of the problems that had been encountered with the internal audit report and the Chair asked Mrs Savill if she would be prepared to also take on this responsibility.

It was,

RECOMMENDED

that a new accounting system be purchased subject to sufficient funds being available. That the action taken by the Town Mayor be endorsed and that Mrs Savill be engaged to deal with internal audit on a consultancy basis.

214 Connex Stakeholder Meeting

A letter had been received from Connex inviting Members to attend a stakeholder meeting regarding the rail industry in general. The meeting was being held on 3rd September at the Civic Centre in Bromley. Any Member wishing to attend was to notify the Town Clerk.

215 Working Parties and Sub-Committees

Members were asked to confirm whether Working Parties and Sub-Committees were authorised to issue instructions to the Town Clerk prior to the Reports being submitted to the relevant Committee. The Clerk had looked at the Standing Orders and the Powers and Duties of Committees and Sub-Committees that are endorsed at the AGM but could find no reference to this.

Members informed the Clerk the following:

Crime Prevention/Traffic Working Party reported back to the Finance and General Purposes Committee.

Sports Pavilion Working Party reported back to the Recreation, Leisure and Amenities Committee.

Heritage Park/Skull Site Working Party reported back to the Recreation, Leisure and Amenities Committee.

Working Parties and Sub-Committees could not make any decisions but should report back to the relevant Committee for these to be dealt with and then put through a full Town Council Meeting.

It was suggested that a flow chart be produced to reflect the above and that this item be added to the Agenda for the Annual General Meeting.

216 Cheque Signatories

It was asked whether Mrs Povey's name had been removed from the list of signatories. It was,

RESOLVED

that the Town Clerk be appointed as a signatory to authorise the payment of cheques for the Council's current account, the Town Mayor's account and the Town Mayor's charity account and arrange for internet banking to be set up.

All authorisation for the former Town Clerk to be removed.

The Meeting closed at 8.50 pm

MINUTES of the MEETING of the EXECUTIVE COMMITTEE
held at the LEISURE CENTRE, CRAYLANDS LANE, SWANSCOMBE
on WEDNESDAY, 4TH SEPTEMBER at 7.00 PM

PRESENT:

| | |
|------------------|-----------------------|
| | Cllr. B E Read, Chair |
| Cllr. L J Bobby | Cllr. J C D Holmes |
| Cllr. L G Caller | Cllr. Mrs G G Prior |
| Cllr. P R Defty | Cllr. Mrs I A Read |

Apologies were received from Councillor Mrs J M Holmes.

217 SUBSTITUTES

No substitutes attended the Meeting.

218 DECLARATIONS OF INTEREST

Councillors' L J Bobby, P R Defty, B E Read and Mrs I A Read declared a non-pecuniary interest in the Sports Pavilion. Dispensation had been granted from Dartford Borough Council to all Councillors at the meeting, with the exception of Councillor P R Defty to take part in any negotiations. Councillor Defty was reminded that he could not take part in any discussions or voting.

219 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 Meeting whilst the next item was being discussed.

220 SPORTS PAVILION

The Council considered the points made by its solicitor. It was,

RECOMMENDED

that the Council agreed to put in place contingency plans to continue the running of the Club.

The Press and Public were asked to rejoin the Meeting.

221 FINANCIAL POSITION OF THE COUNCIL

Consideration was given to computerisation of the Council's financial accounts. Problems were resolved with Mrs Savill working part-time to sort out the position.

222 DOCTORS SURGERY AT STANHOPE ROAD

The Clerk advised Members that after complaints from Councillor T V Dixon regarding access for patients to the Doctors Surgery, she had had a meeting with the Practice Manager of the Surgery on 2nd September to try to resolve these problems. The Practice Manager confirmed that she would put various changes in place that should rectify the situation until the Surgery moved to its new location in October/November 2002.

The meeting closed at 7.40 pm

MINUTES of the MEETING of the SWANSCOMBE and GREENHITHE TOWN COUNCIL'S RECREATION, LEISURE AND AMENITIES COMMITTEE held at the LEISURE CENTRE, CRAYLANDS LANE, SWANSCOMBE on THURSDAY, 5th SEPTEMBER 2002 at 7.30pm

PRESENT:

| | |
|------------------------------|--------------------|
| Cllr. T J Carrington - Chair | Cllr. J C D Holmes |
| Cllr. L J Bobby | Cllr. B R Francis |
| Cllr. L G Caller | Cllr. M J Munn |
| Cllr. W S Cunningham | Cllr. B E Read |
| Cllr. H G Dold | Cllr. Mrs I A Read |

223 MINUTES

Minutes of the Meeting held on 16th May 2002 were signed as a true record.

224 APOLOGIES FOR ABSENCE

Apologies were received from Councillors' G M Clutterbuck, PR Defty, Mrs J M Holmes and Mrs G G Prior.

225 DECLARATIONS OF INTEREST

Councillor B R Francis declared a pecuniary interest in Asda.

226 PARK'S REPORT

Members of the Committee confirmed that it was a pleasure to read such a positive report from the Park's Foreman and to learn that there had been very few problems with the youth during the summer period.

227 PADLOCKS

The Park's Foreman confirmed that all padlocks had been changed from Fire Brigade Locks (which travellers' can get a key for) to much stronger multi-locks. The Park's Foreman confirmed that the padlock for the Grove Hall had been taken off as Members of the Public were gaining access to the grounds of the Grove Hall by making a hole in the fence. Since the lock had been taken off there had been no damage to the fence.

228 GREENHITHE FORESHORE

The revised plans for the Play Area at the Foreshore had not been received back from Dartford Borough Council following the Council's concerns regarding the fencing. It was,

RECOMMENDED

that Councillor Carrington contact Crest to resolve this matter.

229 VALLEY VIEW PLAY AREA

The Committee were provided with copies of the Environmental reports on the Water and Sewerage for the play area. The Park's Foreman had reviewed the reports and felt that they were standard. It was,

RECOMMENDED

that the reports be accepted and that the Town Clerk contact Susan Free at Dartford Borough Council to establish whether they would be willing to contribute towards the cost of refurbishing this play area. The Park's Foreman was also instructed to get quotes together for the work.

230 MANOR PARK

Members were provided with three quotes for the works required on the Chestnut Trees at the St Peter's & St Paul's Churchyard.

Quote A: £1400

Quote B: £1600

Quote C: £1190

It was,

RECOMMENDED

to accept quote C and for the Chair of the R, L & A Committee and the Chair of the F & GP Committee to clarify whether this work could be carried out in the current financial year. The Town Clerk was instructed to write to Dartford Borough Council for permission to carry out these works as the trees are subject to Tree Preservation Orders.

231 KNOCKHALL PLAYING FIELDS

Members were advised that Eastgate Football Club had received information regarding possible grants being available for improvement to the changing rooms, the pitch and the five-a-side area. It was,

RECOMMENDED

that the Town Clerk write to Eastgate Football Club to confirm that the Council is happy for them to investigate the possibility of funding but that it must keep the Town Council informed.

232 4 KIDS

Members were informed of how well the funfair, fete and firework work display went during the August Bank Holiday weekend. It was,

RECOMMENDED

that the Town Clerk write to 4 KIDS confirming that the Council was pleased that this event was a big success and that they would be welcome to use the Council's recreation facilities in future years.

233 GARAGES AT KNOCKHALL

Members were informed that there were still problems with the plot of land where the garages were situated. It was,

RECOMMENDED

that the Town Clerk write to Land Registry to clarify ownership of this land and to contact the Landowners to ask them to seal off this area.

234 SHOWERS AT THE SPORTS PAVILION

It was confirmed that three new showers needed to be purchased for the showers at the Sports Pavilion at a cost of £72 each. Members were advised that although this was the responsibility of the S&G Association of Sports and Social Clubs, the work needed to be completed as soon as possible. It was therefore,

RECOMMENDED

that the Park's Foreman carry out these repairs and that the Town Clerk write to the Council's solicitors and also to the Secretary of Association informing them that the Council will be carrying out these works. The Park's Foreman was also asked to obtain quotes on fixing the faulty extractor fans.

235 SWANSCOMBE PARK

It was confirmed that the part-time member of the Park Staff had been asked to patrol the various sites in the same manner as the full-time staff. The Park's Foreman was concerned that the contract he was employed under did not reflect the duties that the Park's Foreman required of him. It was, therefore,

RECOMMENDED

that the Park's Foreman and the Town Clerk write a new Job Description and put this to the next Personnel Committee meeting.

236 PARK'S MACHINERY

The Park's Foreman confirmed that work needed to be carried out on the Tractor. It was,

RECOMMENDED

that the Park's Foreman obtain quotes for this work in order for the Council to consider where this money could be vired from.

237 PARK STAFF

Members were provided with a report regarding how well the Park Staff had worked during the past year. It was,

RECOMMENDED

that the Town Clerk write to the Park Staff on behalf of the Town Council thanking them for their hard work and effort and that a pay increase for the Park Staff should be discussed at the next Personnel Committee due to their additional responsibilities.

238 CRAYLANDS LANE DEVELOPMENT

Members were issued with letters from Persimmons and Dartford Borough Council regarding the Section 106 Agreement for the Development and the fact that the Town Council was of the opinion that Persimmons were to contribute £6,000 towards the cost of fencing. The Park's Foreman was of the opinion that there was still a great deal of work to be done. It was therefore,

RECOMMENDED

that the Town Clerk write to Persimmons and Dartford Borough Council informing them that the Town Council would like to have a meeting to discuss the outstanding issues on the development as the Council was not present at the last meeting and that the handover will not happen in October 2002 until all issues are resolved.

239 MOTORCYCLE NUISANCE

The Park's Foreman informed the Committee that the kissing gates had now been installed at the footpath from Knockhall to Craylands Lane and that once the fence was erected it should stop the motorbikes getting in. It was,

NOTED

240 CAR PARK AT THE LEISURE CENTRE

The Park's Foreman informed Members that the ditch behind the car park had now been filled in and that the boundary had been moved. It was,

RECOMMENDED

that this be brought to Persimmons attention.

The Committee thanked the Park's Foreman for his very comprehensive report.

241 BOWLS COMPETITION

Members were asked to inform the Town Clerk if they wished to take part in the competition being held on 7th September 2002.

242 SECTION 106 CERTIFICATE – COMPLETION OF MULTI-PURPOSE PITCH

Members were informed that the Town Council had written to Dartford Borough Council requesting a completion certificate for the above. It was,

NOTED

243 THANK YOU LETTER

A thank you letter was received from the former Town Clerk, Mrs D Povey. It was,

NOTED

244 SPRINGDOVE RESIDENT'S ASSOCIATION – LETTER REGARDING THE PROPOSED AIRPORT AT CLIFFE

Members were provided with a copy of a letter that had been received regarding the above. It was,

RECOMMENDED

that the Town Clerk write to Springdove giving the Council's full support to the opposition of this airport. The Clerk was also instructed to write to Cliffe Parish Council and various MPs and MEPs with its views.

245 MAINTENANCE CONTRACTS AT THE LEISURE CENTRE

Members were informed by the Town Clerk that maintenance contracts at the Leisure Centre had not been kept up to date. During recess the Town Clerk had taken it upon herself to deal with the immediate concern of the water treatment. The Town Clerk was in the process of obtaining quotes for the contracts and hoped to present these at the Finance & General Purposes Committee on 26th September. Members endorsed the actions of the Town Clerk.

246 HERITAGE PARK/SKULL SITE WORKING PARTY

Members were provided with copies from the Minutes of the above meeting held on 9 July 2002. Councillor Read informed Members that the Group had changed somewhat as outside bodies had become involved to help towards putting a bid together for funding.

Concern was felt by some Members that the Council might lose control over the project because of outside involvement. It was confirmed that the Council would be able to keep control as it owned or leased the land concerned and would not let this happen.

247 DARTFORD BOROUGH COUNCIL WEBSITE

The Clerk had received a letter from Dartford Borough Council asking for a 300 word synopsis on the Town Council to be included in it's website. It was,

RECOMMENDED

that the Clerk write this narrative and return it to Dartford Borough Council.

248 SPORTS FORUM FUNDING AND DEVELOPMENT OPPORTUNITIES

A letter was received from Dartford Borough Council regarding the above. It was,

RECOMMENDED

that the Town Clerk write back to DBC stating that the Council was very interested in what DBC was trying to achieve and to keep the Town Council updated on future funding. The Town Clerk was also instructed to forward a copy of this letter to the Manager of the Leisure Centre.

249 CIRCULAR FROM DEFRA

A letter was received from DEFRA regarding local parish and town Councils' involvement in planning. It was,

NOTED

250 INFORMATION FROM HIGHWAYS

A letter was received from Highways regarding Summer Holiday travel and roadworks. It was,

NOTED

251 TRAFFIC CALMING – EAGLES ROAD

A letter was received from a resident of Worcester Close regarding the traffic calming at Eagles Road and the problems being experienced by local resident's of The Avenue, High Street and Eagles Road. It was,

RECOMMENDED

that the Town Clerk write to Highways at Dartford Borough Council to establish what the Council's plans are for traffic calming in Eagles Road and to also write to the resident acknowledging her letter and informing her of the Council's actions.

252 PIER HOTEL

A letter was received from Councillor Carrington regarding problems being experienced at the Pier Hotel and the fact that he was getting no response to his various emails to Dartford Borough Council. It was,

RECOMMENDED

that the Town Clerk write to DBC, with a copy to Susan Free and the Chief Executive at DBC regarding the issue and inform Councillor Carrington of their response.

253 SWAN VALLEY COMMUNITY SCHOOL

The Town Clerk issued Members with copies of correspondence regarding the above and the proposed works to be carried out to the roads and the Grove Car Park. During recess the Town Clerk and the Town Mayor responded to the correspondence. It was,

RECOMMENDED

that Members endorsed the action of the Town Clerk and the Town Mayor.

254 TOWN PLANNING

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

| | |
|------------------|---|
| DA/02/522/REM | Woodlands, Ingress Park, Greenhithe |
| DA/02/521/REM | Monks Wall, Cave of 7 Heads & The Grange, Ingress Park, Greenhithe |
| DA/02/324/REM | Ingress Abbey, Ingress Park, Greenhithe |
| DA/02/511/FUL | 124 Knockhall Road, Greenhithe |
| DA/02/584/FUL | Land Adjacent Plots 13-21 Village Heights, Ingress Park, Greenhithe |
| DA/02/492/LBC | The Grange, Ingress Park, Greenhithe |
| DA/02/186/COU | 28 Caspian Way, Swanscombe |
| DA/02/475/FUL | 39 Knockhall Chase, Greenhithe |
| DA/02/00613/FUL | 3 Barnfield Close, Greenhithe |
| DA/02/00555/CTRL | Galley Hill Road to Waterloo Connection |
| DA/02/00549/FUL | 24 Watermans Way, Greenhithe |

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

| | |
|---------------|------------------------------|
| DA/02/504/FUL | 33 Frobisher Way, Greenhithe |
| DA/02/457/COU | 1 Woodland Way, Greenhithe |
| DA/02/261/FUL | 1 Butcher Walk, Swanscombe |

KCC had advised that the following planning application had been approved.

| | |
|-----------|--|
| DA/02/653 | Craylands Primary School, Craylands Lane, Swanscombe |
|-----------|--|

KCC had advised that the following planning application had been refused.

Pedestrian Cycle Path, Keary Road to Swan Valley Community School

The following planning applications had been received from Dartford Borough Council and were dealt with during recess. Members approved the actions of the Town Clerk and Town Mayor.

DA/02/00744/REM Submission of details relating to street lighting pursuant to Condition 18 of Planning Permission DA/98/00664/OUT for residential development

Plots 1-57, 70-136, 152, 239 & 277 The Woodlands, Ingress Park, Greenhithe

OBSERVATIONS No observations

DA/02/00715 Submission of landscaping details pursuant to Condition 5 of Planning Permission DA/00/00544/COU for conversion of existing building to residential

Ingress Vale Church, Knockhall Road, Greenhithe

OBSERVATIONS: No observations

DA/02/00710/COU Change of use of ground floor of premises to Tattoo Studio

41 High Street, Swanscombe

OBSERVATIONS: Members object to this application as they feel parking problems would be caused.

DA/02/00719/REM Submission of details relating to surface water pursuant to Condition 27 of Planning Permission DA/98.00664/FUL for residential development

The Woodlands, Ingress Park, Greenhithe

OBSERVATIONS: No observations

DA/01/00813/CPO Consultation on an application for submission of details of floodlighting, rebound walls, fencing and proposed hours of use of the artificial pitch

Swan Valley Community School, Southfleet Road, Swanscombe

OBSERVATIONS: Members feel that the hours of use are excessive and although it has been recommended the use be reduced to 08.00 to 22.00 hours Monday to Saturday with no use on Sunday, Members feel that the hours of use should be reduced further.

DA/02/00621/FUL Erection of steel frame work to house two No. 48 sheet advertisement hoardings

Roundabout East of Marks & Spencer, Bluewater, Western Quarry, West of Bean Road, Greenhithe

OBSERVATIONS: No observations

DA/02/00784/REM Archaeological investigation pursuant to Condition 25 of Planning Permission DA/98/667 for redevelopment of site

Ingress Abbey, The Grotto & Eastern Mound, Greenhithe, Kent

OBSERVATIONS: No observations

DA/02/00768/CTRL Revised arrangement for Paper Sack Retaining Wall

To the North East of CTRL between Galley Hill Road & The North Kent Line Overbridge

OBSERVATIONS: No observations

DA/02/00783/REM Erection of a detached house

Land at junction of Breakneck Hill, Bean Road, Greenhithe

OBSERVATIONS: No observations providing neighbours are consulted.

DA/02/00775/FUL Erection of a balcony to side of building

28 Frobisher Way, Greenhithe, Kent

OBSERVATIONS: No observations, providing neighbours are consulted.

DA/02/00777/FUL Erection of a single storey extension

12 Ivy Bower Close, Greenhithe, Kent

OBSERVATIONS: No observations providing neighbours are consulted.

The following planning applications were received from Kent County Council and were dealt with during recess. Members approved the actions of the Town Mayor and the Town Clerk.

DA/01/62 Submission of contaminated land study report to meet requirements of Condition 11 of consent DA/01/62

Craylands Lane Pit, Craylands Lane, Swanscombe

OBSERVATIONS: Members feel that consideration should be given to the traffic generated being diverted away from the local area and that dust and residue should be kept to a minimum by taking precautions of using sweepers and douers on a regular basis.

DA/02/TEMP/0011 Provision of a larger car park and drop off zone within the school including highway revisions

Swanscombe Centre, Craylands Lane, Swanscombe

OBSERVATIONS: No observations

DA/99/706/R3 Variation of Condition 3 of consent to allow partial restoration of Phase 3 in advance of completing Phases 1 & 2

Bakers Hole, Northfleet

OBSERVATIONS The Town Council would be concerned if this caused any flooding to Southfleet and Stanhope Road.

The following planning applications were received from Dartford Borough Council and were submitted for Members' considerations.

DA/02/00792/TRCON To fell 1 Ash Tree & to lift and thin canopy of 1 Sycamore Tree in a Conservation Area

21 High Street, Greenhithe, Kent DA9 9NL

| | |
|-----------------|---|
| OBSERVATIONS | Members felt that a replacement tree should be planted in place of the felled tree. |
| DA/02/00790/FUL | Variation in respect of repositioning garage door 33 Frobisher Way, Greenhithe, Kent |
| OBSERVATIONS | Parking and garaging should confirm to relevant Regulations and neighbours should be consulted. |
| DA/02/00798/FUL | Erection of a part single/part two storey rear extension 39 Knockhall Chase, Greenhithe |
| OBSERVATIONS | No observations providing neighbours are consulted. |
| DA/02/804/CPO | Consultation on an application for the Variation of Condition 3 of Planning Permission DA/99/706 in respect of allowing partial restoration of Phase 3 in advance of completing Phases 1 & 2 Bakers Hole, Stanhope Road, Swanscombe |
| OBSERVATIONS | No observations |
| DA/02/817/REM | Submission of details relating to mosaic design pursuant to Condition 3 of Planning Permission DA/02/300/REM Riverside Walk, Ingress Park, Greenhithe |
| OBSERVATIONS | No observations |
| DA/02/829/REM | Submission of details relating to cycle store and bin store pursuant to Conditions 15 & 16 of Planning Permission DA/00/544/COU for the conversion of existing building & erection of a 2 storey side extension to provide 1 bedroom and 3 No. 2 bedroom flats together with covered disabled bays. Ingress Vale Congregational Church, Knockhall Road |

| | |
|---|--|
| OBSERVATIONS | No observations |
| DA/02/825/FUL | Demolition of existing single storey side extension and erection of a two storey side extension and a part single/part first floor front extension 32 Lewis Road, Swanscombe |
| OBSERVATIONS | No observations providing neighbours are consulted |
| DA/02/827/FUL | Erection of a two storey side/rear extension 3 Moore Road, Swanscombe |
| OBSERVATIONS | No observations providing neighbours are consulted |
| DA/02/835/FUL | Erection of a two storey side extension & conservatory at rear Orchards Mount Road, Greenhithe, Kent |
| OBSERVATIONS | No observations providing neighbours are consulted |
| DA/02/807/LCA | Application for a certificate of Appropriate Alternative Development in respect of redevelopment of site to provide 20 units for Class B1 & B2 11 Rod End, Northfleet Industrial Estate |
| OBSERVATIONS | No observations |
| The following planning application had been received from Kent County Council and was submitted for Members' consideration. | |
| DA/96/610 | Updated Swan Valley Community School Travel Plan Swan Valley Community School, Southfleet Road |
| OBSERVATIONS | No observations |

255 CTRL WORKS

Members were informed that lorries were still driving through the Village, although this was not supposed to be happening. It was,

RECOMMENDED

that the Town Clerk write to CTRL reminding them that lorries should not be doing this.

256 KNOCKHALL SCHOOL

Members were informed that the Governors of Knockhall School were concerned about the pavements. It was,

RECOMMENDED

that the Town Clerk write to Dartford Borough Council to address this issue.

257 CAR SALES

Members were informed that the Car Sales near Asda's had got an illegal sign up. It was,

RECOMMENDED

that the Town Clerk write to Enforcement at Dartford Borough Council to address this issue and also raise the subject of Riverview Cars and the road works at the top of Craylands Lane at the same time.

The meeting closed at 9.20 pm

MINUTES of the MEETING of the FINANCE AND GENERAL PURPOSES
COMMITTEE held at the LEISURE CENTRE, CRAYLANDS LANE
SWANSCOMBE on THURSDAY 26th SEPTEMBER 2002

PRESENT: Cllr. B E Read – Chairman
Cllr. L Bobby Cllr. J C D Holmes
Cllr. L J Caller Cllr. Mrs J M Holmes
Cllr. P R Defty Cllr. M J Munn
Cllr. B R Francis Cllr. Mrs G G Prior
Cllr. Mrs A R Harvey Cllr. Mrs I A Read

258 APOLOGIES FOR ABSENCE

Apologies for Absence were received from Councillors C Broadley, T J Carrington, G Clutterbuck, W Cunningham and T V Dixon.

259 MINUTES

The Minutes of the Meeting held on 13th June 2002 were confirmed and signed.

260 DECLARATIONS OF INTEREST

One additional Declaration was received from Councillor B E Read as a non-peccuniary interest in the Oast House. This will be added to the Register of Declarations.

261 NEW ACCOUNTS PACKAGE

Members were advised that a new accounts package had been purchased, as agreed at the Executive Meeting held on 21st August 2002. It was,

NOTED

262 INCOME AND EXPENDITURE 1ST APRIL 2001 – 31ST MARCH 2002

Members were advised that the accounts would be entered into the new accounts package and that details would be provided as soon as possible. It was,

NOTED

263 AMENDED BALANCE SHEET (Minute 128) ACCOUNTS – 1ST APRIL 2000 – 31ST MARCH 2001

Members were provided with a copy of the AMENDED Balance Sheet as at 31st March 2001. Members were advised that the large written off

figure previously supplied was actually income received in the following year, ie April 2002. It was,

RECOMMENDED

that the balance sheet be accepted and signed.

264 KENT ENERGY DISPLAY DURING ENERGY EFFICIENCY WEEK

Members were provided with a copy of a letter that had been received from Kent Energy requesting the use of the Foyer at the Leisure Centre for one day to hold a small exhibition aimed at providing members of the local community with free and impartial advice on ways of saving energy around the home. This would mean putting up a small display of information boards and a table for leaflets. Members were asked whether they wished to approve this, which was due to take place sometime during the week commencing 14th October 2002. It was,

RECOMMENDED

that the exhibition be approved.

265 RESIGNATIONS FROM POLICE LIAISON COMMITTEE

Members were advised that Councillor G Clutterbuck and Councillor P R Defty had tendered their resignations to serve on the Police Liaison Committee. It was,

RECOMMENDED

that the positions remain vacant for the time being.

266 RESIGNATIONS FROM SPORTS ASSOCIATION COMMITTEE

Members were advised that Councillors' G Clutterbuck, W S Cunningham and P R Defty had tendered their resignations to serve on the Swanscombe & Greenhithe Association of Sports & Social Clubs Committee. It was,

RECOMMENDED

that the Sports Association were advised of the resignations and that Members would notify them as soon as new representatives were appointed. These positions should be left vacant until after the negotiations with the Club had been completed.

267 BUS SHELTERS

Members were supplied with a copy of a letter which had been received from Dartford Borough Council, confirming that works to repair the bus shelters in Swanscombe Street, Bodle Avenue and London Road would be carried out once they had received the relevant quotes. DBC also confirmed that it was seeking quotations to replace the clear Perspex

sheeting with steel in view of the excessive repair costs of the shelters. It was,

RECOMMENDED

that a letter be sent to the Borough asking if they could provide smaller squares of perspex in a grill mounting for the bus shelters instead of the large sheets.

268 NEW BUS SHELTER

Members were asked whether any bus shelters were required. Funds of £2,500 were allocated in the current budget. Members were asked, if required, to confirm the type and style, in order that quotes could be obtained. Kent County Council would also be and confirmed that grants were still available. It was,

RECOMMENDED

that quotes be obtained for a similar vandal proof bus shelter the same as those currently in Swanscombe & Greenhithe. The bus shelter was to be sited in Swanscombe Street.

269 BYELAWS FOR LOCAL AUTHORITIES

Members were provided with a copy of the Circular from the Office of the Deputy Prime Minister regarding byelaws for Local Authorities and Parish and Town Councils. It was,

NOTED

270 MAJOR DEVELOPMENT SITES

Members were provided with a copy of a letter that had been received from Dartford Borough Council regarding major development sites in the borough. It was,

NOTED

271 BOWLS/PARK TOILETS

Members were provided with a copy of a letter from Dartford Borough Council, dated 29th August 2002 suggesting two possible schemes that could assist the Council with funding towards the refurbishment of staff/bowls club toilets. It was,

RECOMMENDED

that Swanscombe and Downs Bowls Clubs were contacted to suggest that they applied for funding, to include what had already been paid out for the toilets and any future improvements.

272 DITCH AT THE REAR OF THE LEISURE CENTRE

Members were provided with a copy of a letter from Kent Highways at Dartford Borough Council dated 5 September 2002, thanking the Council for allowing DBC access to clear the ditch at the rear of the Leisure Centre. Having excavated the ditch, DBC realised that it is a potential hazard and were asking permission from Land Securities to erect a 6 foot chain link fence to prevent access. As the Council was tenants the Borough requested Members views on this. It was,

RECOMMENDED

that the Town Clerk write and confirm that the Council were in agreement with this but, instead of chain link fencing which was easily broken, perhaps they should consider a railing type fence. The Clerk was also instructed to inform Dartford Borough Council that they should put back the barrier by the gate to the Heritage Park and move the skip back to a central position.

273 CRIME PREVENTION/TRAFFIC WORKING PARTY

Members were provided with a report of the Special CPTWP meeting held on 2nd July 2002 and a report of the meeting held on 25th July 2002. It was,

RECOMMENDED

that the Town Clerk write to the Chief Constable informing him that Members did not feel that the level of policing in the area was sufficient and that there was not an adequate response levels from the police.

With regard to the motor bike nuisance, it was,

RECOMMENDED

that the Town Clerk write to Lefarge Cement proposing a meeting between the Council and themselves to discuss this issue.

274 KAPC – FINANCE INFORMATION DAY

Members were advised that information had been received from KAPC regarding a Finance Information Day aimed at new Councillors and Clerks which was being held on Saturday 19th October. The cost of this was £41.13 per delegate. It was,

RECOMMENDED

that The Town Clerk attend the Finance Information Day and that fees and expenses should be paid.

275 AIRPORT TRANSPORT CONSULTATION

Members were provided with information from KAPC regarding the Future Development of Air Transport in the South East. They were advised that a copy of the Summary and Full Report was available in the office. Members' comments on the Questionnaire were required by 30th November. Members were reminded that although this matter was discussed at the recent R,L&A Committee meeting, the discussions related to the Council being opposed to an airport being built at Cliffe only. It was,

RECOMMENDED

that the questionnaire be completed and returned and that the Council only commented on environmental issues and answered as strongly possible opposing the site of Cliffe.

276 CHILDS CRESCENT FOOTWAY REPAIRS

Members were provided with copies of letters received from Kent Highways and Dartford Borough Council that the bid for funding of footway repairs had been successful and that an allocation had been made for the 2002/03 financial year in Childs Crescent. Works were due to commence in the second quarter of the year. Members were also provided with a copy of a letter that was sent to the resident's of Childs Crescent. It was,

RECOMMENDED

that a letter be sent to Kent Highways informing them that Members were pleased to learn that repairs to the footway were being undertaken at Childs Crescent and to also enquire what was happening with Eynsford Road

277 GAS SUPPLY AT THE LEISURE CENTRE

Members were advised that the Council had received a letter from Laser, the Energy Group of KCC, regarding the Gas Supply Renewal Contract for the Leisure Centre. The new Contract was for a period of 2 years (ie 1 October 2002 to 30 September 2004) and those prices would be fixed for the duration of the contract. It was,

RECOMMENDED

that the Contract be accepted and signed.

278 FOOTPATH DS1

Members were advised that a letter had been received from Legal Services at Dartford Borough Council confirming that Crest has decided

BAR

not to proceed with the diversion of footpath DS1 to the riverside route, but to retain it along its definitive route. It would still be necessary to process a Diversion Order to allow the development to go ahead and the Town Council would be consulted again once a fresh application had been received. It was,

NOTED

279 QED

Members were informed that a letter had been received from QED (Quality Environment for Dartford) inviting the Council to attend its AGM on 2nd October and to receive nominations for the chairperson. It was,

NOTED

280 DEFRA

Members were provided with a copy a letter that had been received from DEFRA dated 2nd September informing the Council that it had recently published the Rural Services Standard. Members were advised a copy was available in the office. It was,

NOTED

281 A GUIDE FOR PUBLIC AUTHORITIES

Members were advised that a letter had been received from the Commission for Racial Equality enclosing a copy of "Ethnic Monitoring – A Guide for Public Authorities". They were advised that a copy was available in the office. It was,

NOTED

282 BOGUS CALLERS

Members were provided with a copy of a News Release that had been received from the Kent Fire Brigade advising householders to beware of bogus callers. It was,

RECOMMENDED

that copies be placed in the Leisure Centre and on the Council's notice boards.

283 LOCAL TRANSPORT PLAN

Members were advised that a letter had been received from KCC dated 20th August enclosing a copy of the Local Transport Plan for Kent – Annual Progress Report 2002. Members were informed that a copy was available in the office. It was,

NOTED

284 BOUNDARY COMMITTEE

Members were provided with a copy of a letter that had been received from The Boundary Committee informing the Council that it was due to start a periodic electoral review of KCC's electoral arrangements and asking whether the Council had any initial views. It was,

NOTED

285 KAPC

Members were provided with a copy of the Parish News and Special Issue no 286A (16 Sep 2002). It was,

NOTED

286 KPA NEWS

Members were provided with a copy of the Kent Police Authority's latest Newsletter. It was,

NOTED

287 ALZHEIMER'S & DEMENTIA SUPPORT SERVICES AGM

Members were provided with a copy of an invite to attend the 9th AGM of the Alzheimer's & Dementia Support Services on Tuesday 8th October 2002. It was,

NOTED

288 TREE WORKS

Members were informed that a letter had been received from Railtrack Southern informing the Council that they would be undertaking tree works on the Hither Green to Rochester line, which would involve selective pruning and removal of problem trees growing within their own falling distance of the line at Swanscombe Station. Works would commence during the weekends some time between August 2002 and April 2003. Details of Tree Preservation Orders were requested. Therefore, their letter was forwarded to Dartford Borough Council. It was,

NOTED

289 MODEL CODE OF CONDUCT

Members were provided with copies of the correspondence the Head of Legal Services at Dartford Borough Council had had with the Standards Board for England regarding the position of Members who were Town/Parish Councillors and also Members of the Borough Council's Town Planning Committee. It was,

NOTED

290 TRANSFER OF LICENCE

Members were provided with a copy of the Notice of Intention to Apply for the Transfer of a Justices' Licence for The Alma Public House . It was,

NOTED

291 SWANSCOMBE & GREENHITHE PROFESSIONAL PARTNERSHIP

Members were provided with a copy of the Minutes of the Greenhithe & Swanscombe Professional Partnership held on 9th July 2002. They were,

NOTED

292 OLD PEOPLES WELFARE COMMITTEE

Members were provided with a copy of the Minutes of the Swanscombe & Greenhithe Old People's Welfare Committee held on 9th July 2002. They were,

NOTED

293 RAIL SERVICE

Members were provided with a copy of a letter that had been received from the Rail Passengers Committee (Southern England) offering Members an opportunity to question Connex and Railtrack about rail services in the area. A public meeting will be held in Folkestone on 14th and 15th October. It was,

NOTED

294 KAPC

Members were advised that the Council had received a letter from '4 Kids' dated 22 July asking for a donation towards its cause to build a youth facility in the area. It was,

RECOMMENDED

that a letter be sent to '4 Kids' advising them that the Council was always happy to help local organisations and if they formed an organised charity the Council would be happy to consider a donation in the future.

295 KAPC

Members were provided with a copy of a letter and accompanying documents that were received from the Kent Association of Parish Councils regarding the NALC Development Strategy 2002. Members were advised that a full copy was held in the office. It was,

NOTED

296 TRAFFIC CALMING

Members were advised that a letter dated 13th September had been received from Babbie (working for KCC) regarding proposed traffic calming in Knockhall Road, Knockhall Chase and the adjoining side-streets. It was,

RECOMMENDED

that a letter be sent to Babbie stating that Members felt that the distance between the humps was too great to calm traffic and that although in principle the Council agreed with traffic calming, in its opinion, the method outlined did not prove to be successful and that perhaps other methods should be looked into.

297 FREEDOM OF INFORMATION ACT 2002

Members were provided with a copy of a letter which had been received from the Information Commissioner regarding the Freedom of Information Act 2002 – Publication Schemes. It appeared that the Council was legally required to adopt a publication scheme, be it the Model Scheme or a bespoke Scheme designed for this Council. Members were also provided with a copy of the Model Scheme for Parish, Town and Community Councils along with the Explanatory Notes for Members consideration. Members were informed that the code needed to be adopted and returned to the Information Commissioner by 31st December 2002. It was,

RECOMMENDED

that this item be added to the Agenda for Town Council Meeting on the 10th October 2002.

298 MMI SCHEME

Members were advised that the MMI Scheme Statement for the six months ending 31st March 2002 had been received from Municipal Mutual and was available in the office. It was,

NOTED

299 POLITICAL PARTY

Members were advised that Councillor C Broadley had informed the Town Clerk that he had changed the political party that he now represented. Councillor Broadley was now a Member of the Conservative Party. It was,

RECOMMENDED

that proposals be put forward at the next Town Council Meeting concerning whether any alterations needed to be made to the current Committee structures.

300 CHANGE OF ADDRESS

Members were informed that Councillor B Francis was moving to Gravesend on 2nd October 2002. It was,

NOTED

301 TRANSFER OF LICENCE

Members were advised that a copy of the Notice of Intention to Apply for the Transfer of a Justices' Licence for the Asda Store at Greenhithe had been received. It was,

NOTED

302 EASTERN QUARRY

Members were advised that a letter had been received from the Development Director at Land Securities inviting Members of local Council's to attend a preview of the exhibition to be held at the Leisure Centre at 2pm on Thursday 3rd October regarding Eastern Quarry. It was,

RECOMMENDED

that a letter be sent to Dartford Borough Council enquiring when the consultation would be taking place under the Section 106 Agreement on the Ebbsfleet Development.

303 DONATION

Members were advised that a letter had been received from Knockhall Community Primary School dated 13th September 2002 asking if the Town Council would be willing to pay their membership fee to the National Association of Governors and Managers as it has done in previous years under a Section 137 donation. The cost of this was £50 per annum. It was,

RECOMMENDED

that a donation of £50 was made under a Section 137.

304 RE-SURFACING WORK

Members were provided with a copy of a letter that had been received from Kent Highways informing the Council of various resurfacing works in the area. It was,

RECOMMENDED

that a letter be sent to Kent Highways thanking them for the information, but pointing out that the resurfacing work carried out to date was of a poor standard and it was hoped that all works were properly inspected.

305 HEAVY GOODS LORRIES

Members were provided with a copy of a letter from Kent Industrial Mission. It was,

RECOMMENDED

that a letter be sent to Kent Highways enclosing a copy of this letter stating that Members were concerned with the fact that the heavy goods vehicles were travelling too fast and spreading chalk deposits and to suggest that wheel washing would help alleviate the build up on roads. The item should also be added to the Agenda for the next Crime Prevention/Traffic Working Party meeting.

306 EBBSFLEET DEVELOPMENT

Members were advised that a letter had been received from Murphy dated 28 August 2002 regarding the forthcoming changes in the road layout serving Kent Kraft and Northfleet Industrial Estate. Members were also advised that the new access to the western end of Kent Kraft and Northfleet Industrial Estate was planned to open on 30th September 2002. It was,

NOTED

307 SWAN VALLEY COMMUNITY SCHOOL

Members were advised that a copy of a letter to John Lattimore had been received from KCC confirming that the Authority had approved the revised completion date of 1st December 2003 for the highway improvement works. The letter also confirmed that the Authority could see no reason why works to The Grove Car Park and the CCTV should be delayed.

Members were also advised that a letter from Colin Martin, the Senior Engineer at Transport Planning and Safety at Kent Highways had been received, informing the Council that it would be unreasonable to ask the contractor to incur extra costs in mobilising its workforce to carry out the improvements to the Grove Car Park some weeks, if not months, apart from the Stanhope Road works. Members were reminded that the roadworks had been delayed because of the siting of lizards. Members were advised of the proposed amendments.

Members were advised that the Council had also received a request from John Lattimore asking Members to reconsider their objections to the use of the artificial pitch at the School. Members were reminded that they requested the hours of use to be reduced further from 0800 to 2200 Monday to Saturday with no use on Sunday.

Members were also informed that the above letter also refers to the impact of the Town Council's refusal to allow the Leisure Centre Car Park to be used by parent's of pupils at the new school in Craylands Lane. It was,

RECOMMENDED

that a letter be sent to Kent Highways informing them that the Council was displeased with the delays and that the work should have formed part of Phase 1 of the Planning Application. Members also wished it be be emphasised that it was vital that these works were completed ensuring the safety of children in the area going to school. Members would like to know if the work was not completed in the very near future, what other measures were being taken to make safe these routes.

308 GREENHITHE FORESHORE/INGRESS PARK

Members were provided with a copy of a letter from Legal Services at Dartford Borough Council regarding the Section 106 for the Greenhithe Water Front. Members were advised that Crest had requested several modifications to the original agreement, which DBC were now submitting to the Council's for its approval. It was,

RECOMMENDED

That the Clerk checked the amendments and contact the Borough if she felt there was anything to query and that it be put on the Agenda of the next Town Council.

309 PLAYGROUND AT GREENHITHE FORESHORE

Members were advised that the Council had received notification from Dartford Borough Council that Crest had agreed to amend the railing type following concerns from Members. Members were supplied with a copy of the new railings. It was,

RECOMMENDED

that a letter be sent to Crest thanking them for accepting Members proposals.

310 EXCLUSIONS OF PRESS AND PUBLIC

Due to the confidential nature of the business to be transacted, Members of the Press and Public were asked to leave the Meeting.

311 SPORTS PAVILION LEASE

Members were provided with documentation from a third party. Members considered this documentation. It was,

RECOMMENDED

that this documentation be deferred due to ongoing negotiations involving the Courts.

Members of the Press and Public were invited back into the Meeting.

312 TOWN PLANNING

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

DA/02/884/LBC Application for Listed Building Consent for the installation of 2 disabled access lifts with associated ramps and platforms to provide link between The Coach House and The Abbey.

The Coach House and Ingress Abbey, Ingress Park, Greenhithe.

OBSERVATIONS: No Observations

DA/02/883/FUL Installation of 2 disabled access lifts with associated ramps and platforms to provide link between The Coach House and The Abbey.

The Coach House and Ingress Abbey, Ingress Park, Greenhithe.

OBSERVATIONS: No Observations

DA/02/848/FUL Erection of a single storey rear extension

3 Sweyne Road, Swanscombe

OBSERVATIONS: No Observations provided neighbours are consulted.

DA/02/858/REM Submission of details relating to bus stops & shelters pursuant to Condition 24 of Planning Permission DA/98/664/OUT

Ingress Park, Greenhithe

OBSERVATIONS: Members would like the bus stops and shelters to have commonality with those situated in the Swanscombe & Greenhithe area.

BSK

DA/02/583/OUT Outline application for residential development comprising 14 flats over four floors (including use of roof space) and provision of on-site parking

33 Bean Road Greenhithe Dartford Kent

OBSERVATIONS: Members felt that there should be adequate parking and the entrance in and out safeguarded. Neighbours should also be consulted.

Members were advised that the following decision notices had been received from Dartford Borough Council informing members that permission had been approved:

DA/02/618/CTRL Channel Tunnel Rail Link, Southfleet Road

DA/02/724/REM Woodlands, Ingress Park, Greenhithe, Kent

DA/02/759/CPO Swan Valley Community School, Southfleet Road Swanscombe, Dartford

DA/02/588/FUL 3 Crest View, Greenhithe, Dartford

DA/02/782/REM Land at Junction of Breakneck Hill, Bean Road, Greenhithe, Kent

DA/02/710/COU 41 High Street, Swanscombe, Kent

They were,

NOTED

313 RIVERVIEW CARS

Members were advised that there was still a parking problem with Riverview Cars and that they had no planning application. The Clerk informed the Council that this matter had been raised at the R,L&A Committee and that she had written to Dartford Borough Council.

314 GREENHITHE CAR SALES

Members were advised that there was another parking problem with Greenhithe Car Sales near Asda's and that they had an illegal sign up. Members were advised that the Clerk had written to Dartford Borough Council on this issue.

The Meeting closed at 9.40pm

BEK

MINUTES of the MEETING of the
SWANSCOMBE & GREENHITHE TOWN COUNCIL HELD at the
LEISURE CENTRE, CRAYLANDS LANE, SWANSCOMBE on
THURSDAY, 10TH OCTOBER 2002 at 7.30 PM

PRESENT:

| | |
|----------------------|----------------------------|
| | Cllr. B E Read, Town Mayor |
| Cllr L J Bobby | Cllr H G Dold |
| Cllr C Broady | Cllr. Mrs A R Harvey |
| Cllr. L G Caller | Cllr. J C D Holmes |
| Cllr. T J Carrington | Cllr. Mrs J M Holmes |
| Cllr. T V Dixon | Cllr. Mrs I A Read |

315 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors' P R Defty, W S Cunningham, B R Francis, M J Munn and Mrs G G Prior.

316 IN ATTENDANCE

The Reverend Richard Barron and Mr Alan Andrews from St Mary's Church, Greenhithe.

317 DECLARATIONS OF INTEREST

No additional declarations were made.

318 MINUTES OF THE TOWN COUNCIL MEETING HELD ON 27TH JUNE 2002

Minutes of the Meeting held 27th June 2002 were confirmed as a true record. Proposed by Councillor L Caller and seconded by Councillor Mrs I A Read.

319 PLANS FOR ST MARY'S CHURCH, GREENHITHE

The Reverend Richard Barron and Mr Alan Andrew's of St Mary's Church gave a presentation to the Town Council on the plans for the Church.

Discussions had taken place as to whether the Church should continue to exist, whether it should move to another location, ie join up with another Church, or whether the existing site should be developed. Members were informed that it had been decided to develop the Church's existing site and details of this were given to the Town Council.

It was explained that there were three stages to the redevelopment, which would consist of external works to the Church and the Car Park, internal changes to the Church, and redevelopment of the existing hall. With these changes it was

hoped that the Church would be much more accessible to the community and with the new facilities offered it could also be used a venue and conference centre.

The key objective for the Church now was to find funding for the next stage of the project, which was the feasibility plan, outline and planning application. Suggestions for help with funding were given by the Town Council.

320 SWAN VALLEY COMMUNITY SCHOOL

Members were informed that the Town Clerk had received confirmation that lizards had been found in abundance at Stanhope Road and that all improvement works would be delayed until at least June 2003. It was,

RESOLVED

that the Town Clerk write to KCC Highways requesting the Grove Car Park improvement works to be scheduled as soon as possible, despite the delay. The Clerk was also requested to ask if any monies accrued, because of non-expenditure, could be used locally.

321 SECTION 106 – GREENHITHE FORESHORE

Members were provided a copy with the amended Section 106 Agreement for the Greenhithe Foreshore. It was,

RESOLVED

that as most of the amendments referred to date changes, because the project had slipped in timescales, that the amendments be accepted. The Town Clerk was instructed to write back to Dartford Borough Council confirmed acceptance.

322 REQUEST TO USE GROVE HALL FOR ELECTIONS FROM DARTFORD BOROUGH COUNCIL

A request had been received from Dartford Borough Council to use the Grove Hall for Local Government Elections on 1st May 2002. It was,

RESOLVED

that the Town Clerk confirm back to DBC that this was acceptable and that they would be charged at the prevailing rate.

323 DARTFORD BOROUGH COUNCIL BUSINESS FORUM

An invitation had been received from Dartford Borough Council inviting Member's to attend a Business Forum meeting focussing on Dartford Town Centre on 22nd October 2002. It was, NOTED.

324 PROPOSED NURSERY UNIT AT SWANSCOMBE INFANT SCHOOL

A letter had been received from the District Schools Officer at Kent County Council regarding the proposed nursery unit at Swanscombe Infant School. It was, NOTED.

325 ST MARY'S CHURCH, CHRISTMAS BAZAAR

A letter had been received from St Mary's Church in Greenhithe, asking for the Town Council to donate a prize in it's Christmas Bazaar being held on 23rd November 2002. It was,

RESOLVED

to pass this request to the Leisure Centre Committee to decide a suitable prize.

326 DARTFORD LOCAL PLAN REVIEW

A letter had been received from Dartford Borough Council regarding the Local Plan Review and tabled a list of the Town Council's responses/objections to the plan. It was, NOTED.

However, the Town Clerk was instructed to write to Dartford Borough Council explaining that it was concerned with the number of housing developments proposed for the area. Member's were reminded that they would be able to comment of the 2nd Draft.

327 RAIL LINK COUNTRYSIDE INITIATIVE

Members were invited to attend the Annual Forum for the Rail Link Countryside Initiative. It was, NOTED.

328 FREEDOM OF INFORMATION ACT

Members were provided with information regarding the Freedom of Information Act. The Town Council must adopt a Scheme by 31st December 2002. It was,

RESOLVED

to adopt the Model Scheme for Local Town/Parish Councils and that the Council should at a later stage decide a fee for anyone wishing to view the information.

329 KAPC 55TH ANNUAL GENERAL MEETING

KAPC had sent an invitation to attend its AGM being held on 2nd November 2002. It was, NOTED.

330 EXECUTIVE COMMITTEE MEETING HELD ON 21ST AUGUST 2002

It was,

RESOLVED

that the Minutes of the Executive Committee held on 21st August 2002 be confirmed and that the recommendations therein be adopted. Proposed by Councillor B E Read and seconded by Councillor L Caller.

331 EXECUTIVE COMMITTEE MEETING HELD ON 4TH SEPTEMBER 2002.

It was,

RESOLVED

that the Minutes of the Executive Committee held on 4th September 2002 be confirmed and that the recommendations therein be adopted. Proposed by Councillor B E Read and seconded by Councillor Mrs I A Read.

332 RECREATION, LEISURE & AMENITIES COMMITTEE HELD ON 5TH SEPTEMBER 2002

It was,

RESOLVED

that the Minutes of the Recreation, Leisure & Amenities Committee held on 5th September 2002 be confirmed and that the recommendations therein be adopted, with the amendment that Councillors Mrs J M Holmes was not present at the meeting. Proposed by Councillor T J Carrington and seconded by Councillor B E Read

333 FINANCE & GENERAL PURPOSES COMMITTEE HELD ON 26TH SEPTEMBER 2002

It was,

RESOLVED

that the Minutes of the Finance & General Purposes Committee held on 26th September 2002 be confirmed and that the recommendations therein be adopted. Proposed by Councillor B E Read and seconded by Councillor L Caller

334 DOCTOR'S SURGERY AT STANHOPE ROAD

Councillor T V Dixon confirmed that there were still health and safety issues regarding access to the Doctor's Surgery at Stanhope Road. Reference Minutes No. 222 the Town Clerk visited the Surgery and had a meeting with the Practice Manager to discuss concerns and it was confirmed that repair works would be undertaken before the Surgery moved to its new location at Swan Valley Community School. It was,

RESOLVED

that the Town Clerk write to the Surgery asking why these works have not been carried out and for an estimated schedule of the repairs. The Town Clerk was also instructed to contact Dartford Borough Council Environmental Services with the Town Council's concerns.

335 GREENHITHE COMMUNITY ASSOCIATION

Members were informed that the Association was confident that their lease would be renewed and that they would not be issued with a Notice to Quit.

336 SWANSCOMBE LIBRARY

Members were informed that Swanscombe Library was being relocated to Swan Valley Community School. The new Library was due to open on the 5th November 2002. Various Members' of Dartford Borough Council were invited to a preview on 11th November 2002. Member's asked why this invitation had not been extended to Members of the Town Council.

337 MEMORIAL DAY

Members were informed that this year's service would be held at Swanscombe Park.

338 HEN NIGHT AT THE LEISURE CENTRE

The Town Clerk had received a request to hold a hen night at the Leisure in late November/early December 2002. The Clerk explained that there had been one held a few years previous that proved extremely successful. It was,

RESOLVED

that this was allowed to go ahead.

339 USE OF BROOMFIELD PLAYING FIELDS FOR 'BUNGEE RUN'

The Town Clerk had received a request for use of the Broomfield Playing Field on Saturday 14th November for a 'Bungee Run' for a birthday party. It was,

RESOLVED

that the Town Clerk confirmed that the Council had no objections to this and that she would be charged £8.30 per hour for the use of this facility. The event was to last no longer than 4 hours and she must be cleared up by 2pm at the latest. She was also to provide copies of adequate insurance cover.

BBB

340 TOWN PLANNING

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

DA/02/928/TPO Reduce height, thin canopy and removed dead wood from 1 lime and 7 chestnut trees. Subject to TPO No. 3 1991.

Grass verge adjacent to St Peter's & St Pauls Churchyard and footpath leading to St Paul's Close, Swanscombe

OBSERVATIONS No observations

DA/02/903/FUL Erection of rear conservatory

63A Ames Road, Swanscombe

OBSERVATIONS No observations providing neighbours are consulted

DA/02/936/FUL Retention of the use of the haul road for contractors access until 01 February 2004

OBSERVATIONS No observations, providing

DA/02/013/FUL Erection of two storey side extension

10 Ames Road, Swanscombe

OBSERVATIONS No observations providing neighbours are consulted

341 PEARCE'S STORES, HIGH STREET, SWANSCOMBE

Members were asked whether they were aware if this premises was to be rebuilt as a shop with one flat above.

342 BUS SHELTER AT GREENHITHE STATION

Members were asked whether the brick building which has appeared at Greenhithe Station is the new bus shelter.

343 CAR PARK AT THE LEISURE CENTRE

Members were asked if they were aware that lights were out in the car park and also that there was an oil drum placed in there.

The meeting closed at 9.20 pm

MINUTES of the PERSONNEL COMMITTEE
HELD at the LEISURE CENTRE, CRAYLANDS LANE, SWANSCOMBE
on THURSDAY, 24TH OCTOBER 2002 AT 6.00 PM

PRESENT:

Cllr. B E Read, Chair
Cllr. L Caller

Cllr. T J Carrington
Cllr. P R Defty

344 APOLOGIES FOR ABSENCE

There were none.

345 DECLARATIONS OF INTEREST

No amendments were made to the already registered declarations of interest.

346 MINUTES OF THE MEETING HELD ON 13 MAY 2002

The Minutes of the Personnel Committee held on 13 May 2002 were accepted as a true record.

347 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 Meeting whilst the following items were discussed.

348 STAFF SICKNESS

Members were provided with details of staff sickness since the last meeting. It was,

RECOMMENDED

that sickness levels continued to be monitored and that the Town Clerk should mention to some staff that there are concerns over their sickness.

349 SICKNESS BENEFITS

Members were informed that one member of the Town Council's staff received different sickness benefits to the rest of the Council's staff. It was,

RECOMMENDED

that this member of staff's sickness benefits be increased in line with all other staff.

350 COST OF LIVING RISE

Members were provided with information from South East Employer's regarding the cost of living rise. It was,

RECOMMENDED

to accept the increases and apply to all staff's salaries effective from the November 2002 pay date.

351 SALARY INCREASE FOR PARK STAFF

Member's discussed additional responsibilities that the Town Council's three full-time Park staff were now undertaking. It was,

RECOMMENDED

to increase their salaries by one spinal point and to amend their job descriptions to reflect these additional responsibilities.

352 TRANSITION FROM WEEKLY TO MONTHLY PAY

The Town Clerk informed Members that she wished to put all employees on monthly pay. However, in one case, a particular member of staff would require a loan to help with the transition period. It was,

RECOMMENDED

that the Town Clerk contact South East Employers and KAPC to confirm whether the Town Council was able to give loans of this type. Once confirmation was received, the Clerk would be able to put all staff on monthly pay.

353 SALARY INCREASE

Members were provided with information regarding a member of staff whose pay increments had not been applied correctly dating back to March 2001. The member of staff had also asked for a spinal point increase in addition to the cost of living rise. It was,

RECOMMENDED

that the necessary adjustments be made and that the Town Clerk should conduct a salary review of all the Town Council's staff and present this research to the next Personnel Committee meeting.

354 SALARY INCREASE FOR LEISURE CENTRE STAFF

Members were given a copy of a letter received from a member of the Leisure Centre staff requesting a pay increase and reasons why it should be awarded. It was,

RECOMMENDED

that this member of staff's salary be increased by half a spinal point effective from 1st January 2003 and was subject to satisfactory improvements being achieved. The Town Clerk was also instructed to hold regular review meetings.

355 HOLIDAY ENTITLEMENT

Members were informed that the Town Clerk was not receiving the correct level of holiday entitlement awarded to the post. It was,

RECOMMENDED

that this be amended to the correct level.

356 CHRISTMAS OFFICE COVER

Members were informed that the Assistant Town Clerk had booked holiday over the Christmas period, but that the Town Clerk would also like to take some annual leave at this time. The Town Clerk suggested that she arranged for the Town Council main line to be diverted to her home line and a suitable recorded message on the fax/telephone line. It was,

RECOMMENDED

to accept the Town Clerk's proposals but that she should only book one day's annual leave, instead of two, for being 'on call'.

357 EMPLOYMENT OF HANDYMAN

Members were provided with reasons why it was felt necessary to employ a Handyman. It was,

RECOMMENDED

that the Town Council employed a handyman for 20 hours a week and that the salary should be set on a similar basis to the previous handyman/caretaker. The handyman would need to be experienced in building work and minor electrical repairs.

The meeting closed at 7.00 pm.

MINUTES of the LEISURE CENTRE COMMITTEE
held at the LEISURE CENTRE, CRAYLANDS LANE, SWANSCOMBE on
THURSDAY, 24TH OCTOBER 2002 at 7.00 PM

PRESENT:

| | |
|------------------------------|----------------------|
| Cllr. T J Carrington (Chair) | Cllr. Mrs A R Harvey |
| Cllr. G M B Clutterbuck | Cllr. J C D Holmes |
| Cllr. P R Defty | Cllr. B E Read |

358 CHAIR OF MEETING

Councillor Carrington requested Councillor Read to Chair the meeting as he was not feeling too well.

359 APOLOGIES FOR ABSENCE

Apologies were received from Councillor C Broadley and Councillor Mrs J M Holmes.

360 DECLARATIONS OF INTEREST

No amendments were made to the register.

361 MINUTES OF THE MEETING HELD ON 16 MAY 2002

The Minutes of the Leisure Centre Committee held on 16 May 2002 were accepted as a true record.

362 DONATION TO ST MARY'S CHURCH, GREENHITHE

Members were advised that St Mary's Church, Greenhithe had written to the Town Council requesting for the Council to donate a prize in their Christmas Bazaar. The Town Clerk suggested a month's free membership for full use of the gym facilities at the Leisure Centre. It was,

RECOMMENDED

that the Town Clerk's suggestion be accepted and that she write and confirm this to the Church.

363 PETITION REGARDING TEMPERATURE IN THE SPORTS HALL

Members were provided with a copy of a petition that had been received by users of the Sports Hall at the Leisure Centre. It was suggested that this be put in abeyance until the management contract had been completed. However, in the interim, it was,

RECOMMENDED

that the Town Clerk contact the company that maintains the systems to establish whether anything could be done to rectify the situation and the cost implications

involved. The Town Clerk should also write back to the main contact on the petition and inform them of the actions that the Town Council would be taking.

364 CARPET CLEANING

The Town Clerk asked Members to consider establishing a carpet cleaning contract at the Leisure Centre. It was,

RECOMMENDED

that the Leisure Centre staff hire a carpet cleaner and undertake these works during the Christmas shut down period.

365 MAINTENANCE CONTRACTS

The Town Clerk advised Members that she was still awaiting quotes for the maintenance contracts of the Centre. Only two had so far been received. It was,

RECOMMENDED

that the Council accepted the quote that was attached to the Clerk's Report as this company had an extremely good reputation and knew the internal workings of the Leisure Centre. The contract should be set up for one year.

366 MINIBUS HIRE

Members were informed that it would be beneficial for the Leisure Centre staff to be able to use a minibus to ferry children to and fro when the Summer activities are being held. Members were provided with information regarding Associate Membership of the Ifield School Community Bus Scheme for £1 per annum where the Leisure Centre staff would be able to use their bus at the cost of 18 p per kilometre. It was,

RECOMMENDED

that Richard Powell and Janice Lock attend a driver training course held by KCC and to also join the Ifield Community Bus Scheme. The Clerk was also instructed to clarify the situation with regard to insurance.

367 HEALTH & SAFETY

Members were informed that the Town Clerk had concerns regarding various health & safety issues at the Leisure Centre. It was,

RECOMMENDED

that the Senior Recreation Supervisor attend a suitable health and safety training course in order that any problems at the Centre be identified and dealt with in the correct manner.

368 STOCKTAKE

Members were informed of the quarterly stocktake figure. It was, NOTED.

369 ANNUAL PRICE INCREASES

Members were asked to give consideration to the annual price increase. It was,

RECOMMENDED

that all prices be increased by 3% and rounded up accordingly. Childrens' parties to be increased to £17.50 per activity and £3 per head for food. The multi-purpose pitch would now be charged at a flat rate of £23 per hour (ie no peak or off-peak rate) with consideration being given to suitable prices for netball. This would be reviewed next year. Bar prices would be increased in line with supplier increases.

370 INCIDENT IN THE FITNESS SUITE

Members were informed of an incident in the fitness suite whereby a user of the gym suffered a heart attack. The Senior Recreation Supervisor advised that procedures had been put in place to check the gym more frequently. It was,

RECOMMENDED

that the health questionnaire be amended to show that any future ailments are reported to the Leisure Centre. The Town Clerk was also instructed to contact the Council's solicitors to confirm the Council's liability if an accident occurred.

371 CHILDREN'S CHRISTMAS PARTY

Members were provided with information regarding this year's Children's Christmas Party. It was,

RECOMMENDED

that the Town Council donate £150 under Section 137 towards the cost of the party and that the children's entertainer be police checked.

372 TRAMPOLINE AWARDS

Members were informed that a successful trampolining class was being run at the Centre. Help was requested towards the cost of the trampoline awards from the Council. It was,

RECOMMENDED

that the Committee be given more information before reaching a decision.

373 INSTALLATION OF NEW MACHINES

Members were given details of new vending machines installed at the Centre. They were, NOTED.

374 EVENTS AT THE LEISURE CENTRE

Members were provided with details of the events that had been held at the Leisure during the recent months. They were, NOTED.

375 NEW YEAR'S EVE FUNCTION

Members were asked whether consideration should be given to holding a New Year's Eve function at the Centre. It was,

RECOMMENDED

that a function should not be held this year.

376 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 whilst the next item was being discussed.

377 MANAGEMENT CONTRACT

Members were given copies of the Expressions of Interest that had been received for the management contract of the Leisure Centre. Councillor Carrington informed the Committee that he had received verbal agreement to the Town Council being able to lease Leisure Centre, but this had not yet been received in writing. Councillor Carrington was to chase this up. It was,

RECOMMENDED

that a further meeting of the Leisure Centre Committee be held at 6.30 pm on Thursday 31st October 2002 at the Leisure Centre to discuss the tender documents in greater detail, once Members of the Committee had had a chance to digest the documents. The Clerk was also instructed to write to the parties concerned apologising for the delay in replying to their Expressions of Interest and that the Council was still considering them.

The meeting ended at 8.07 pm

MINUTES of the LEISURE CENTRE COMMITTEE
held at the LEISURE CENTRE, CRAYLANDS LANE, SWANSCOMBE on
THURSDAY, 31st OCTOBER 2002 at 6.30 PM

PRESENT:

| | |
|------------------------------|----------------------|
| Cllr. T J Carrington (Chair) | Cllr. J C D Holmes |
| Cllr. L J Bobby | Cllr. Mrs J M Holmes |
| Cllr. Mrs A R Harvey | Cllr. B E Read |

378 APOLOGIES FOR ABSENCE

Apologies were received from Councillor C Broadley and Councillor G M Clutterbuck.

379 DECLARATIONS OF INTEREST

No amendments were made to the register.

380 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 whilst the next item was being discussed.

381 MANAGEMENT CONTRACT

Members were provided with a copy of the Expressions of Interest document that was sent out in June 2002 by the Council.

Members were asked to go through the individual documents that had been received back from interested parties. There were for's and against's for each company. It was,

RECOMMENDED

that the way to progress this matter was to go to the next stage and put out a tender document. This tender document should reflect everything that the Council wishes to see happen with this exercise. The tender document should be sent out with the last three years figures for the Leisure Centre and Thames Bar. It was also,

RECOMMENDED

Councillor's Carrington and Read should work on finalising the tender document and that before it be sent out, the Council should submit it to David Fletcher at

Dartford Borough Council for his advice. The Clerk was instructed to contact David Fletcher and ask his approval beforehand.

382 INCIDENT IN FITNESS SUITE

The Town Clerk informed Member's of the Committee that she had put a procedure in place so that any Member of the Leisure Centre must inform them of any future health problems. She also informed the Committee that Members' would be required to complete a health questionnaire upon renewal of their annual membership. It was,

RECOMMENDED

that the Clerk obtain in writing from the Town Council's insurance company that they would be adequately covered for incidents in the fitness suite when no member of staff was present.

The meeting closed at 7pm.