

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 27
SEPTEMBER 2007 AT 7.00PM

PRESENT: Councillor B E Read (Chair)
Councillor Mrs A R Harvey (Vice-Chair)
Councillor L J Bobby
Councillor Ms L Cross
Councillor M D G Jackson
Councillor S W Johnston
Councillor V Openshaw
Councillor Mrs I A Read
Councillor P J Scanlan

ALSO PRESENT: Mrs S Stapleton, Responsible Financial Officer

308. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors Ms L Howes (work), Ms D Johnston (work) and Mrs C Openshaw (other commitments).

309. SUBSTITUTES

There were none.

310. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor Mrs A R Harvey declared a personal prejudicial interest in agenda item 11.8 – Pavilion Issues, as she is a Member of the Swanscombe & Greenhithe Association of Sports & Social Clubs Committee.

Councillor L J Bobby declared a personal interest in agenda item 11.7 – Request from Walkie Talkies for concession to use Senior Citizens Hall, as a member of his family is a member of the Friends of the Heritage Park.

All Councillors present declared a personal interest in agenda item 11.8 – Pavilion Issues, as they are affiliated Members of the Swanscombe & Greenhithe Association of Sports & Social Clubs Committee (dispensation has been granted by the Dartford Borough Council Standards Committee).

Councillor B E Read declared a personal interest in agenda item 11.1 – New and Variation Licence Applications, as he is Chairman of the Dartford Borough Council Licensing Panel.

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

There were none.

312. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 JUNE 2007

Members requested that other means of postage be investigated to cut the current expense encountered.

The Minutes were confirmed and signed as a true record.

313. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT

Members were provided with details of all receipts and payments for authorisation for April 2007 to August 2007.

RECOMMENDED:

That the receipts and payments for April 2007 to August 2007, as per the annexed list, be approved.

314. SUMMARY OF ACCOUNTS

Members were provided with details of the Summary of Accounts, balanced to 31 August 2007.

RECOMMENDED:

That the details of the Summary of Accounts, balanced to 31 August 2007 be noted.

315. VIREMENT

The Responsible Financial Officer advised Members that it was necessary to vire £1,500.00 from the Café Budget to insurance under the Administration Budget. She advised that all the Council's insurance should fall under this budget heading with the exception of the Sports Pavilion

RECOMMENDED:

That a virement of £1,500.00 be made from the Café Budget to the Administration Budget.

316. ANNUAL ESTIMATES

Members discussed ideas for inclusion in the 2008/2009 Annual Estimates.

RECOMMENDED:

1. That the Town Clerk obtains a quotation from the Council IT advisor regarding the purchase of a projector for the Council Chamber.
2. That Members submit any quotes to the Responsible Financial Officer before the end of November.
3. That the Responsible Financial Officer liaises with the Chairman of the Recreation, Leisure & Amenities Committee when the estimates are decided for that Committee.

317. BARREL FENCING AT COUNCIL OFFICES/PAVILION PATH AND KISSING GATE

RECOMMENDED:

That the actions of the Chairman, Town Clerk and Responsible Financial Officer, with regards to these works be approved and an associated virement of just under £1000.00 be agreed.

318. SWANSCOME PARK

RECOMMENDED

That the Town Clerk's actions, in having these works carried out be endorsed.

319. END OF YEAR INSPECTION FOR ACCOUNTS 2006 - 2007

RECOMMENDED:

1. That the End of Year Inspection for Accounts 2006 – 2007 be noted.
2. That the Chairman, Vice-Chairman and Responsible Financial Officer be delegated to undertake interviews to appoint a new Internal Auditor.

320. RESPONSIBLE FINANCIAL OFFICER REPORT

The Responsible Financial Officer had nothing further to report.

321. VARIATION LICENCE APPLICATIONS

Members were provided with a copy of the new and variation licence applications that had been received from the Borough Council for the period 1 July 2007 to 14 September 2007.

RECOMMENDED:

That the list be noted.

322. DARTFORD BOROUGH COUNCIL – REVIEW OF POLLING DISTRICT, POLLING PLACES AND ACCESS ARRANGEMENTS

Members were asked to contact the Town Clerk with any comments they wished to make.

RECOMMENDED:

That the correspondence be noted and that the Members contact the Town Clerk with any comments they wished to submit.

323. VITALISE – REQUEST FOR REVENUE FUNDING

Members received correspondence seeking funding to enable the organisation to continue supporting people with physical disabilities and their carers in the area.

RECOMMENDED:

That a £50.00 contribution be submitted along with a request seeking an indication of the people within the Swanscombe & Greenhithe area that benefited from the service provided.

324. RELATE NORTH KENT – REQUEST FOR CONTRIBUTION

Members received correspondence asking that the Council considers making a contribution to support the work of Relate North Kent.

RECOMMENDED:

1. That a £50.00 contribution be submitted along with a request seeking an indication of the people within the Swanscombe & Greenhithe area that benefited from the service provided.

2. That the Café Manager/Development Officer contact the organisation and inform them that the Café is available for these type of meetings.

325. KENT POND WARDEN SCHEME – REQUEST FOR CONTRIBUTION

Members received correspondence asking that the Council considers making a financial contribution to the running costs of the Scheme.

RECOMMENDED:

That the Scheme organisers be contacted and informed that as funds are already committed for this year the Council are unable to assist at this point in time.

326. LETTER OF THANKS

RECOMMENDED:

That the correspondence be noted.

327. REQUEST FROM WALKIE TALKIES FOR CONCESSION TO USE SENIOR CITIZENS HALL

RECOMMENDED:

That the Walkie Talkies be contacted and informed that, on this occasion, they will be able to use the hall and that the fee will be met by the Town Council from Section 137 funding.

328. PAVILION ISSUES


Members considered the letter received from the Club's Treasurer and asked that the Responsible Financial Officer clarify the smoking legislation.

RECOMMENDED:

- 1 That the Responsible Financial Officer clarifies the smoking legislation.
- 2 That once the smoking legislation is clarified the Lease and Legal Sub-Committee be delegated to meet with representatives of the Pavilion and deal with the issues.

FINANCE & GENERAL PURPOSES COMMITTEE
27 SEPTEMBER 2007

There being no further business, the Meeting closed at 8.12pm.

Signed:  Date: 18-10-07
(Chairman)
B. R. R. R.

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 3 OCTOBER 2007 at 7.00 PM

PRESENT:

Councillor V Openshaw (Chair)
Councillor B E Read
Councillor L J Bobby
Councillor Ms L Cross
Councillor M D G Jackson
Councillor Mrs I A Read
Mr Graham Blew, Town Clerk

329. APOLOGIES FOR ABSENCE

There were none.

330. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

331. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 SEPTEMBER 2006

The Clerk advised that the Minutes had been confirmed by full Council at its 19 October 2006 meeting.

RECOMMENDED:

That the minutes be confirmed and signed.

332. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor B E Read, seconded by Councillor M D G Jackson and duly carried:

RESOLVED:

That due to the confidential nature of the business to be transacted, the Press and Public be excluded from the Meeting whilst staff matters were discussed.

333. STAFF SICKNESS

Members were provided with details of staff sickness from April 2006 to April 2007 and from April 2007 to date. The Clerk advised that of the sick absence contained in the report it had been noted that 3 different officers, on 3 separate occasions, had taken sick leave either immediately prior to or directly after having Annual or Time of in lieu leave.

V. O. B. E. R.

RECOMMENDED:

That the report be noted and that any future "patterns" in sick leave be included in future reports to the Committee.

334. PAY NEGOTIATIONS 2007 / 2008

Members were informed that the National Pay Negotiations were still ongoing.

RECOMMENDED:

That an interim payment of 2.5% be paid to all staff, back dated to 1 April 2007, on their annual salary and annual fringe allowance and that if the figure agreed, for the National Pay Negotiations, is within the Council's budgeted amount (3.5%) this be paid.

335. NEW MILEAGE RATES

Members were provided with the new mileage rates which were effective from 1 April 2007.

RECOMMENDED:

That the National Joint Council (NJC) for Local Government Services car allowance rates for 2007 / 2008 be adopted.

336. COMPLETION OF PROBATIONARY PERIODS

It was moved by Councillor B E Read, seconded by Councillor M D G Jackson and duly carried:

RECOMMENDED:

- 1 That the Town Clerk's and Park's Foreman's actions regarding the Groundsman/Gardeners successful completion of their probationary period be endorsed.
- 2 That the Groundsman/Gardeners pay be increased from Spinal Point 13 to Spinal Point 14.
- 3 That the Town Clerk and Café Manager / Development Officer, having completed their probationary period, be confirmed in post
- 4 That, upon satisfactory completion of their probationary periods, the Town Clerk be delegated to confirm the Council Office Cleaner and Church Road Hall Caretaker in post.
- 5 That in recognition of the manner in which additional work has been undertaken and completed by the Church Road Hall Caretaker a

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payment of £100.00 be awarded and that a letter of thanks be sent to the Caretaker.

337. PARK STAFF

It was moved by Councillor B E Read, seconded by Councillor L J Bobby and duly carried:

RECOMMENDED:

That the Town Clerk be delegated to resolve the issue of the handover period between the Parks Staff and Park Keeper during the summer weekdays.

338. ADMINISTRATION STAFF

It was moved by Councillor B E Read, seconded by Councillor L J Bobby and duly carried:

RECOMMENDED:

- 1 That the role of Assistant Town Clerk be deleted when the current employee in post retires.
- 2 That the role be re-titled and advertised as Administrative Assistant retaining the current salary.
- 3 That the position of Administrative Assistant be filled three months prior to the Assistant Town Clerk retiring, to enable training, and that this be budgeted for in the 2008 / 2009 estimates.

339. TOWN CLERK

The Clerk advised Members that salary scales were based on four different job profiles which related to size and budget of the Council (from a very small parish to a large town). The Clerk asked Members to consider this information and consider what scale they felt the Clerk fell into. The Clerk also advised Members that it was discretionary for the Council in whether they wished to adopt this scheme. The Clerk was asked to leave the meeting whilst the matter was discussed.

It was moved by Councillor B E Read, seconded by Councillor L J Bobby and duly carried:

RECOMMENDED:

That the Town Clerk fitted into Job Profile 3, between Spinal Points 39 – 51, and that his salary be increased to Spinal Point 40 effective 1 October 2007.

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340. STAFF MATTERS


Members were informed that it was the intended to propose a change in the Staff Disciplinary Procedure, and subsequently the Terms of Reference of the Personnel Committee at the next full Council meeting.

It was moved by Councillor B E Read, seconded by Councillor M D G Jackson and duly carried:

RECOMMENDED:

- 1 That the Town Clerk's actions in dealing with the issue be noted and endorsed.
- 2 That the proposed amendments to the Staff Disciplinary Procedures, and subsequent Terms of Reference of the Personnel Committee be agreed.

There being no further business, the Meeting closed at 8.10 pm.

Signed:  Date: 18-10-07
(CHAIRMAN)
B. E. Read

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 17 OCTOBER 2007 AT 7.00 PM

PRESENT: Councillor B E Read (Chair)
Councillor P J Scanlan (Vice-Chairman)
Councillor L J Bobby
Councillor P M Harman
Councillor P Harris
Councillor Mrs A R Harvey
Councillor M D G Jackson
Councillor V Openshaw
Councillor P A Read
Councillor Mrs G B Tripp

IN ATTENDANCE: Mr G Blew, Town Clerk

341. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors Ms D Johnston (work commitments) and S W Johnston (other commitments).

342. SUBSTITUTES

There were none.

343. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillors P M Harman declared personal interests in items and applications relating to Greenhithe as he resides there.

Councillors P M Harman declared personal interests in item 8.2 – Greenhithe Village Parking Survey as he is the Chairman of the Greenhithe Community Group.

Councillor P A Read declared a personal interest in item 8.3 – Mount Nod, London Road and application DA/07/00975/FUL as he resides near to the sites.

Councillor P A Read declared a personal prejudicial interest in application DA/07/672 as he has a relative that attends Knockhall Community Primary School.

Councillor V Openshaw declared a personal interest in application DA/07/672 as he has a relative that lives near to the site.

344. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none.

345. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 19 SEPTEMBER 2007

RECOMMENDED:

That the Minutes were confirmed and signed.

346. CHANGE IN AGENDA ORDER

Due to the public attending the meeting the Chairman agreed to take application DA/07/672 as the next item.

Having already declared a personal prejudicial interest Councillor P A Read took no part in the debate or decision of the following item

347. DA/07/672

OBSERVATIONS: Members object to the application on the same grounds as previously submitted and feel that the parking and entrance/exit to the site are inadequate.

Should the client submitting the application wish to discuss this the Town Council are happy to meet with them to propose ideas.

348. EASTERN QUARRY 2 – PLANNING APPLICATION REFERENCE DA/03/01134

Members were asked to submit their any final views, on the content of the latest Strategies and composite Section 106 Agreement, before they are finalised. Responses were requested to be submitted on or before 25 October 2007.

Recommendation: To delegate to the Chairman to liaise with the Town Clerk and submit any appropriate comments by the 25 October 2007 deadline.

349. CONCERNS OVER FUTURE USE OF PIECE OF LAND

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Councillor R Lees submitted a letter highlighting his concerns over the possible future use of a piece of land bordered by Steele Avenue, St Clements Way and King Edward Avenue.

Councillor S W Johnston had submitted a proposal by email which was duly seconded and agreed:

Recommendation: That the Town Clerk requests that the Town Council be informed of any land that is to be disposed of by Kent County Council on, or near it's boundary.

That Stone Parish Council be contacted requesting written consent to Kent County Council for Swanscombe and Greenhithe Town Council to be notified if the land does come up for disposal.

350. HIGHWAYS SPREADSHEET

Members were provided with a copy of the latest Highways Spreadsheet from Kent Highways Services.

Recommended:

That the spreadsheet be noted and that any items be submitted to the Town Clerk for inclusion.

351. GREENHITHE MARINA – LETTER OF THANKS

Members received a letter, from a Director of Greenhithe Marina Ltd., thanking the Clerk and the Council for their courtesy and assistance with the recent presentation.

Recommended: That the correspondence is noted.

352. GREENHITHE VILLAGE PARKING SURVEY

Members were informed that the Chairman of the Dartford Borough Council Joint Transportation Board (JTB) had notified the Council that this matter would form part of the agenda for the next meeting of the Board and that the Chairman would be invited to attend and speak on this matter.

Recommended: That the Chairman of the Dartford Borough Council JTB be contacted and informed that t the

committee would recommend that the various Fastrack bus routes through the Greenhithe area be taken into account and that the fares considered for these be made attractive to encourage their use by residents.

353. DA/07/0799 – MOUNT NOD, LONDON ROAD

Members were informed that Crest Nicholson had been asked, by Dartford Borough Council, to provide an archaeological evaluation of the site prior to further consideration of the application.

Recommended: That the correspondence be noted.

354. DEVELOPMENT CONTROL USER GROUP

Members were informed that the next meeting of the group was scheduled to be held on 19 November 2007 and that the Council's representative, Councillor B E Read, hoped to attend.

Recommended: That the correspondence be noted.

355. GRAVESHAM BOROUGH COUNCIL – LOCAL DEVELOPMENT FRAMEWORK (LDF)

Members were requested to submit any comments by 5pm on 20 November 2007. Members were informed that the documents were available on the following website: www.gravesham.gov.uk/ldf

Recommended: That Gravesham Borough Council be contacted and a request for an extension to the deadline be submitted.

That the item be deferred until the 21 November 2007 meeting.

That a copy of the documents be supplied to the Chairman.

356. KENT COUNTY COUNCIL – CHANGES TO DEFINITIVE MAP

Members received a written notice from the Public Right5s of Way Officer informing that Public Footpath DS27 had been modified.

Recommended: That the correspondence be noted.

357. TOWN PLANNING

358. APPLICATIONS SUBMITTED BY THE BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS

DA/07/00976/FUL Erection of a part two/part first floor side extension.

65 Caspian Way, Swanscombe.

OBSERVATIONS: All neighbours and over looked properties should be consulted prior to this application being considered.

DA/07/00977/OUT Outline application for the demolition of existing buildings and erection of a part 2/3/4 storey building with pitch roof and dormer windows in front and rear elevations to provide 49 dwellings comprising 41 x 2 bedroom and 8 x 1 bedroom flats with associated underground parking, access road, landscaping and amenity areas.

1A, 1B and 1C Knockhall Road, Greenhithe.

OBSERVATIONS: Members object on the grounds of over-development of the site, lack of parking facilities, bad access due to location on the corner of the junction.

Members suggest :

A) That this application falls within the framework of the new tariff system and that this money should be used to improve this junction.

B) That a section 106 agreement is drawn up with the town council to improve recreational facilities in the area for local children.

- DA/07/00982/FUL Erection of a two storey rear extension.

8 Pacific Close, Swanscombe.
- OBSERVATIONS: All neighbours and over looked properties should
be consulted prior to this application being
considered.
- DA/07/00901/FUL Provision of velux window in front elevation.

5 Frobisher Way, Greenhithe.
- OBSERVATIONS: All neighbours and over looked properties should
be consulted prior to this application being
considered.
- DA/07/00711/FUL Demolition of existing conservatory and erection of
a part single/part two storey side/rear extension.

49 Eynsford Road, Greenhithe.
- OBSERVATIONS: No observations.
- DA/07/00973/FUL Erection of an attached two bedroom house
together with associated parking.

19 Sweyne Road, Swanscombe.
- OBSERVATIONS: Members object on the grounds of this being
overbearing on the general outlook of the road and
suggest a site meeting is required to look at parking
and access issues.
- DA/07/00975/FUL Erection of an additional satellite dish to south
elevation.

57-64 Empire Walk, Greenhithe.
- OBSERVATIONS: No observations.
- DA/07/00992/REM Submission of reserved matters pursuant to
condition 22 of Planning Permission
DA/03/01152/OUT in respect of erection of a two
storey detached building for children's nursery.

Site of Phoenix Parc, Galley Hill Road,

Swanscombe.

OBSERVATIONS: No observations.

DA/07/00974/FUL Provision of a lift shaft to rear elevation.

40 – 44 High Street, Swanscombe.

OBSERVATIONS: No observations.

DA/07/00990/ADV Display of various freestanding totem, name, mini totem, service totem, flagpole brand signs.

Ebbsfleet International Station, International Way,
Ebbsfleet Valley.

OBSERVATIONS: No observations.

359. APPLICATIONS SUBMITTED BY THE COUNTY COUNCIL FOR MEMBERS' OBSERVATIONS

DA/07/TEMP/0050 Construction of a new Children's Centre with community facilities and provision of external play areas, canopies, fencing, 3 car parking spaces and relocation of the bicycle shelter.

Swan Valley School, Southfleet Road,
Swanscombe.

OBSERVATIONS: Members object on the grounds of inadequate parking in the area plus the entrance and exit to the site is not appropriate for the suggested use.

The Town Council feel this development should be sited elsewhere as it will add to the already large parking problems in the area and the Council also feel that a health centre is not an appropriate place to have a children's unit.

360. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL.

The following granted decision notices were noted.

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- DA/07/00954/CDNL Submission of details relating to external materials pursuant to Condition 2 of Planning Permission DA/07/00283/FUL for the erection of a 3 storey building to provide 3 x 1 bedroom flats with parking.
131 Milton Road, Swanscombe.
- DA/07/00843/FUL Erection of a satellite dish on south elevation.
10 Bere Close, Greenhithe.
- DA/07/00888/FUL Installation of leisure equipment to include 11m high timber tower with a 2 level trek circuit, an 80M length zipline over lake with landing net and ticket and first aid kiosk.
Lake North of Wintergarden Crescent, Bluewater, Greenhithe.
- DA/07/00925/LDC Use of communal seating area as a dedicated seating area for a specific unit.
Communal Seating Area outside Unit EVL 16 Wintergarden, Bluewater.
- DA/07/01007/CDNA Details of external finishing materials pursuant to Condition 2 of Planning Permission DA/07/00164/COU.
1 Manor Road, Swanscombe.
- DA/07/00983/CDNL Details of obscure glazing pursuant to Condition 2 of Planning Permission DA/05/00496/FUL.
41 Broad Road, Swanscombe.

361. REVISED PLANS NOTICE RECEIVED FROM DARTFORD BOROUGH COUNCIL

The following revised plans notice was noted.

- DA/07/00977/OUT Outline application for the demolition of existing buildings and erection of a part 2/3/4 storey

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building with pitch roof and dormer windows in front and rear elevations to provide 49 dwellings comprising 41 x 2 bedroom and 8 x 1 bedroom flats with associated underground parking, access road, landscaping and amenity areas.

1A, 1B & 1C Knockhall Road, Greenhithe.

362. APPEAL NOTICE RECEIVED FROM DARTFORD BOROUGH COUNCIL

The following appeal notice was noted.

DA/07/00320/FUL

Conversion of part of existing garage into habitable room (retrospective application).

34 Frobisher Way, Greenhithe

363. DATE OF NEXT MEETING

The Chairman informed Members that as this meeting had been moved to allow Members to attend various other meetings on 5 October the next meeting would only be two weeks away.

Recommended:

That, due to the close proximity of the next scheduled meeting, it was agreed to delegate any observations on planning applications received in the next week to the Chairman and for the 31 October 2007 meeting to be cancelled. The next meeting would therefore be held on 21 November 2007.

There being no further business to transact, the Meeting closed at 8:15 pm.

Signed: *BE Read*
(Chair)

Date: *21/11/07*

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at the THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 18 OCTOBER 2007 at 7.00 PM

PRESENT:

Councillor V Openshaw – Town Mayor
Councillor S W Johnston – Deputy Town Mayor
Councillor K Basson
Councillor L J Bobby
Councillor Ms L Cross
Councillor Ms L Hall
Councillor P M Harman
Councillor P Harris
Councillor Mrs A R Harvey
Councillor J A Hayes
Councillor Ms L Howes
Councillor M D G Jackson
Councillor R Lees
Councillor Mrs C Openshaw
Councillor B E Read
Councillor Mrs I A Read
Councillor P J Scanlan

IN ATTENDANCE:

Mr G Blew – Town Clerk
Ms P Atherton – Assistant Town Clerk
Gill Goodes, Community Development Manager
(Vulnerable Young People)
Ms M Crear, Café Manager/ Development Officer

364. PRAYERS : REVEREND D SCOTT

The Mayor invited the Reverend D Scott to say prayers.

365. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' Ms D Johnston (work commitments), P A Read (work commitments) and Mrs G BTripp (other commitments).

Apologies for lateness were received and accepted from Councillors' M D G Jackson and Ms L Hall.

366. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor R J Lees declared a personal interest in item 16 – Community Halls – Conditions of Hire as he is a Trustee of Cygnets Pre-School.

Councillor P Harris declared a personal interest in agenda item 15 - Ingress Park (Greenhithe) Management Limited (IPMG) as he is a Town Council nominee for Directorship on the IPGM Board.

Councillor Ms L Howes declared a personal interest in agenda item 17 – New Lease for Allotments at Alkerden Lane, Swanscombe, as she is an allotment tenant.

Councillor B E Read declared a personal interest in agenda item 15 - Ingress Park (Greenhithe) Management Limited as he is a Borough Council nominee for Directorship on the IPMG Board.

Councillor Mrs A R Harvey declared a prejudicial interest in item 20 – Pavilion – Payment Request, as she is a Committee Member of the Swanscombe & Greenhithe Association of Sports and Social Club.

Councillor K G Basson declared a personal interest in item 20 – Pavilion – Payment Request, as he is a Member of the Swanscombe & Greenhithe Association of Sports and Social Club.

Councillor L J Bobby declared a personal interest in agenda item 17 – New Lease for Allotments at Alkerden Lane, Swanscombe, as he is an allotment tenant.

Councillor Ms L Hall declared a personal interest in agenda item 17 – New Lease for Allotments at Alkerden Lane, Swanscombe, as she is an allotment tenant.

367. MINUTES OF THE SPECIAL MEETINGS HELD ON 13 SEPTEMBER 2007.

Members were provided with a copy of the Minutes of the Special Meeting held on 13 September 2007.

RESOLVED:

That the Minutes of the Special Meeting held on 13 September 2007 be signed as a true record.

368. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none.

369. C – CARD SCHEME – OLD FIRE STATION CAFÉ



The Mayor introduced, and welcomed, Ms Gill Goodes, Community Development Manager (Vulnerable Young People) and Ms Marion Crear, Café Manager / Development Officer, to the meeting.

The Community Development Manager (Vulnerable Young People) explained the C Card Scheme to Members providing them with the literature and cards given to young people.

Members discussed the C Card Scheme in depth.

RESOLVED:

That the C Card Scheme be proceeded with and regular update reports be submitted to the Council by the Café Manager / Development Manager.

370. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETING HELD ON 19 SEPTEMBER 2007

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meeting held on 19 September 2007 be confirmed and the recommendations made therein be adopted.

371. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 13 SEPTEMBER 2007

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 13 September 2007 be confirmed and the recommendations made therein be adopted.

372. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 27 SEPTEMBER 2007

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 27 September 2007 be confirmed and the recommendations made therein adopted.



373. MINUTES OF THE HERITAGE PARK / SKULL SITE SUB - COMMITTEE MEETINGS HELD ON 30 MAY 2007, 31 JULY 2007 AND 25 SEPTEMBER 2007

RESOLVED:

That the Minutes of the Heritage Park / Skull Site Sub - Committee Meetings held on 30 May 2007, 31 July 2007 and 25 September 2007 be confirmed and the recommendations made therein be adopted.

374. MINUTES OF THE PERSONNEL COMMITTEE MEETINGS HELD ON 3 OCTOBER 2007

RESOLVED:

That the Minutes of the Personnel Committee Meeting held on 3 October 2007 be confirmed and the recommendations made therein be adopted.

375. MINUTES OF THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB – COMMITTEE MEETINGS HELD ON 18 JULY 2007 AND 26 SEPTEMBER 2007

RESOLVED:

That the Minutes of the Anti-Social Behaviour & Crime Sub - Committee Meetings held on 18 July 2007 and 26 September 2007 be confirmed and the recommendations made therein be adopted.

376. AMENDMENT TO RESOLUTION OF ADOPTED CODE OF CONDUCT

Members were informed that the Standards Board of England's legal department had advised that where Local Council's adopt non-mandatory elements of the Code of Conduct (e.g. para 12 (2)) they must still resolve to do so in the adopting resolution. It would not be adequate just to refer to the Model Code; even if the non mandatory element was included in the text.

RESOLVED:

That the resolution to minute 16, 17 May 2007, be amended to include the words: *"including the non-mandatory element, para 12 (2)"* after the word Councils.

377. SUGGESTED AMENDMENTS TO STAFF DISCIPLINARY PROCEDURES AND TERMS OF REFERENCE OF THE PERSONNEL COMMITTEE

Members were advised it was proposed to amend the Staff Disciplinary Procedures so that Stage 1 – Formal Oral Warnings were no longer reported to the Executive Committee but the Personnel Committee. This was being

proposed to enable these issues to be reported in a timelier manner and to also avoid unnecessary meetings which may only include one item that would not require any action or decision by Members. The Personnel Committee were more likely to be required to meet to decide other issues where these warnings could be added to the agenda for noting.

If this suggested amendment was agreed it would require a change to the Terms of Reference of the Personnel Committee which were attached to the agenda.

RESOLVED:

That the Staff Disciplinary Procedures, including the suggested amendment were adopted and that the amendment to the Terms of Reference for the Personnel Committee be agreed.

378. ANNUAL ESTIMATES

Members were advised that this item had been placed on the Agenda to give Members the opportunity to discuss and agree items that they wished to be included in the 2008/2009 Annual Estimates.

In response to Members Councillor B E Read advised that any item would need to be submitted in the near future.

Councillor K G Basson requested, in order to avoid duplication, that the Responsible Financial Officer supply him with a list of the projects already submitted.

RESOLVED:

- That Members inform the Town Clerk of an items they would like to be considered for inclusion in the Annual Estimates for 2008/09.
- That the Responsible Financial Officer be asked to produce a list of projects already submitted for the 2008/09 Annual Estimates.

379. STANDARDS COMMITTEE AND JOINT TRANSPORTATION BOARD (JTB) – PARISH REPRESENTATION

Members were advised that the Executive Director, Dartford Borough Council had written requesting that the Council agree its preferred representatives from the nominations provided. They were advised that Parishes/Towns were not permitted to select their own nominees. After voting, by a show of hands, it was;

RESOLVED:



That the Town Council's preferred representatives, to be nominated to the Executive Director, Dartford Borough Council be:

- Nominee - Substitute to Standards Committee - Mrs I Gutteridge
- Nominee to Joint Transport Board - Mrs R Storey

380. KENT COUNTY COUNCIL ANNUAL PLAN 2007 / 2008

Members were provided with a copy of a letter, dated 29 June 2007, from the Leader and Chief Executive of Kent County Council informing that the Annual Plan for 2007/08 had now been published and asked for any comments or suggestions.

RESOLVED:

That this item be noted and that any comments or suggestions be submission to the Town Clerk.

381. BIG BIN VOTE

Members were provided with a copy of a letter, dated 1 August 2007, from the Communication Manager, Dartford Borough Council which informed of the statistics regarding the recent public consultation on refuse collections.

Members were advised that of the 20 Voting Stations that had participated the Swanscombe & Greenhithe Town Council Offices were the third most heavily used by the public (with only Dartford Library and the Civic Centre being used more).

RESOLVED:

That the item be noted.

382. SWANSCOMBE & GREENHITHE NEIGHBOURHOOD RENEWAL AND INTEGRATED MASTER PLAN PROJECTS

Members were advised that, further to Minute 183 of the last Town Council meeting, the Project Delivery Team Manager, Dartford Borough Council had supplied details regarding the arrangements that had been put in place as a result of the vacancy that had occurred for the Neighbourhood Renewal Co-ordinator's post.

RESOLVED:

VO

That the Town Clerk responds to the Project Delivery Team Manager, Dartford Borough Council explaining that the Neighbourhood Renewal Co-ordinator's post included renewal projects which formed part of the Swanscombe Master Plan and seeking clarification as to whether this service had now been withdrawn.

383. INGRESS PARK (GREENHITHE) MANAGEMENT LIMITED

Members were advised that, further to Minute 174, the Town Clerk had constantly requested further information from Crest Nicholson/Peverel to try to resolve this matter and Crest Nicholson had informed that there were issues with the Articles of Memorandum that needed to be resolved.

Councillor P M Harman thanked the Town Clerk for his perseverance in trying to move this issue forward to a conclusion.

RESOLVED:

That the Town Clerk contact Dartford Borough Council's Legal Services to seek assistance and advice on what can be done to ensure the Section 106 Agreement is adhered to.

384. COMMUNITY HALLS

Members were informed that the Council's solicitors had now returned the suggested conditions for hire for the Community Halls. These conditions took into account one off hires of the halls as well as long term hire of the halls.

RESOLVED:

- That the Town Clerk be authorised to make any necessary minor amendments to the Conditions of Hire.
- That the amount stipulated for the returnable deposit be raised from £30 to £100.

385. NEW LEASE FOR ALLOTMENTS AT ALKERDEN LANE SWANSCOMBE

Members were advised that, further to Minute 160, the Council's solicitors had received the draft documentation for the new lease from Dartford Borough Council. Members were asked to consider the new Lease and draft Licence.

RESOLVED:

- That the new Lease and draft Licence be agreed.

NO

- That the Town Clerk be delegated to arrange for the signing and sealing of the documents outside of the meeting.

386. DRAFT STATEMENT OF LICENSING POLICY re LICENSING ACT 2003 CONSULTATION.

Members were advised that the Senior Licensing Officer, Dartford Borough Council, had written requesting that any comments on the draft policy be submitted by 15 November 2007.

RESOLVED:

That any comments be passed to the Town Clerk for submission.

387. APPLICATION FOR GRANT OF DISPENSATION

Members were provided with a copy of an extract from the unconfirmed Dartford Borough Council Standards Committee Minutes which informed that the recent application for a grant of dispensation submitted had been granted to all Members with the exception of those on the Swanscombe & Greenhithe Association of Sports and Social Club's Committee (Councillors Mrs A Harvey, J A Hayes, S W Johnston and P J Scanlan).

RESOLVED:

That the item be noted.

388. PAVILION – PAYMENT REQUEST

Members were advised that the Treasurer of the Swanscombe & Greenhithe Association of Sports & Social Clubs (Pavilion) had written informing that their book keepers had requested if their rent payments could now be made weekly.

Councillor S W Johnston and Councillor P J Scanlan had attended the last Meeting where a copy of the accounts had been supplied to them.

RESOLVED:

- That the Leases & Legal Sub-Committee be provided with the figures supplied by the Pavilion.
- That the Town Clerk contacts the Pavilion to arrange a meeting with the Leases & Legal Sub-Committee.



- That the Leases & Legal Sub-Committee be delegated, if appropriate, to agree an acceptable timespan for payments but not to make an indefinite arrangement.

389. KENT ASSOCIATION OF PARISH COUNCILS (KAPC)

Members were provided with copies of KAPC Newsletters, Issue 325, 19 June 2007, Issue 326, 7 August 2007 and Issue 327, 17 September 2007, the Minutes of the 4 July 2007 meeting and the agenda for the Annual Meeting 3 October 2007.

RESOLVED:

That the correspondence be noted.

390. KENT VOLUNTEERS AWARDS FOR VOLUNTEERING EXCELLENCE 2007

Members were provided with a copy of the notification that the Council's nomination for the 2007 Awards for Volunteering Excellence had been received. The Town Clerk also provided Members with a verbal update on further correspondence that had been received regarding the results of the awards.

RESOLVED:

That the correspondence be noted.

391. LETTER OF COMPLAINT TO DARTFORD BOROUGH COUNCIL

Members were provided with a copy of a letter addressed to the Director of Regeneration, Dartford Borough Council and the response to this letter by the Executive Director, Dartford Borough Council.

RESOLVED:

That the correspondence be noted.

392. DARTFORD & GRAVESHAM NHS TRUST – QUARTERLY BRIEFINGS

Members were advised that the Chairman of the Trust had written inviting Members to attend the next stakeholder briefing on 30 October 2007 at 1.00pm.

Advance notice was also given of the next meeting of the trust which would be held on 12 March 2008.

RESOLVED:



That the correspondence be noted.

393. REQUEST TO USE SWANSCOMBE PARK

Members were advised that Frederick Tchie, Discovery Centre Manager, had requested the use of Swanscombe Park on 27 October 2007, for a Fun Walk and Fun Day. The purpose of the event was to raise funds for the "Ghana Project '08" which hoped to send a group of 12 – 16 year old Swanscombe & Greenhithe residents to Ghana for 2 weeks in July.

The day would consist of a Fun Walk, around the park, between 9.30am and 11.00am and then a Fun Day in the park from 11.30am to 4.00pm.

The Town Clerk advised that, if the request was agreed a copy of the organisations Public Indemnity Insurance form would be required, a Park Hire Booking Form, with the appropriate fee, would need to be completed and the organisation would be required to liaise with the Park's Foreman *prior* to the day the event took place.

Members were provided with a copy of a poster advertising the event, that had been placed in the Café on approximately 10 October 2007.

RESOLVED:

- That permission be granted for the requested use of the Park, subject to payment of the appropriate fee and submission of a completed hire request form and production of the organisations Public Indemnity Insurance form.
- That the Town Clerk contact the Discovery Centre Manager and advise of this and inform him that the Town Council logo should be included on any advertising literature.
- That the Town Clerk advise the Discovery Centre Manager that prior permission should have been sought before any advertising was carried out and that he should ensure this is done for any future requests of this nature.

394. REFUSE & RECLYING SERVICE

Members were advised that the Public Realm Manager, Dartford Borough Council, had written informing of the continued operation of weekly collections for general refuse and an improved recycling service which would operate on a fortnightly basis.



Members discussed the amount of litter and litter collections around Greenhithe Railway Station.

RESOLVED:

That the Town Clerk contact Dartford Borough Council's Environment Health Department to report the litter issues around Greenhithe Railway Station and requesting that special attention be given to the frequency of litter picking and bin emptying in this area.

395. REPORTS OF OUTSIDE REPRESENTATIVES

Members were advised that this item provided an opportunity for Members' appointed as representatives on outside bodies to provide a report at the Meeting.

Police Community Liaison Committee

Councillor S W Johnston advised that he was the representative of the Police Community Liaison Committee but had a personal interest and therefore felt he could not attend their meetings.

RESOLVED:

That Councillor M D G Jackson would take over as the Council's representative on the Committee.

Dartford Local Board

Members were advised that Councillor P J Scanlan was the Council's representative on the Dartford Local Board. Members were provided with a copy of the Agenda for the 12 September 2007 meeting and minutes from the 16 April 2007 meeting.

RESOLVED:

That this item be noted.

Swanscombe & Greenhithe Association of Sports & Social Clubs

Members were advised that Councillors' J A Hayes, S W Johnston and P J Scanlan were the Council's representatives. Members were provided with a copy of the minutes of the 20 August 2007 meeting. Councillor P J Scanlan advised that he had attended the meeting and things seemed to be improving.

RESOLVED:



That this item be noted.

396. SEALING OF DOCUMENTS

There were none

397. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor advised Members that he had attended the Mayor of Dartford's Civic Reception at Dartford Football Club on 12 October 2007.

A Civic Service at St Peter & St Paul Church, on 30 September 2007, had been held.

Race Night at the Pavilion was being held on 24 November 2007, and would include a sausage and chip supper.

398. QUESTIONS

Members were advised that questions did not form part of the Meeting. They were merely the opportunity for Members to exchange information.

There being no further business to transact the Meeting closed at 8.30 pm.

Signed:



(Chairman)

Date: 1

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES
COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on
THURSDAY 8 NOVEMBER 2007 at 7.00PM

PRESENT: Councillor L J Bobby (Chairman)
Councillor S W Johnston (Vice-Chairman)
Councillor K G Basson
Councillor P Harris
Councillor M D G Jackson
Councillor R J Lees
Councillor B E Read
Councillor Mrs I A Read

IN ATTENDANCE: Mr G Blew, Town Clerk
Ms P Atherton, Assistant Town Clerk
Mr L Howel, Park's Foreman

399. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' Ms L Hall (other commitments), J A Hayes (other commitments) P J Scanlan (attending a borough meeting) and P A Read (work commitments).

400. SUBSTITUTES

Councillor Mrs I A Read substituted for Councillor P A Read.

401. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor K Basson declared a personal interest in agenda item 8.2 – Meeting with Swanscombe Tigers FC, as he is the Chairman of Swanscombe Tigers Football Club.

Councillor S W Johnston declared a personal interest in agenda item 8.9 – Memorial Safety, as he is the Treasurer of St Peter and St Paul Church.

402. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none.

403. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 13 SEPTEMBER 2007

RECOMMENDED:

That the Minutes of the Meeting held on 13 September 2007 were approved and signed as a true record.

404. ITEMS OUTSTANDING FROM PREVIOUS MEETING

There were none.

PARK'S REPORT

405. Broomfield

Members were advised that the cricket square had now been dressed, the square was roped off but this was generally pulled down on a daily basis, but was replaced. So far there had been no real damage to the square.

Quotes were being obtained for the removal of the container in the Grove Hall grounds. However, there was a problem of a lorry on the grass area due to the replacement of the top soil etc. It was felt that it would be best to leave the area a bit longer, in order that the area could harden, then re-appraise. The hire of a small shovel for moving the top soil to Swanscombe Park would cost approximately £250 per week.

The park's Foreman reported that football had been going quite well, although there was concern over litter being left by clubs on the side line, this was being monitored to identify the main team or teams responsible.

RECOMMENDED:

That the item be noted.

406. Swanscombe Park

Members were advised that the beds and tubs by the memorial had been planted for winter.

The Town Council bowls green had been dressed for the season and was coming along well. Swanscombedowns Bowls Club had also dressed their green.

The tree stumps were to be cut down and ground to under ground level, at a hire cost of £170. Trees were to be planted with the type and siting to be agreed with the Chairman at a cost of approximately £85 - £125 per tree. These would be semi-mature specimens having a trunk diameter of 15-25cm, plus posts and tree compost. 6 trees were to be replaced and there with a possibility of obtaining a 50% discount on the trees. The shrubberies were to be tidied, pruned, etc, where needed.



RECOMMENDED:

That the item be noted.

407. Manor Park, Valley View and Saxon Court

Members were advised that the shrubberies were to be thinned out on all sites where needed.

RECOMMENDED:

That the item be noted.

408. Knockhall

Members were advised that the football pitch was wearing well and that the changing rooms needed some minor repair work to keep them going.

The Park's Foreman hoped to clear the large bank during the winter work.

RECOMMENDED:

That the item be noted.

409. Spring Vale

Members were advised that a large broken branch had had to be cropped and taken away by contractors, due to the danger of children climbing up the tree. This work had been carried out during the half term period at a cost of approximately £100.

The sand bank was still being monitored but since the last report no problems with unauthorised digging had occurred.

RECOMMENDED:

That the item be noted.

410. General

The Park's Foreman advised that the shrub beds had now lost most of the bark mulching which had been carried out 3-4 years ago. The cost for re-mulching these areas would be in the region of £200-£300.

RECOMMENDED:

VO
L.L.B.

That the item be noted.

411. Vans

Members were advised that both vans had now undertaken their MOT's with minor repair work being carried out.

RECOMMENDED:

That the item be noted.

412. Machinery

Members were advised that as they finished their season, all machines were now being put in for service.

RECOMMENDED:

That the item be noted.

413. Parks Report General

The Chairman advised the Park's Foreman that his report did not have to detail all the work that had been carried out and that in future only items that were out of the ordinary, required Members decisions or that had financial implications should be reported..

RECOMMENDED:

That the Park's Foreman only included items that were out of the ordinary, required Members decisions or that had financial implications

414. PICNIC BENCH NEXT TO PAVILION

Members were advised that there had been a request to re-locate the picnic bench that was currently situated next to the Pavilion. The bench was cemented into the ground Members and the Park's Foreman was obtaining quotations for moving the bench.

Members were advised that another bench in Manor Park also required to be re-located.

RECOMMENDED:

VO
L.R.B.

That quotations be obtained to move the benches at the Pavilion and at Manor Park to the putting area in Swanscombe Park.

415. MEETING WITH SWANSCOMBE TIGERS FC

Members were advised that further to minute 234, a meeting had been held on 28 September 2007 to discuss the remaining issues.

The Chairman advised that at the meeting it had been agreed to purchase two practice goals and install one in Broomfield Park and one in Knockhall Park. He advised that these would be delivered in approximately 2 weeks.

RECOMMENDED:

1. That the actions and decision taken by the Chairman be endorsed.
2. That the siting of the new practice goals be delegated to the Town Clerk, Park's Foreman and Councillor K G Basson.

416. KNOCKHALL PRIMARY SCHOOL – ENVIRONMENTAL PROJECT

Members were advised that the Chairman and the Chairman of the Planning, Major Developments, Transportation & the Environment Committee had met pupils at the school, on 8 November 2007, and had been impressed with the pupils innovative ideas and enthusiasm. A letter of thanks had been sent to the school and it had also been agreed that the Park's Foreman would assist the pupils with planting daffodil bulbs in Knockhall Park.

Members discussed the current facilities for litter in Knockhall Park.

RECOMMENDED:

That the Park's Foreman be asked to survey the litter facilities in all the parks and play areas and report back to the Committee with his findings and estimated costs.

417. FREE BULB SCHEME

Members were advised that the Town Clerk had been successful in the Councils application for free daffodil bulbs (8 sacks and 1 sack of Ox-eye daisies) and that the Park's Foreman had arranged for these to be planted in both Swanscombe & Greenhithe.

RECOMMENDED:

That the Town Clerks actions be noted..

VO
H.B.

418. FENCING AT SENIOR CITIZENS HALL

Members were advised that quotations, not including VAT, had been provided to the following specification:

To take down and remove approximately 36.6 metres of old fencing to the front of the property.

To supply and erect approximately 44 metres of 1.2 metre high galvanized bow top fencing, including a single gate to the front of the property.

Quote A - £2950.00

Quote B - £4819.36

Quote C - £2894.20

RECOMMENDED:

1. That Quote C be accepted.
2. That this work be budgeted for in the 2008/2009 estimates and the work carried out after 1 April 2008.

419. RE-NAMING OF SENIOR CITIZENS HALL

Members were advised that this item had been placed on the agenda for Members to discuss the appropriateness of the current name for the hall and to suggest any alternative names should it be decided to re-name the hall.

RECOMMENDED:

1. That Members pass any ideas for the re-naming of the hall to the Town Clerk.
2. That Craylands Lane School be contacted and the pupils be given an opportunity to submit ideas for the re-naming of the hall.

420. FOOTPATH AT SENIOR CITIZENS HALL

Members highlighted that the footpath outside the Senior Citizens Hall was too narrow and requested that, when installed, the new fence be set back to allow more width to the footpath.

RECOMMENDED:

1. That the new fence be set back by approximately 6".

✓
L.F.B.

2. That the relevant organisation be contacted to request that the wall by Deidre Chapman House be set back.
3. That once the fence and wall had been moved that Kent Highways be contacted to re-lay the path.

421. CHRISTMAS LIGHTS

Members were provided with a copy of the quotation for the installation and removal of Christmas lights. This had been budgeted for in the 2006 / 2007 estimates and permission to fit decorations to lampposts had been sought and gained from Kent County Council.

Members discussed future consideration for Christmas lights/decorations in Greenhithe.

RECOMMENDED:

1. That the quote be accepted and the work scheduled.
2. That a letter be sent to all Councillors asking for suggestions for the possible location and style of Christmas lights/decorations in Greenhithe.
3. That the McDonalds and Asda stores, in Greenhithe, be approached for contributions towards possible Christmas lights/decorations.

422. COMMUNITY MARKET GARDEN IN GREENHITHE

Members were advised that the previous proposal for use of land at Park Terrace would now be located at Knockhall Community Primary School.

RECOMMENDED:

That the item be noted.

423. PAVILION SQUASH COURTS

Members were advised that it was anticipated that they would be open before the end of the year.

RECOMMENDED:

That the item be noted.

424. MEMORIAL SAFETY

VO
L.I.B

Members were advised that further to minute 94 the Vice-Chairman had supplied the following update:

"An initial safety check with Helen Patel (Church Warden) showed no obvious dangers to the public although there was vandalism to one tomb which had potential trip hazards which needed attention (Helen was to contact a stonemason for a repairs estimate). Had made enquiries about what dangers we were looking for in a churchyard but have had little to no response from HSE or the office of Harriet Harman.

As part of the renovation of St Peter and St Paul the Church have agreed to undertake a full churchyard survey."

RECOMMENDED:

That the item be noted.

425. TREE SURVEY

Members were advised that further to minute 220, the Tree Survey had begun on 5 November 2007.

RECOMMENDED:

That the item be noted.

426. COMPLETED WORKS

Members were advised that the following works had been completed:

- **Fence at Saxon Court**

Further to minute 228, the Church Road Hall caretaker carried out the necessary repairs in September 2007.

- **Knockhall Park Changing Rooms**

Repairs to the side of the changing room, damage caused by vandalism, had taken place in September 2007.

- **Area of grass next to, and behind, the Council Offices**

The land next to, and behind, the Council Offices had been agreed to be of a sufficiently workable nature for the Park's Staff to take back the responsibility for it's maintenance.

Handwritten signature and initials in blue ink, appearing to be 'V.O.' and 'L.F.B.'.

The same was true for the area of land immediately behind the Grove Hall.

- **Repair to wall adjacent to Owen House, Gilbert Close**

The Town Clerk had arranged for the wall to be repaired, by Dartford Borough Council, on 22 October 2007.

- **Sign to for Community Hall**

The sign on the Council Offices now included the wording "& Community Hall" .

- **New Notice Board**

Members were informed that the double-sided notice board had been erected in Broomfield Park, next to the Council Offices.

RECOMMENDED:

That the item be noted.

427. FIELDS IN TRUST (FIT)

Members were provided with a copy of correspondence informing that the annual subscription would be increased in 2008, from £25 to £35.

RECOMMENDED:

That the subscription, at £35, be continued.

428. THE GREENGRID PROGRAMME ANNUAL REPORT

Members were advised that the Green Grid Programme Manager, Kent Thameside Delivery Board, had written informing the Council that the Annual Report, Autumn 2006 to Autumn 2007, was available.

RECOMMENDED:

That the correspondence be noted.

429. DEPARTMENT FOR ENVIRONMENT FOOTD AND RURAL AFFAIRS (DEFRA)

Members were advised that a copy of a guide entitled "Ways to tackle climate change was available at the following website:



<http://defra/environment/climatechange/uk/publiciseector/index.htm>

110
L.B.

RECOMMENDED:

That the correspondence be noted.

There being no further business to transact, the Meeting closed at 7.55pm.

Signed:  Date: 13-12-07
(Chairman)




MINUTES of the MEETING OF THE HERITAGE / SKULL SITE SUB-COMMITTEE
held at THE SENIOR CITIZENS HALL, CRAYLANDS LANE, SWANSCOMBE on
TUESDAY 13 NOVEMBER 2007 at 1.00 PM

PRESENT: Councillor L J Bobby (Vice-Chair)
Councillor Ms L Howes
Councillor R Lees
Councillor P J Scanlan
Graham Blew, Town Clerk
Sara Stapleton, Responsible Financial Officer (RFO)
Margaret Bull, Friends of the Heritage Park
Suzanne Kemmenoe, Land Securities
Diane Snell, Groundwork
Emma Ventham, Groundwork
Debbie Woodger, Groundwork
Stephen Jefferson, Dartford Borough Council
Andrew Small, Acting /Sergent 9618, Rural and
Environmental Crime Co-ordinator

430. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' Mrs C Openshaw, B E Read (hospital appointment) and Lis Dyson (son ill).

431. SUBSTITUTES:

There were none.

432. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillors L J Bobby and Ms L Howes declared personal interests in agenda item 10 – DCLG Underspend, as they are New Burial Ground allotment tenants.

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

There were none.

434. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 25 SEPTEMBER 2007

The Minutes were confirmed and signed as true record.

435. SNAGGING MATTERS FIRST PHASE

Lighting around monument;

VO

Members were informed that the lights were now working, although not as effectively as was hoped, and that this would be included in Stephen Jefferson's discussions later on the agenda.

436. SITE MAINTENANCE – NATURAL ENGLAND

Adam Hincks informed that he no longer works in the North Kent local team and that his replacement had not yet been found.

437. DBC FUNDING FOR FUTURE PROJECTS

Emma Ventham informed the Sub-Committee that there was nothing further to report at this stage.

438. DCLG UNDERSPEND

Stephen Jefferson informed Members that he had been tasked with delivering the projects, to be included in the £105,000 underspend, by March 2008. Members were informed of a list of possible projects that had been drawn up and were requested to consider each item and to prioritise accordingly.

RECOMMENDED: That the priority for projects to be undertaken using the funds be as follows:

1. CCTV, upgrading existing equipment at the Leisure Centre and the addition of 2 cameras covering the play area in the park and 1 camera covering the car park.
2. Additional play equipment to compliment the recently installed equipment (to include the removal of old play equipment).
3. Installation of low level fencing around the play area and along the path to the park (by the car park)
4. Website; setting up of a designated multi lingual website (by Dartford Borough Council Communications Team) to include a 3 year contract covering maintenance and updates and also information leaflets for distribution.
5. Road signage directing to the Heritage Park
6. Installation of a flood light that will shine onto the monument (this would hopefully be able to be installed on the existing floodlights used for the Multi Use Games Area at the back of the Leisure Centre.
7. Relaying of the path leading to the Skull Site.



8. Appropriate fencing around the allotment site.
9. Feasibility Study for services to the football pitches.
10. Thinning of shrubs/trees on the Skull Site.
11. Installation of a Viewing Seat by the Interpretation Panels.
12. Repair and re-installation of the pond.

439. CHANGE IN ORDER OF AGENDA

As Acting Sergeant Andrew Small was present the Chairman agreed to take item 13 – Neighbourhood Policing of the Park, as the next item.

440. NEIGHBOURHOOD POLICING OF THE PARK

Acting Sergeant Andrew Small informed the Sub-Committee that there were 10 Special Constables in Kent who were trained to deal with heritage issues and that they had full police powers.

In response to an enquiry by the Chairman Acting Sergeant Andrew Small confirmed that CCTV images, and any images (such as from mobile phones) could be used as evidence in prosecutions.

Acting Sergeant Andrew Small agreed to supply the Town Council with contact details for the team dealing with heritage matters and informed that he was happy to be the point of contact.

441. HERITAGE LOTTERY FUND APPLICATION

Emma Ventham ran through the questionnaire with the Sub-Committee and noted the various comments and suggestions made.

Stephen Jefferson informed that to obtain a wider response the questionnaire could be included on the new website.

Members agreed that the questionnaire should include a map indicating where the park was located.

442. PRIORITISED PROJECTS LIST

Members agreed that a lot of items on the list would now be included in the DCLG Underspend project and noted this item.

V.O.

BER

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 21 NOVEMBER 2007 AT 7.00 PM

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

IN ATTENDANCE: Mr G Blew, Town Clerk

447. APOLOGIES FOR ABSENCE

An apology for absence was received and accepted from Councillors Ms D Johnston (work commitments).

448. SUBSTITUTES

There were none.

449. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillors S W Johnston declared a personal prejudicial interest in agenda item 8 – Lewis Road allotments, as his company may look to invest in this area if it were to be offered for purchase.

450. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none.

451. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 17 OCTOBER 2007

RECOMMENDED:

That the Minutes were confirmed and signed.

V.O
BER

452. PILGRIMS ROAD: PROW / DA / C301

Members were informed that the Senior Public Rights of Way Officer, Kent County Council, anticipated that the application would be allocated for investigation in approximately 2 years time.

Recommendation: That the Chief Executive of Kent County Council be informed of the Council's disappointment in the timescales quoted.

453. FLINT WALL, NORTH SIDE OF LONDON ROAD

The Heritage Protection – Operations Co-ordinator had informed that discussions were hoped to take place around the end of November 2007 and that he would keep the Council informed.

The additional agenda contained a letter from English Heritage advising the wall lacked the special architectural or historic interest in national context that listing requires.

Recommendation: That the developer be contacted and requested to include the Council in consultation for any future work of this kind and that they be requested to consider the future use of the flint from the walls.

Having already declared a personal prejudicial interest Councillor S W Johnston took no part in the debate or decision of the following item

454. LEWIS ROAD ALLOTMENTS

A Development Control Officer, Dartford Borough Council, had visited the site and had submitted observations which included that they did not consider that it would be suitable for a separate residential property and that the land is specified in the adopted Dartford Local Plan as community use / allotment land.

Recommendations:

- 1 That the actions of the Town Clerk, to date, be noted and that further investigations into possible use of the land be undertaken.
- 2 That the Town Clerk, in consultation with the Chairman of the Finance & General Purposes Committee, obtains a valuation for the land.

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455. HIGHWAYS SPREADSHEET

Members were provided with a copy of the latest Highways Spreadsheet from Kent Highways Services.

Recommended:

That the following be added to the spreadsheet:

- Roundabout in Craylands Lane requires landscaping
- Greenhithe High Street Width Restriction signs need to be more prominent / larger.
- 3 x restriction bollards at Pier PH, Greenhithe High Street, require re-erecting.
- Part of fence on footpath DS13 requires re-erecting.

456. GRAVESHAM BOROUGH COUNCIL – LOCAL DEVELOPMENT FRAMEWORK (LDF)

This item had been deferred from the previous meeting and an extension to the deadline for responses agreed with Gravesham Borough Council.

Recommended:

That it be suggested to Gravesham Borough Council they include in their LDF that Section 106 Agreements for developments adjacent to Swanscombe & Greenhithe include a financial contribution to the Town's Community Assets and that the Swanscombe and Greenhithe Town Council be made a consultee on all issues regarding the nearby developments.

457. STREET NAMING AT DEVELOPMENT OF THE FORMER EVERARDS SITE, GREENHITHE

Members were made aware that Dartford Borough Council had written informing of the address list for the development.

Recommended:

That the correspondence be noted.

458. PHARMACY APPLICATION

Members were informed that the Pharmacy Contracts Officer, Kent Primary Care Agency had written requesting comments on an application to open a new pharmacy at Darent Valley Hospital.

Recommended:

That no comments be submitted and the correspondence be noted.

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459. FOOTWAORKS (FOOTPATHS) PROGRAMMED FOR SWEYNE ROAD, SWANSCOMBE

The Liaison Officer-Dartford, Kent Highways Services, had contacted informing that extensive footwork's had been programmed for Sweyne Road and that these should be undertaken within the next 3 -4 weeks.

Recommended: That the correspondence be noted.

460. THE KCC (EBBSFLEET) (SPEED LIMITS) ORDER 2007

Members were informed that the Senior Engineer, Transportation Team, Kent Highways Services, had written asking for comments on the proposed speed limits for the new link road which has been constructed between Southfleet Road and Thames Way.

Due to the deadline date the Town Clerk, in consultation with the Chairman, had submitted a response stating that the Council had no objections to the proposed limits for the link road although it did feel that the lower speed limits, on the other roads into Swanscombe, should be given more prominence.

Recommended: That the Town Clerk's actions be noted and endorsed.

461. PRIORITISING INVESTMENTS PROGRAMMES FOR KENT'S INTEGRATED NETWORKS (PIPKIN)

The Cabinet Minister for Environment, Highways and Waste, Kent County Council, had invited the Chairman to a presentation and demonstration of the new assessment model by PIPKIN designer, Darren Cook (Jacobs), on 10 January 2008.

Recommended: That the correspondence be noted.

462. UPDATE ON THE SOUTH EAST PLAN

Recommendation: That update 12, September 2007 be noted.

463. KENT COUNTY COUNCIL – CHANGES TO DEFINITIVE MAP

Members received written notices from the Public Rights of Way Officer informing of changes to the definitive map.

Recommendation: That the correspondence be noted and that in future only changes within the Swanscombe & Greenhithe borders be reported to Members.

464. EASTERN QUARRY – DA/03/0113

The Planning Officer, Dartford Borough Council, had informed that the legal agreement had been signed on 13 November 2007 and planning permission issued for DA/03/01134. Several detailed submissions were now expected which the Swanscombe and Greenhithe Town Council would be consulted on.

Recommendation: That the correspondence be noted.

465. TOWN PLANNING

466. APPLICATIONS SUBMITTED BY THE BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS

DA/07/00872/FUL Erection of a 2 bedroom end of terrace house with associated car parking together with alterations to roof line of No.17 to form gable end: REVISED DETAILS – The revisions being the decking has been removed to the rear of the proposed dwelling.

Land adjacent 17 Mounts Road, Greenhithe.

OBSERVATIONS: All neighbours should be consulted prior to this application being considered.

Members feel that car parking should be adequate not just for existing properties, but also for new properties.

DA/07/01031/FUL Erection of a rear conservatory.

32 Eagles Road, Greenhithe.

OBSERVATIONS: All neighbours to be consulted prior to the application being considered.

DA/07/01039/TPO Application to crown reduce by 30%, crown thin by 30%, crown lift to 4 metres above ground level and remove base growth of 1 Lime tree subject to Tree Preservation Order No.3 1991.

3 St Pauls Close, Swanscombe.

OBSERVATIONS: No observations subject to work being carried out by qualified arboriculturist.

DA/07/01070/TPO Application to remove 3 low branches overhanging car park area from 1 Sycamore tree subject to tree

preservation order No.17 1997.

Children's Play Area, Valley View, Greenhithe.

OBSERVATIONS: As the Town Council are the applicants no discussion took place.

DA/07/00973/FUL Erection of a single storey rear extension in connection with the conversion of property into 2 x 1 bedroom maisonettes together with erection of an attached two bedroom house together with associate parking.

19 Sweyne Road, Swanscombe.

OBSERVATIONS: Members have the following observations:

- a) Concerned as it is an overdevelopment of the area
- b) Concerned regarding access and parking
- c) All neighbours to be consulted prior to the application being considered

DA/07/01125/FUL Alterations to roof design to incorporate dormer windows in side elevations and a recessed balcony area in rear elevation to provide additional rooms in the roof space together with the creation of new car parking area with 1.5M high brick piers and boundary wall with metal railings and 1.5M high automatic sliding gates.

The Warren, High Street, Greenhithe.

OBSERVATIONS: Members have the following observations:

- a) All neighbours to be consulted prior to the application being considered
- b) The Town Council consider this area to be a conservation area and all developments should take this into account

467. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL.

The following granted decision notices were noted.

- DA/07/00791/FUL Erection of a 20M high slimline lattice mast incorporating 3 antennas, 2 transmission dishes and associated equipment cabinet at ground level in 6M x 6M compound with 2.3M high palisade fencing.
- Land rear of Unit B4, Manorway Business Park, Swanscombe.
- DA/07/00913/FUL Continued use of haul road as secondary means of access in relation to development at Ingress Park until 30 September 2007.
- Ingress Park, Greenhithe.
- DA/07/00878/PAC Details of new station building and car parking pursuant to Part 11 Condition A1 of the Town and Country Planning (General Permitted Development) Order 1995.
- Greenhithe Railway Station, Station Road, Greenhithe.
- DA/07/00809/CDNA Details of gas impermeable membrane pursuant to Condition 5 of Planning Permission DA/06/00699/COU.
- 104a Church Road, Swanscombe.
- DA/07/01049/CDNA Details of foul and surface water drainage pursuant to Condition 2 of Planning Permission DA/06/01298/FUL.
- 1 Bullivant Close, Greenhithe.
- DA/07/00912/FUL Erection of a single storey rear extension.
- 1 Bridge View, Greenhithe.
- DA/07/00552/CDNA Details of impact study on water supply submitted pursuant to Condition 7 appended to Planning Permission DA/05/00573/FUL.

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Former Everards Site, Station Road, Greenhithe.

- DA/07/00976/FUL Erection of a part two/part first floor side extension.
65 Caspian Way, Swanscombe.
- DA/07/00901/FUL Provision of velux window in front elevation
(retrospective application).
5 Frobisher Way, Greenhithe.
- DA/07/00936/CDNA Details relating to landscaping scheme pursuant to
Condition 3 of Planning Permission
DA/07/00384/FUL for erection of a single storey
abstraction borehole kiosk and ancillary works.
Land North of Sandy lane, Bean.
- DA/07/01162/CDNL Part submission of materials pursuant to Condition
02 appended to Planning Permission
DA/06/01386/FUL being Ibstock London Yellow
Multi stock facing blocks.
Mounts Court, Mounts Road, Greenhithe.
- DA/07/00982/FUL Erection of a two storey rear extension.
8 Pacific Close, Swanscombe.
- DA/07/00975/FUL Erection of an additional satellite dish to south
elevation.
57 – 64 Empire Walk (Formally Plots 87-94),
Greenhithe.
- DA/07/00974/FUL Provision of a lift shaft to rear elevation.
40 – 44 High Street, Swanscombe.
- DA/05/00370/FUL Excavation works to land east of church to provide
new car park, car park entrance from Mounts
Road, drop off lay-by and pedestrian front path and
detached garage.
St Mary's Church, London Road, Greenhithe.
- DA/07/01054/CDNA Submission of details relating to remediation
strategy pursuant to part (2) of Condition 2 of

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Planning Permission Da/06/00524/FUL for erection of a detached industrial building with associated car parking and 2 new accesses of Lower Road.

Land adjacent Unit F6, Lower Road, Northfleet.

DA/07/00850/FUL

Conversion of existing 2 level single unit into 2 x 1 bedroom units (one on each level).

66 Phoenix Court, Black Eagle Drive, Northfleet.

468. REFUSED DECISION NOTICE RECEIVED FROM DARTFORD BOROUGH COUNCIL

The following revised plans notice was noted.

DA/07/00928/FUL

Erection of a satellite dish on rear extension.

12 Hyndford Crescent, Greenhithe.

469. APPEAL NOTICE RECEIVED FROM DARTFORD BOROUGH COUNCIL

The following appeal notice was noted.

DA/06/00755/COU

Conversion of two houses into 3 x 1 bedroom flats and 2 x 2 bedroom maisonettes together with the installation of additional windows in side elevations, rear balconies at first and second floor levels and bin store to front elevation.

109 and 111 Mounts Road, Greenhithe.

4 December 2007 at 10.00am, Civic Centre, Dartford.

470. WITHDRAWN APPLICATION NOTICE RECEIVED FROM DARTFORD BOROUGH COUNCIL.

DA/07/00934/FUL

Provision of a dormer window in rear elevation to provide additional rooms in the roof space.

34 Manor Road, Swanscombe.


471. GRANTED DECISION NOTICE RECEIVED FROM KENT COUNTY COUNCIL.

DA/07/672

Construction of a single storey modular building with a flat roof including two canopies. Plus the creation of a new vehicle cross over and six new parking spaces including one disabled space.

Knockhall Community Primary School, Eynsford Road, Greenhithe.

There being no further business to transact, the Meeting closed at 8:00 pm.

Signed: 
(Chair)
BE Read

Date: 13-12-07

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MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 29
NOVEMBER 2007 AT 7.00PM

PRESENT: Councillor B E Read (Chair)
Councillor Mrs A R Harvey (Vice-Chair)
Councillor L J Bobby
Councillor M D G Jackson
Councillor Ms D Johnston
Councillor S W Johnston
Councillor Mrs C Openshaw
Councillor V Openshaw
Councillor Mrs I A Read
Councillor P J Scanlan

ALSO PRESENT: Mrs S Stapleton, Responsible Financial Officer (RFO)
Mrs P Atherton, Assistant Town Clerk

472. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors Ms L Howes (work commitments) and Ms L Cross (work commitments).

473. SUBSTITUTES

There were none.

474. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor Ms D Johnston declared a personal interest in item 9.3 - Christmas Lights, as she lives in Greenhithe and item 11.2 - Darent Valley Charity Fund, as she is employed by Darent Valley Hospital.

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

There were none.

476. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 27 SEPTEMBER 2007

The Minutes were confirmed and signed as a true record.

477. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT

V. O
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Members were provided with details of all receipts and payments for authorisation for September 2007 to October 2007.

RECOMMENDED:

That the receipts and payments for September 2007 to October 2007, as per the annexed list, be approved.

478. SUMMARY OF ACCOUNTS

Members were provided with details of the Summary of Accounts, balanced to 31 October 2007.

RECOMMENDED:

That the details of the Summary of Accounts, balanced to 31 October 2007 be noted.

479. THAMES WATER – SENIOR CITIZENS HALL

Members were informed of the results of the recent water inspection and considered the quotations received to carry out the works required in Section 1 of the inspection.

RECOMMENDED:

That the contents of the inspection be noted and quotation B be selected to carry out the works.

480. NEW INTERNAL AUDITOR APPOINTED

Members were informed that, after interviews carried out by the Chairman and RFO, Mr Kevin Funnell F.M.A.A.T, had been appointed as the new internal auditor.

RECOMMENDED:

That the appointment of Mr Kevin Funnell as the new internal auditor be endorsed.

481. DCLG UNDERSPEND – SWANSCOMBE HERITAGE PARK

Members were informed of the progress, to date, regarding the Heritage Park projects involved with the DCLG Underspend.

V. D *BER*

RECOMMENDED:

1. That the proposed submission of the requested letter to Dartford Borough Council regarding the ongoing revenue costs be agreed.
2. That future estimates include the proposed funding to cover any revenue implications.

482. CHRISTMAS LIGHTS

Members considered the details of the quotation obtained by the Town Clerk.

RECOMMENDED

Members agreed to the installation of Christmas lights in Greenhithe this year and Christmas lighting for Swanscombe and Greenhithe be put in the budget and included in the estimates for 2008 / 2009.

483. ANNUAL ESTIMATES 2008 / 2009

The Responsible Financial Officer informed Members that she would be beginning work on the Annual Estimates for 2008 / 2009 during the month of December 2007.

RECOMMENDED:

That the report be noted.

484. INTERNAL AUDITORS REPORT

The report advised Members of the content of the internal auditor's first report.

RECOMMENDED:

That the report be noted and the actions required to be undertaken by the RFO endorsed.

485. VARIATION LICENCE APPLICATIONS

Members were provided with a copy of the new and variation licence applications that had been received from the Borough Council for the period 1 August 2007 to 7 November 2007.

RECOMMENDED:

That the list be noted.

486. DARENT VALLEY HOSPITAL CHARITY FUND

RECOMMENDED:

That the correspondence be noted.

487. VITALISE – THANK YOU

Members received correspondence thanking the Council for their continued support and funding.

RECOMMENDED:

That the correspondence be noted.

488. RELATE NORTH KENT – THANK YOU

Members received correspondence thanking the Council for their continued support and funding.

RECOMMENDED:

That the correspondence be noted.

489. SCOPE –COUNTRYWIDE HOUSE COLLECTIONS

Members received correspondence reporting when the organisations countrywide house collections would be taking place.

RECOMMENDED:

That a letter be sent to Scope informing them that the Town Council do not undertake collections.

490. LEISURE CENTRE – SCALE OF CHARGES


Members were provided with a copy of the proposed scale of charges from GCLL for the Swanscombe Leisure Centre.

RECOMMENDED

That the scale of charges be approved and that GCLL be requested to provide the figures by October in future years.

FINANCE & GENERAL PURPOSES COMMITTEE
29 NOVEMBER 2007

There being no further business, the Meeting closed at 7.35 pm.

Signed:  Date: 13-12-07
(Chairman)
B. de Haan

MINUTES of the MEETING OF THE HERITAGE / SKULL SITE SUB-COMMITTEE
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on TUESDAY 4
DECEMBER 2007 at 1.30 PM

PRESENT: Councillor B E Read (Chair)
Councillor L J Bobby (Vice-Chair)
Councillor R Lees
Councillor P J Scanlan
Graham Blew, Town Clerk
Margaret Bull, Friends of the Heritage Park
Lis Dyson Kent County Council
Emma Ventham Groundwork
Diane Snell, Groundwork
Debbie Woodger, Groundwork
Stephen Jefferson, Dartford Borough Council

490. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Dave Rogers, Mick Oliver (Natural England) and Suzanne Kemmenoe (Land Securities).

491. SUBSTITUTES:

There were none.

492. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillors L J Bobby declared personal interests in agenda item 7 – DCLG Underspend, as he is a New Burial Ground allotment tenant.

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

There were none.

494. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 13 NOVEMBER 2007

The Minutes were confirmed and signed as true record.

495. DCLG UNDERSPEND

Stephen Jefferson updated Members on the progress to date with the various scheduled projects, this included:

1. CCTV, upgrading existing equipment at the Leisure Centre and the addition of 2 cameras covering the play area in the park and 1 camera covering the car park – **Contractor had been appointed and work was due to begin in January 2008 and was hoped to be completed in mid February 2008.**
2. Additional play equipment to compliment the recently installed equipment (to include the removal of old play equipment) – **Quotations were due to be received for new equipment, surfacing and fencing.**
3. Installation of low level fencing around the play area and along the path to the park (by the car park)
4. Website; setting up of a designated multi lingual website (by Dartford Borough Council Communications Team) to include a 3 year contract covering maintenance and updates and also information leaflets for distribution – **Information was being collated by the Dartford Borough Council Communications Team and a professional photographer would be used for both the website and leaflets. Stephen clarified that Members would be consulted on all draft s prior to any material being published/printed.**
5. Road signage directing to the Heritage Park – **Kent Highways Services had agreed for signs to be placed on London Road, at the roundabout in Craylands Lane and at the car park. Stephen will enquire as to an additional sign being placed on the footpath at Knockhall.**
6. Installation of a flood light that will shine onto the monument (this would hopefully be able to be installed on the existing floodlights used for the Multi Use Games Area at the back of the Leisure Centre – **Awaiting Quotes regarding a “changing coloured” spotlight which would illuminate the sculpture and also a condition survey of the wiring and fixing structure**
7. Relaying of the path leading to the Skull Site – **Stephen would liaise with Lis Dyson regarding the design and installation of the path. Quotations had been received.**
8. Appropriate fencing around the allotment site – **Quotations had been received and a contractor selected. The work was hoped to be finished by March 2008. Stephen would notify the Town Council once a start date for the work was known so that the allotment holders could be informed.**
9. Feasibility Study for services to the football pitches – **Quotations had been received.**

10. Thinning of shrubs/trees on the Skull Site – **Quotations had been received.**
11. Installation of a Viewing Seat by the Interpretation Panels – **no further information at this time. The seat shall be absorbed into the furniture purchased for the extended play ground.**
12. **Repair and re-installation of the pond – no further information at this time.**

496. NEIGHBOURHOOD POLICING OF THE PARK

Acting Sergeant Andrew Small had submitted the following contact details for wildlife and heritage issues;

Michael.laidlow@kent.pnn.police.uk

Recommendation: That the item be noted.

497. ANY OTHER ITEMS RELATING TO THE HERITAGE PARK / SKULL SITE

Emma Ventham reported that she would be circulating a Management Plan in the future, for Members comments and feedback.

Emma informed that there was no further update regarding the Project Planning.

Lis Dyson informed that, as part of a European project, there would likely to be another scientific investigation in the Park in the New Year.

498. DATE OF NEXT MEETING

The next meeting was scheduled for Tuesday 29 January 2008 at 2.00pm, to be held at The Council Offices, The Grove, Swanscombe.

There being no further business to transact, the Meeting closed at 2.00pm.

Signed: *AB Read* Date: *29/1/08*
(Chair)

MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 5 DECEMBER 2007 at 7.00 PM

PRESENT: Councillor B E Read - Chair
Councillor L J Bobby
Councillor P M Harman
Councillor P Harris
Councillor Mrs C Openshaw
Councillor V Openshaw
Councillor P J Scanlan

IN ATTENDANCE: PCSO Chris Burnett,
PC J Hensman
Linda Tilley, Senior Housing Officer, Dartford Borough Council
Pam Atherton, Assistant Town Clerk

499. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor S Johnston (work commitments)

500. SUBSTITUTES

There were none

501. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

There were none.

502. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 26 SEPTEMBER 2007

The Assistant Town Clerk advised Members that the Minutes had already been signed and ratified at the Town Council Meeting held on 18 October 2007.

Councillor B E Read requested that although the Minutes had been ratified that they were provided to Members for each Meeting.

RECOMMENDED:

That the Minutes be submitted to Members for each Meeting even if they had being ratified and signed at a Town Council Meeting.

503. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

BER

There were none

504. MOTOR CYCLE PROBLEMS

PCSO Chris Burnett advised Members that he had not seen any problems with motor cycles in Southfleet Road. He also advised that this problem had been passed to Traffic Management.

RECOMMENDED:

That this item be noted and put on future Agendas to monitor the situation.

505. ANTI-SOCIAL BEHAVIOUR VIA DARTFORD BOROUGH COUNCIL

Linda Tilley, Senior Housing Officer advised Members there had been 8 current neighbour disputes, 1 ASB had been issued and 1 ABI had been issued.

Councillor B E Read enquired whether the incidents of anti-social behaviour were rising. Linda Tilley confirmed that they were. However, they were now keeping statistics and active lists which were constantly monitored.

Linda Tilley advised that they were housing more people with special needs but were supporting them with any problems.

Councillor B E Read advised that he felt that a high level of anti-social behaviour in an area gave the area a bad name. He also felt that the housing policy had a part to play in this problem.

Linda Tilley advised that the anti-social behaviour levels in Stone and Temple Hill were higher.

RECOMMENDED:

That this report be noted.

506. TOWN COUNCIL'S PROBLEMS LOG

Members were provided with a copy of the Town Council's Problems Log of problems reported to the Town Council during September, October and November 2007.

Councillor L J Bobby commented that he thought that the log had a much better format.

Councillor B E Read enquired whether there were any details on the major crimes that had taken place in the area. PCSO Chris Burnett advised that one of the Members of the Council had been given an update on one of the major crimes by PCSO Sheron Reece. PC James Hensman advised that he would update Members at the next Meeting.

BER

Councillor B E Read requested that the major crimes be added to the Problems Log.

Councillor P Harris enquired whether the Town Council received Ringmaster messages. He was advised that they did not.

Councillor P Harris enquired whether the Town Clerk could investigate methods of communication around the town i.e. Neighbourhood Watch and put statistics on the Website. Councillor B E Read advised that the statistics would have to be provided in order for this to happen. PC James Hensman advised that he could provide statistics. Councillor B E Read suggested that perhaps these could be provided once a month.

RECOMMENDED:

That PC James Hensman provided Members with statistical information in the future.

507. PROBLEMS IN GREENHITHE

Members were provided details of problems that had occurred in the Greenhithe area by Councillor P Harris.

PCSO Chris Burnet advised Members of the situation with lead thefts

RECOMMENDED:

That the problems in Greenhithe be added to the Town Council Problems Log in the future.

508. SPECIAL ATTENTIONS TO THE AREA

Councillor B E Read requested that Members consider requesting the Police to have one or two special attentions to the area i.e. come with radar guns to monitor speeding etc.

Councillor B E Read advised that there were a great many vehicles exceeding the 20mph speed limit and travelling round the area at high speeds.

Members requested that speed guns be deployed to the area in order to catch one or two speeding motorists to make an example of them to other motorists. PC J Hensman confirmed that he would pass this request to Traffic Management.

Councillor P Harris advised that Dartford Borough Council had a CCTV team which could be deployed to the area. He advised PC Hensman that Traffic Management could liaise with them to prioritise the use of these cameras.

BER

Councillor V Openshaw advised Members that there had been a great number of speeding motorists in Swanscombe High Street. He was endeavouring to collect the car numbers from people making reports to him.

Councillor B E Read advised Members that he had met with Kent Highways and had been advised that weight restrictions would be placed on Southfleet Road next year and it was possible that lorries may be prohibited in the future.

RECOMMENDED:

That these reports be noted.

509. WILDLIFE AND HERITAGE ISSUES

Members were advised that an email had been received from A/SGT Andrew Small advising that if Members had any wildlife and heritage issues (i.e. problems in Heritage Park, etc.) they could contact PC Michael Laidlow who could be contacted by e-mail on michael.laidlow@kent.pnn.police.uk or at Meopham Police Station on 01322 283101.

RECOMMENDED:

That this item be noted.

510. PCSO's REPORT

PCSO C Burnett provided a map of an area in Greenhithe. He explained that there had been a great deal of problems with motorbikes in the area and had spent a lot of his time dealing with these. He advised Members of the access areas and escape routes, depicting these on the map.

PCSO C Burnett advised that there were kissing gates in footpath DS7, but the fence at the side was broken and motorbikes could gain access that way. He advised that he was in touch with the owner of the land to try and get a fence put up. He requested the Council to support him in his endeavours to get the fence repaired.

Councillor B E Read advised Members that this particular area had been subject to a planning application but had been refused.

PCSO C Burnett advised Members that PCSO R Sparrow was being trained in push bike use.

PCSO C Burnett advised of the following statistics:

- 1 x ABSO had been issued
- 3 x prosecutions for drug offences
- 1 x car had been cloned

BER

PCSO C Burnett advised that there was additional funding during the winter period for more officers especially around Christmas time.

Councillor B E Read advised Members regarding the new police station at Ebbsfleet.

PCSO C Burnett thought that the police station situated in Ebbsfleet would be good for the area of Swanscombe and Greenhithe.

RECOMMENDED:

1. That Kent County Council's Footpath Officer be contacted to advise that although kissing gates have been installed along footpath DS7 the fence was broken allowing access for motorbikes and requesting that the fence be repaired.
2. That Dartford Borough Council be contacted to establish the name of the developer, developing the sports ground at Knockhall Road.

511. BEAT OFFICERS REPORT

PC J Hensman advised Members of the following statistics of crimes that had occurred between 11 to 20 November 2007.:

1. 17 x thefts for motor vehicles
2. 4 x cars stolen
3. 7 x incidents of criminal damage
4. 3 x vehicle interferences
5. 1 x arrest for drugs

PC J Hensman advised Members that he would be talking to the Neighbourhood Watch teams.

512. POLICING IN NORTH KENT 2008/09 SURVEY

Members were advised that a letter and Consultation Questionnaire had been received from the Kent Police Authority and were provided with a copy requesting the Town Council's views on the Policing Plan and Budget 2008/09.

Councillor B E Read felt that it would be difficult to judge the questionnaire priorities, budgets and crime issues.

Councillor B E Read advised that the street lighting was still very dim and that the new lamps that were put in were much brighter than the old ones.

BER

Councillor B E Read advised Members that a special Meeting could be called if there were serious problems in the area.

RECOMMENDED:

1. That a letter be sent to Kent Highways highlighting the dim lighting in the area and informing them that the new lamps are brighter than the old one.
2. That each Member filled in the Policing Consultation Questionnaire if they wished to do so.

513. DATE OF NEXT MEETING

Members were advised that the next Meeting would take place on 6 February 2008 at 7pm.

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

Signed..... *B E Read* *6/2/08*
Chairman Date

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at the THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 13 DECEMBER 2007 at 7.00 PM

PRESENT:

- Councillor V Openshaw – Town Mayor
- Councillor S W Johnston – Deputy Town Mayor
- Councillor L J Bobby
- Councillor Ms L Cross
- Councillor Ms L Hall
- Councillor P M Harman
- Councillor P Harris
- Councillor Mrs A R Harvey
- Councillor J A Hayes
- Councillor M D G Jackson
- Councillor R Lees
- Councillor Mrs C Openshaw
- Councillor B E Read
- Councillor Mrs I A Read
- Councillor P J Scanlan
- Councillor Mrs G B Tripp

IN ATTENDANCE:

- Mr G Blew – Town Clerk
- Ms P Atherton – Assistant Town Clerk

514. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' K Basson (work commitments), Ms L Howes (work commitments), Ms D Johnston (work commitments) and P A Read (work commitments).

515. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor B E Read declared a personal interest in item 9 - Ingress Park (Greenhithe) Management Limited, as the Borough Council's nominated representative to the Board of Directors.

Councillors' P Harris and P M Harman declared personal interests in item 9 - Ingress Park (Greenhithe) Management Limited, as the Town Council's nominated representatives to the Board of Directors.

516. MINUTES OF THE MEETING HELD ON 18 OCTOBER 2007.

Members were provided with a copy of the Minutes of the Meeting held on 18 October 2007.



RESOLVED:

That the Minutes of the Meeting held on 18 October 2007 be signed as a true record.

517. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none.

518. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 17 OCTOBER 2007 AND 21 NOVEMBER 2007

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 17 October 2007 and 21 November 2007 be confirmed and the recommendations made therein be adopted.

519. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 8 NOVEMBER 2007

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 8 November 2007 be confirmed and the recommendations made therein be adopted.

520. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 29 NOVEMBER 2007

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 29 November 2007 be confirmed and the recommendations made therein adopted.

521. MINUTES OF THE HERITAGE PARK / SKULL SITE SUB - COMMITTEE MEETING HELD ON 13 NOVEMBER 2007

RESOLVED:

That the Minutes of the Heritage Park / Skull Site Sub - Committee Meeting held on 13 November 2007 be confirmed and the recommendations made therein be adopted.

522. PRESENTATION BY KENT COUNTY COUNCILLOR MR IVOR JONES DL

Kent Country Councillor Ivor Jones introduced himself to Members and provided Members with statistics on child pornography and teenage pregnancies. in Kent and more specifically, in Swanscombe & Greenhithe.

Mr Jones' presentation included:

The increase in use of laptop computers.

Advice that the government had set up a crime reduction unit to give advice to victims of child pornography.

Information regarding a committee set up by Kent County Council that had made 18 recommendations on teenage pregnancy, and that these would go before full council after Christmas.

Mr Jones informed Members that he felt the medical facility at Swan Valley, Swanscombe was helping with the issue of teenage pregnancies.

Councillor B E Read thanked Mr Ivor Jones for the presentation.

Councillor B E Read advised that the Town Council now provided internet facilities in the Old Fire Station Café which were controlled and monitored.

In response to an enquiry by the Town Mayor, Mr Jones informed that he had not visited/presented, on these topics, to Swan Valley School but he would be more than happy to do so.

Mr Jones advised that at Swan Valley School there was a quarterly hand out give to parents updating them on all aspects of the school.

RESOLVED:

1. That Mr I Jones be thanked for taking the time to attend the meeting and present on such serious and difficult issues.
2. That Mr I Jones' presentation be noted.

523. YOUTH WORKERS IN GREENHITHE

Members were advised that Councillor P Harris had requested the Council consider what was the best way to attempt to provide a Youth Worker service for Greenhithe.

Members were informed that the Kent Association of Parish Councils (KAPC) had advised that the provision of Youth Workers, to address teenage pregnancies and topics of this nature, did not fall within the remit of a parish council.

Kent County Council (KCC) Youth Service currently employed a youth worker for Swanscombe, who was based at the Swan Valley Discovery Centre.

Members were advised that the Town Clerk had contacted the Assistant Head of Kent Youth Service (Operations – West Kent) who had submitted further information. Members were provided with a copy of this.

Members were advised that a Community Warden for Stone and Greenhithe was currently provided by KCC.

RESOLVED:

That Kent County Council, as the appropriate authority, be approached to request assistance with youth officers for the area with a copy of relevant correspondences being sent to Kent County Councillors Mrs Christine Angell and Mr Ivor Jones.

524. INGRESS PARK (GREENHITHE) MANAGEMENT LIMITED

Members were issued with an update from the Head of Customer Service, Crest Nicholson South East Region, which had been received today. The update advised that *"it has been agreed that there will be no need to introduce a second management company, as the remit of the existing Company and associated board is clearly associated with the Public Open Spaces, and a second company could do no more.*

Consequently we will be making arrangements to have two of the current directors resign from the board of directors, creating the two vacancies for the two nominated councillors to occupy."

The Town Clerk was thanked for his perseverance and professionalism in attempting to bring this matter to a satisfactory conclusion.

RESOLVED:

That the Town Clerk's actions to date be noted.

525. FASTRACK

Members were advised that, further to the recent Kent County Council (KCC) Dartford Local Board meeting, 12 September 2007, an informal meeting had

been arranged between Swanscombe and Greenhithe Town Council representatives and Senior Personnel from the Fastrack team and the commercial sector. The meeting had taken place on 28 November 2007.

RESOLVED:

That this item be noted.

526. CCTV CAMERAS

Members were provided with a copy of an email from the Senior Enforcement Officer, Public Safety Unit, Dartford Borough Council seeking contributions towards the funding of a covert CCTV.

Members agreed to note the request and that if anything further developed the item should be submitted to the Finance & General Purposes Committee for consideration

RESOLVED:

That this item be noted.

527. CAFÉ AND OFFICE CHRISTMAS OPENING ARRANGEMENTS

Members received the Café Manager's proposed opening times over the Christmas, New Year period.

Members were also asked to consider if the Council Office was required to be open on Monday 24 and Thursday 27 December. Officers had been consulted and had no objection to using annual leave entitlement should Members decide that the office could be closed on these days.

RESOLVED:

1. That the proposed café opening times over the Christmas and New Year period be agreed.
2. That the Council Offices be closed on Monday 24 and Thursday 27 December with a notice being displayed, in advance, advising Members of the Public of the closure. A relevant message would also be recorded for the Council Office answerphone for this period.

528. UPDATE OF MEMBERS INTERESTS

The Town Clerk reminded Members that it was their responsibility for ensuring their entries in the Register of Members Interests were kept up to date.



RESOLVED:

That this item be noted.

529. NEIGHBOURHOOD RENEWAL CO-ORDINATOR'S POST

Members were advised that, further to the meeting of 18 October 2007, the Town Clerk had written to the Project Delivery Team Manager, Dartford Borough Council. Members were provided with a copy of the letter, along with a copy of the Project Delivery Team Manager's response.

RESOLVED:

That this item be noted.

530. DAFFODIL BULBS

Members were provided with a copy of an extract from the Council's website which informed that, during November, pupils from Swan Valley Community School and Knockhall Community School helped plant daffodil bulbs in the Heritage and Knockhall Park respectively. Letters of thanks were sent to the head teachers of both schools.

RESOLVED:

That this item be noted.

531. CAFÉ IT FACILITY

Members were advised that the internet access at the Café had been installed and was up and running for use by the public.

RESOLVED:

That this item be noted.

532. SPARK IT

Members were provided with a note from the Senior Projects Officer (GHOF Kent Project Coordinator), informing that an additional person (P/T or F/T) will be taken on at Spark IT.

RESOLVED:

That the item be noted.

533. PAVILION PAYMENTS REQUEST

Members were advised that, further to minute 388, a meeting had taken place on 14 November 2007, between Members of the Leases & Legal Sub-Committee and representatives of the Swanscombe & Greenhithe Association of Sports & Social Clubs (Pavilion). Unfortunately the figures given to the Pavilion, by their book keepers, had not appeared to be correct and the meeting had been adjourned to enable the Pavilion to obtain the most recent and accurate figures.

It was envisaged that the meeting would be re-convened in the early part of the New Year.

RESOLVED:

That this item be noted.

534. REPRESENTATION ON: SUBSTITUTE FOR STANDARDS COMMITTEE AND JOINT TRANSPORTATION BOARD (JTB), DARTFORD BOROUGH COUNCIL

Members received a letter from the Executive Director, Dartford Borough Council advising that the following had received clear majorities in the recent "elections":-

Mrs I Gutteridge (Darenth PC) – Substitute for the Standards Committee
Nr N Pearson-Coffey (Bean PC) – Representative on the JTB

RESOLVED:

That this item be noted.

535. REPORTS OF OUTSIDE REPRESENTATIVES

Members were advised that this item provided an opportunity for Members' appointed as representatives on outside bodies to provide a report at the Meeting.

Elderly Forum

Members were advised that Councillor P J Scanlan was the Council's representative on the Elderly Forum and received the agenda for the 30 November 2007 meeting.

RESOLVED:

That this item be noted.

Dartford Association of Parish and Town Council's (DAPTC)

Members were advised that Councillors' R Lees and V Openshaw were the Council's representatives and received copies of the agenda for the 18 December 2007 meeting and the minutes of the 25 September 2007 meeting.

RESOLVED:

That this item be noted.

536. SEALING OF DOCUMENTS

There were none

537. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor informed Members that he had attended the Mayor of Dartford's Civic Reception at Dartford Football Club on 12 October 2007.

A Civic Service had been held at St Peter & St Paul Church, on 30 September 2007.

The Race Night held at the Pavilion on 24 November 2007, had proved very popular and had raised approximately £590.00.

The Mayor had attended the Residents Association's Children's Christmas Party on 8 December 2007 which had been enjoyed by all.

538. QUESTIONS

Members were advised that questions did not form part of the Meeting and that they were merely the opportunity for Members to exchange information.

Members thanked the Town Clerk for his efforts in the prompt provision of Christmas lights in Greenhithe High Street and advised that the lights were of a satisfactorily high standard.

539. EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor B E Read, seconded by Councillor P J Scanlan and duly carried;

RESOLVED:

That due to the confidential nature of the business to be transacted the Press and Public be excluded from the Meeting whilst this item was discussed.

540. CONFIDENTIAL ITEM

The Town Clerk and Chairman of the Planning, Major Developments, Transportation & the Environment Committee gave a verbal update regarding a recent meeting with representatives of Dartford Borough Council.

RESOLVED:

1. That the Council agree, in principle, to the proposals made at the confidential meeting.
2. That the Chairmen of the Recreation, Leisure & Amenities Committee and Finance & General Purposes Committee be delegated to advance the discussions until such time that a decision is required when the item would be resubmitted to the Council.

There being no further business to transact the Meeting closed at 8.30 pm.

Signed: _____

(Chairman)

Date: _____

21-2-08

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 17
JANUARY 2008 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor Mrs A R Harvey (Vice-Chairman)
Councillor L J Bobby
Councillor Ms L Cross
Councillor M D G Jackson
Councillor S W Johnston
Councillor R Lees (substituting for Councillor Ms L Howes)
Councillor Mrs C Openshaw
Councillor V Openshaw
Councillor Mrs I A Read
Councillor P J Scanlan

ALSO PRESENT: Mr G Blew, Town Clerk
Mrs S Stapleton, Responsible Financial Officer (RFO)

541. APOLOGIES FOR ABSENCE

An apology for absence was received and accepted from Councillor Ms L Howes (work commitments).

542. SUBSTITUTES

Councillor R Lees substituted for Councillor Ms L Howes.

543. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

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

There were none.

545. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 29 NOVEMBER 2007

The Minutes were confirmed and signed as a true record.

546. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT

 AR

Members were provided with details of all receipts and payments for authorisation for November 2007.

RECOMMENDED:

That the receipts and payments for November October 2007, as per the annexed list, be approved.

547. SUMMARY OF ACCOUNTS

Members were provided with details of the Summary of Accounts, balanced to 30 November 2007.

RECOMMENDED:

That the details of the Summary of Accounts, balanced to 30 November 2007 be noted.

548. ANNUAL ESTIMATES 2008 - 2009

Members received the proposed Annual Estimates for the 2008 – 2009 financial year.

RECOMMENDED:

That the proposed Annual Estimates for the 2008 – 2009 financial year and the proposed Council Tax Base (Band D) be approved and submitted to full council for endorsement.

549. VARIATION LICENCE APPLICATIONS

Members were provided with a copy of the new and variation licence applications that had been received from the Borough Council for the period 1 August 2007 to 7 November 2007.

RECOMMENDED:

That the list be noted.

550. KENT AIR AMBULANCE TRUST – CONTRIBUTION REQUEST


Members received a letter from the Chief Executive, Kent Air Ambulance Trust, seeking a contribution from the Town Council.

RECOMMENDED:

That a contribution of £100.00, from the Section 137 budget, be made.

FINANCE & GENERAL PURPOSES COMMITTEE
17 JANUARY 2008

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

Signed:  Date: 21-2-08
(Chairman)
B&Rend 3/4/08



MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 23 JANUARY 2008 AT 7.00 PM

PRESENT: Councillor B E Read (Chair)
Councillor P J Scanlan (Vice-Chairman)
Councillor L J Bobby
Councillor P M Harman
Councillor P Harris
Councillor Mrs A R Harvey
Councillor Ms D Johnston
Councillor S W Johnston
Councillor V Openshaw
Councillor P A Read
Councillor Mrs G B Tripp

IN ATTENDANCE: Councillor R Lees
Mr G Blew, Town Clerk

551. APOLOGIES FOR ABSENCE

There were none.

552. SUBSTITUTES

There were none.

553. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor S W Johnston declared a personal prejudicial interest in application number – DA/07/01264/LBC, as he submitted the application on behalf of the St Peter and St Paul Church.

Councillor P M Harman declared a personal prejudicial interest in application numbers – DA/07/01275/FUL, DA/07/01298/FUL, DA/06/01317/OUT and DA/08/00015/COU as he either lives in close proximity to the applications and/or has already objected to the applications.

Councillor P Harris declared a personal prejudicial interest in applications – DA/07/01275/FUL, DA/07/01298/FUL, and DA/08/00015/COU as he lives in close proximity to the applications and application DA/06/01317/OUT as he supports the application and has applied for a berth at the marina should the application be successful.

Councillor Ms D Johnston declared a personal prejudicial interest in applications – DA/07/01275/FUL, DA/06/01317/OUT and DA/08/00015/COU as she either lives in close proximity to the applications and/or has already objected to the applications.

Deleted: DA/06/01317/OUT

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Deleted: /or has already objected to the applications.

Comment [t1]: Councillor Ms D Johnston informed that at the time of the meeting she had not made a formal objection to application DA/07/01298/FUL and that her objection was logged after the meeting.

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Amended 13-2-08

TOWN CLERK
B E R

554. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none.

555. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2007

RECOMMENDED: That the Minutes were confirmed and signed.

556. PRESENTATION ON NORTHFLEET WEST SUB-STATION SITE PROPOSALS

A presentation was given by: Emma Jordan, Communications Consultant to National Grid, Charlie Connolly, Property Manager, National Grid, and Myra Barnes, Planning Consultant. A question and answer session was held after the presentation.

RECOMMENDED: To thank the representatives and to note the presentation.

557. GREENHITHE STATION AND PATHS TO ST CLEMENTS WAY, GREENHITHE, KENT.

Members were informed that, after much correspondence, the areas had now been mown and cleared.

RECOMMENDED: That the Town Clerk's actions be noted.

558. KENT HIGHWAYS SERVICES (KHS) – MR MARTIN WYBRANIEC

Members were informed of a meeting that had taken place between Mr Wybraniec (KHS), the Chairman and the Town Clerk. Members received the emailed response from Mr Wybraniec to the issues raised at the meeting.

Although unhappy with what Kent Highways Services had said so far, Councillor Mrs G B Tripp noted that the issue of the St Clement's Way/Mounts Road Junction would be considered further at the next Joint Transportation Board, Dartford Borough Council.

RECOMMENDED: That the item be noted.

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559. HIGHWAYS SPREADSHEET

Members were provided with a copy of the latest Highways Spreadsheet from Kent Highways Services.

RECOMMENDED:

That the following be added to the spreadsheet:

- Lamp post MGN011, Milton Road, Swanscombe not working.
- That Kent Highways Services be contacted regarding them notifying resident's of when they are scheduling to undertake the works regarding flooding at Milton Street, Swanscombe.

560. LAND BORDERED BY KING EDWARD STREET, STEELE AVENUE AND ST CLEMENT'S WAY

Members were informed that, further to minute 349, Kent County Council (KCC) had agreed to inform the Town Council of any future plans to dispose of the land.

RECOMMENDED: That the item be noted.

561. STREET LIGHTING – SWANSCOMBE & GREENHITHE

KHS informed the council that upgrading of the lights in the area around Riverview Road, Greenhithe was being looked into and requested the council notify them of what streets they would like done in the first of two stages required.

RECOMMENDED: That the KHS be contacted and asked to clarify what the two stages of work are, how many streets would they like the council to suggest, when will the second stage of the work be scheduled for and suggest to them that they begin with the lighting in Swanscombe and then Greenhithe.

562. THURROCK COUNCIL'S LOCAL DEVELOPMENT FRAMEWORK (LDF)

Members were requested to submit their views on the proposed LDF.

RECOMMENDED: That Thurrock Council be contacted and informed that the council have noted their LDF and will bear it in mind as the development of the Thames Corridor proceeds.

BZR

563. BUS PASSENGER BODY CONSULTATION

Members were informed of a consultation being undertaken by the Department of Transport.

RECOMMENDED: That the correspondence be noted.

564. THAMES ESTUARY 2100 – PLANNING FOR FUTURE FLOOD RISK

Members were informed that a second on-line consultation was being undertaken by the Department of Transport.

RECOMMENDED: That Councillor Ms D Johnston takes part in the consultation and reports back, when appropriate, any relevant issues.

565. PILGRIMS ROAD: PROW/DA/C301

Members received a response from the Managing Director of Environment & Regeneration, KCC to the Town Clerk's letter (minute 452).

RECOMMENDED: That the correspondence be noted.

566. SECTION 106 PRESENTATION

Members were informed that in response to correspondence from the Town Clerk the Head of Development and Investment, KCC, had offered to give a short presentation at a future meeting.

RECOMMENDED: That the Town Clerk's actions be noted and that, in consultation with the Chairman, a presentation be arranged for a future meeting.

567. PUBLIC EXHIBITION – PROPOSALS FOR THE REDEVELOPMENT OF THE FINAL PHASES OF INGRESS PARK, GREENHITHE

The Design & Planning Director, Crest Nicholson had written inviting Members to a public exhibition.

RECOMMENDED: That the correspondence be noted.

568. PUBLIC EXHIBITION – A2 OPPORTUNITIES

Members had been invited to a public exhibition by the Senior Landscape Architect, Jacobs.

BZR

RECOMMENDED: That the correspondence be noted.

569. TOWN PLANNING

570. APPLICATIONS SUBMITTED BY THE BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS

DA/07/01237/FUL Erection of a single storey side/rear extension together with the conversion of existing garage to habitable room with associated alterations to front elevation.

36 Caspian Way, Swanscombe, DA10 0LE.

OBSERVATIONS: The council object to this application due to the depletion of parking facilities in the area. All neighbours should be consulted prior to submission of this application.

Having already declared a personal prejudicial interest Councillor S W Johnston took no part in the debate or decision of the following item.

DA/07/01264/LBC Application for Listed Building Consent for temporary roof covering to north and south aisle roofs.

St Peter & St Paul Church, Swanscombe.

OBSERVATIONS: No Observations. All neighbours should be consulted prior to submission of this application.

DA/07/01267/PAC Details of new footbridge pursuant to Part 11 Condition A1 of the Town and Country Planning (General Permitted Development) Order 1995.

Greenhithe Railway Station, Station Road.

OBSERVATIONS: The council agree, in principle, to the footbridge provided the footbridge has a lift at each end to facilitate disabled access and that this facility is completed in conjunction with the completion of the footbridge. All neighbours should be consulted prior to submission of this application.

BER

Having already declared a personal prejudicial interest Councillor P M Harman left the chamber and took no part in the debate or decision of the following item.

Having already declared a personal prejudicial interest Councillors P Harris and Ms D Johnston took no part in the debate or decision of the following item.

DA/07/01275/FUL Alterations to front elevation as a result of changes to the internal layout in connection with Planning Permission DA/00/00586.

Village Hall, Rear of 8 High Street, Greenhithe.

OBSERVATIONS: This council has concerns over this application and opposes the change of use from an assembly area to residential. Other objections include the loss of amenity facilities in the area; the proposal would also create further congestions for the roads and parking in the area. The council do not feel that the development conforms to the conservation concept of the building or the area and the building should not be changed out of character. All neighbours should be consulted prior to submission of this application.

Having already declared a personal prejudicial interest Councillor P M Harman left the chamber and took no part in the debate or decision of the following item.

Having already declared a personal prejudicial interest Councillor, P Harris took no part in the debate or decision of the following item.

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DA/07/01298/FUL Erection of a detached three storey building with basement to provide 6 x 2 bedroom apartments with associated car parking and relocation of sea scout facilities at basement level.

Amended 13-2-08
of Town Clerk

Neptune Slipway, Pier Road, Greenhithe.

OBSERVATIONS: The council object to the application on the grounds that it would be an overdevelopment of this particular area, it would result in a loss of amenities of the slipway. As the proposal is for 3 storey highs it would not be in keeping with the conservation of the area and would block out a considerable

B2R

amount of the western view of the historical Greenhithe Conservation Area from the adjacent Riverside Park as well as overlook other properties and be overbearing to the children's play area adjacent to it. The application would aggravate traffic coming and going via the narrow single lane, Pier Road, past the entrance to the Riverside Park, which is heavily used by infants. Members feel that the proposed development contravenes the Second Deposit Draft: BE2 New Development within a Conservation Area, LRT11 Existing Open Spaces and H4 Windfall Sites. This Council is most concerned that the site is being considered for development at all as it believes this to be the only dry dock facility in the borough and the Town Council hopes that serious consideration is given to it's comments before any decision is made on this application. All neighbours should be consulted prior to submission of this application.

DA/07/01313/TPO

Application to remove single lowest branches from 2 Lime trees (T2 and T3) overhanging road and repollard 1 Sycamore tree (T1) back to main trunk subject to Tree Preservation Order No.8 1988.

The Warren, 29 High Street, Greenhithe.

OBSERVATIONS: No observations.

Having already declared a personal prejudicial interest Councillors Ms D Johnston, P M Harman and P Harris left the chamber and took no part in the debate or decision of the following item.

DA/06/01317/OUT

REVISED PLANS.

Outline application for a proposed marina located c.195m offshore accessed from Pier Road.

Greenhithe Marina, Pier Road, Greenhithe.

OBSERVATIONS: The principle of a marina is supported, however Members would like to draw the attention of the Development Control Board to the fact that the location of a marina is very important and that the proposed location, which is a conservation area, would not be suitable due to the following "material considerations":

- Adequacy of parking/loading/turning;
- Highways safety including visibility;
- Traffic Generation;
- Noise and disturbance resulting from use;
- Road access;
- Road safety (in terms of car parking and traffic congestion)

We would ask the Development Control Board, who are in discussion with other major developers in the area, to consider a more suitable location within these waterfronts for a development of this nature and one which can take into account correct / appropriate access and parking. Members are also concerned that existing uses of the river, such as the Sea Scouts, might be impeded by this proposal.

The council do take the view that strategic use of the river is an important asset to the borough and should be pursued.

Having already declared a personal prejudicial interest Councillor P M Harman left the chamber and took no part in the debate or decision of the following item.

Having already declared a personal prejudicial interest Councillors P Harris and Ms D Johnston took no part in the debate or decision of the following item.

DA/08/00015/COU Change of use of part of ground floor from place of assembly to residential.

Village Hall, rear of 8 High Street, Greenhithe.

OBSERVATIONS: This council has concerns over this application and opposes the change of use from an assembly area to residential. Other objections include the loss of amenity facilities in the area; the proposal would also create further congestions for the roads and parking in the area. The council do not feel that the development conforms to the conservation concept of the building or the area and should not be changed out of character. All neighbours should be consulted prior to submission of this application.

DA/07/01324/EQCON Submission of Management & Maintenance scheme for retained landscaping pursuant to Condition 37 of DA/03/1134/OUT.

Eastern Quarry, Southfleet Road, Swanscombe.

OBSERVATIONS: No observations on this particular application but the Town Council would like to seek some assurances that the infrastructure, particularly the roads, of the area and the new developments will be sufficient for the amount of traffic projected for the future.

DA/07/01316/EQCHRM Reserved matters landscaping submission under Condition 2 of Planning Permission DA/03/01134/OUT relating to the landforming and landscaping to create the north-east local park.

Castle Hill – Eastern Quarry, Swanscombe.

OBSERVATIONS: No observations on this particular application but the Town Council would like to seek some assurances that the infrastructure, particularly the roads, of the area and the new developments will be sufficient for the amount of traffic projected for the future.

DA/07/01322/EQCHC Submission of Archaeological Field Evaluation for Castle Hill and Weldon areas pursuant to Condition 14 of DA/03/1134/OUT.

Eastern Quarry, Southfleet Road, Swanscombe.

OBSERVATIONS: No observations on this particular application but the Town Council would like to seek some assurances that the infrastructure, particularly the roads, of the area and the new developments will be sufficient for the amount of traffic projected for the future.

DA/07/01315/EQCHRM Reserved matters advance infrastructure submission under Condition 2 of Planning Permission DA/03/01134/OUT relating to: main streets, temporary access to Southfleet Road, surface and foul water drainage, lake recirculation network, utilities and Weldon temporary

landscaping.

Castle Hill and Weldon, Eastern Quarry Development, Swanscombe.

OBSERVATIONS: The Council have concerns and would seek conditions to any permission that ensure no construction vehicles are permitted to use the road north towards Swanscombe and that all construction vehicles come from the south. The Council would also like a condition that ensures all vehicles leaving the site are required to pass through a wheel washing facility.

DA/07/01317/EQCHRM Reserved matters advance infrastructure submission under Condition 2 of Planning Permission DA/03/01134/OUT relating to permanent landscaping to Castle Hill and Weldon, the East Lake lakeline and the pumping station access road.

Castle Hill & Weldon, Eastern Quarry Development, Swanscombe.

OBSERVATIONS: No observations on this particular application but the Town Council would like to seek some assurances that the infrastructure, particularly the roads, of the area and the new developments will be sufficient for the amount of traffic projected for the future.

DA/07/01318/EQCON Submission of Site Wide Master Plan pursuant to Condition 10 of DA/03/1134.

Eastern Quarry, 2 Southfleet Road, Swanscombe.

OBSERVATIONS: No observations on this particular application but the Town Council would like to seek some assurances that the infrastructure, particularly the roads, of the area and the new developments will be sufficient for the amount of traffic projected for the future.

DA/07/01319/EQCON Submission of Utilities Framework pursuant to Condition 16 of DA/03/1134/OUT.

AZR

Eastern Quarry, Southfleet Road, Swanscombe.

OBSERVATIONS: No observations on this particular application but the Town Council would like to seek some assurances that the infrastructure, particularly the roads, of the area and the new developments will be sufficient for the amount of traffic projected for the future.

DA/07/01320/EQCON Submission of site wide Signage Design Guide pursuant to Condition 17 of DA/03/1134/OUT.

Eastern Quarry, Southfleet Road, Swanscombe.

OBSERVATIONS: No observations on this particular application but the Town Council would like to seek some assurances that the infrastructure, particularly the roads, of the area and the new developments will be sufficient for the amount of traffic projected for the future.

DA/07/01321/EQCON Submission of Archaeological Historic Environment Framework pursuant to Condition 13 of DA/03/1134/OUT.

Eastern Quarry, Southfleet Road, Swanscombe.

OBSERVATIONS: No observations on this particular application but the Town Council would like to seek some assurances that the infrastructure, particularly the roads, of the area and the new developments will be sufficient for the amount of traffic projected for the future.

DA/07/01325/EQCON Submission of Waste Management Plan pursuant to Condition 12 of DA/03/1134/OUT.

Eastern Quarry, Southfleet Road, Swanscombe.

OBSERVATIONS: No observations on this particular application but the Town Council would like to seek some assurances that the infrastructure, particularly the roads, of the area and the new developments will be sufficient for the amount of traffic projected for the future.

ABR

DA/07/01326/EQCHC Submission of Area Master Plan for Castle Hill and the north east local park pursuant to Condition 19 of DA/03/1134/OUT.

Castle Hill, Eastern Quarry, Southfleet Road, Swanscombe.

OBSERVATIONS: No observations on this particular application but the Town Council would like to seek some assurances that the infrastructure, particularly the roads, of the area and the new developments will be sufficient for the amount of traffic projected for the future.

571. APPLICATIONS SUBMITTED BY THE COUNTY COUNCIL FOR MEMBERS' OBSERVATIONS

DA/08/TEMP/002 Two play lodges to be installed on Nursery grassed play area.

Knockhall Nursery, Eynsford Road, Greenhithe.

OBSERVATIONS: No observations.

572. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL.

The following granted decision notices were noted.

DA/07/01031/FUL Erection of a rear conservatory.

32 Eagles Road, Greenhithe, DA9 9QZ.

DA/07/01039/TPO Application to crown reduce by 30%, crown thin by 30%, crown lift to 4 metres above ground level and remove base growth of 1 Lime tree subject to Tree Preservation Order No.3 1991.

3 St Pauls Close, Swanscombe, DA10 0BA.

DA/07/01070/TPO Application to remove 3 low braches overhanging car park area from 1 Sycamore tree subject to tree preservation order No. 17 1991.

- Children's Play Area, Valley View, Greenhithe.
- DA/07/01111/LDC Notice of lawful development.
Erection of a rear dormer.
34 Manor Road, Swanscombe, DA10 0EJ.
- DA/07/00840/CDNA Submission of details relating to scheme of lighting
pursuant to Condition 9 appended to Planning
Permission DA/05/00573/FUL.
The Wharf, Site of Everards, Station Road,
Greenhithe.
- DA/07/00992/REM Submission of reserved matters pursuant to
condition 22 of Planning Permission
DA/03/01152/OUT in respect of erection of a two
storey detached building for children's nursery.
Site of Phoenix Parc, Galley Hill Road,
Swanscombe.
- DA/07/00990/ADV Display of various freestanding totem, name, mini
totem, service totem, flagpole brand signs.
Ebbsfleet International Station, International Way,
Ebbsfleet Valley, Kent.
- DA/06/01045/EBQSQS Details pursuant to Conditions C6, E3, E5, and F1c
of Planning Permission DA/96/00047/OUT.
Station Quarter South, Ebbsfleet.
- DA/07/00839/CDNA Submission of details relating to landscaping
pursuant to Conditions 4 & 10 appended to
Planning Permission DA/05/00573/FUL.
Former Everards Site, Station Road, Greenhithe.
- DA/07/00872/FUL Erection of a 2 bedroom end of terrace house with
associated car parking together with alterations to
roof line of No. 17 to form gable end.
Land Adj. 17 Mounts Road, Greenhithe.

182R

