

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at the TOWN COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 16 MAY 2013 at 7.00pm

**PRESENT:**

Councillor Ms L M Cross – Town Mayor  
Councillor K G Basson  
Councillor L J Bobby  
Councillor Mrs S P Butterfill  
Councillor Mrs J M Harman  
Councillor P M Harman  
Councillor P C Harris  
Councillor Mrs A R Harvey  
Councillor Ms L C Howes  
Councillor R J Lees  
Councillor Mrs C K Openshaw  
Councillor V Openshaw  
Councillor B R Parry  
Councillor B E Read  
Councillor Mrs I A Read  
Councillor P J Scanlan  
Vacant position

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Carol Rose – Administration Assistant  
Sara Stapleton – Responsible Financial Officer (RFO)  
9 x members of the public

**1/13-14. ELECTION OF TOWN MAYOR.**

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

MOVED by Councillor B E Read and seconded by Councillor L J Bobby.

**RESOLVED:**

That Councillor Ms L M Cross be duly elected as Town Mayor for the ensuing year 2013 – 2014.

**2/13-14. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Following her election, Councillor Ms L M Cross made her declaration of office and signed the Acceptance of Office form.

**3/13-14. ELECTION OF DEPUTY TOWN MAYOR.**

MOVED by Councillor B E Read and seconded by Councillor P M Harman.

**RESOLVED:**

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That Councillor Mrs S P Butterfill be the Deputy Town Mayor for the ensuing year 2013 - 2014.

**4/13-14. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Following her appointment, Councillor Mrs S P Butterfill made her declaration of office and signed the Acceptance of Office form.

**5/13-14. VOTE OF THANKS.**

Councillor Ms L M Cross gave a vote of thanks to the outgoing Town Mayor, Councillor V Openshaw.

**6/13-14. PAST MAYOR'S BADGE.**

Councillor Ms L M Cross presented the past Town Mayor, Councillor V Openshaw with a past mayor's badge.

**7/13-14. RESPONSE BY COUNCILLOR V OPENSHAW.**

Councillor V Openshaw advised that he had thoroughly enjoyed his year in office and wished to thank both his wife and the Deputy Town Mayor for their support; as a token of gratitude he presented both with a bouquet of flowers.

Councillor V Openshaw acknowledged the professionalism and dedication shown to him by the administration team during his term of office.

Councillor V Openshaw wished the new Town Mayor, and Deputy Town Mayor, all the best during their term in office.

**8/13-14. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' Ms L M Hall (holiday, J A Hayes (holiday) and P A Read (work commitments).

**9/13-14. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.**

Councillors' P M Harman and R J Lees declared a prejudicial interest in agenda item 21 – Request to erect a dwarf wall around patio area at the Pavilion, as they council representatives on the Pavilion Community Sports and Social Club Committee.

**The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.**

**10/13-14. TO APPOINT COMMITTEES AND SUB-COMMITTEES, THEIR CHAIRMEN AND VICE-CHAIRMEN.**

Members were informed that the membership of the Finance and General Purposes Committee should be amended, from that printed in the agenda, to read Councillor Mrs A R Harvey as being the Vice-Chairman and Councillor R J Lees as being a member of the committee.

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

MOVED by Councillor B E Read and seconded by Councillor V Openshaw.

**RESOLVED:**

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

**11/13-14. TERMS OF REFERENCE OF THE COMMITTEES AND SUB-COMMITTEES.**

Members were provided with the Terms of Reference of the Committees and Sub-Committees to be approved.

MOVED by Councillor B E Read and seconded by Councillor K G Basson.

**RESOLVED:**

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

**12/13-14. DATES AND TIMES OF MEETINGS.**

- a) The Council
- b) Standing Committees

MOVED by Councillor B E Read and seconded by Councillor V Openshaw.

**RESOLVED:**

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

**13/13-14. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

- a) Town Mayor or agreed substitute to serve upon the Bluewater Forum
- b) One Representative on the Dartford Association of Town and Parish Councils, to be the Town Mayor (plus the Town Clerk).
- c) One Representative to serve upon the Committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- d) One representative to serve upon the Kent County Council Dartford Local Board.

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- e) One representative to attend meetings of the Development Control Users Forum (Dartford Borough Council).
- f) One representative to serve upon the Elderly Forum (Dartford Borough Council).
- g) One representative to serve upon the Eastern Quarry Community Liaison Group.
- h) One Representative to serve upon the Gravesend and District Society for the Mentally Handicapped.
- i) Two Representatives to serve upon the Greenhithe Community Association.
- j) The Town Mayor or agreed substitute to serve upon the Green Swan@Manor (working for the Community).
- k) Two members to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- l) Two Representatives to serve upon the County Area Committee of the Kent Association of Local Councils (KALC).
- m) Two Representatives to serve upon the Dartford Area Committee of the Kent Association of Local Councils (KALC).
- n) One Representative to serve upon the Police Community Liaison Group.
- o) One representative to serve upon the SureStart – Knockhall Children's Community Centre Committee.
- p) One representative to serve upon the SureStart – Swanscombe U1R Children's Community Centre Committee.
- q) Three representatives to serve upon the Pavilion Community Sports & Social Club.
- r) One Representative to serve as Village Transport Representative.
- t) One representative to serve upon the (Dartford) Youth Advisory Group (YAG).

MOVED by Councillor B E Read and seconded by Councillor L J Bobby.

**RESOLVED:**

That the appointment of representatives to outside bodies be approved as per the annexed list.

**14/13-14. BANK SIGNATORIES.**

MOVED by Councillor B E Read and seconded by Councillor V Openshaw.

**RESOLVED:**

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

Current Account	Town Mayor's Account	Town Mayor's Charity Account
1 Cllr L J Bobby	1 Town Mayor	1 Town Clerk
2. Cllr P M Harman	2 Deputy Town Mayor	2. RFO
3. Cllr Mrs A R Harvey	3 Town Clerk	
4. Cllr R J Lees	4. Responsible Financial Officer (RFO)	
5 Cllr Mrs I A Read		
6 Cllr P J Scanlan		



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**15/13-14. MINUTES OF THE MEETING HELD ON 24 APRIL 2013.**

MOVED by Councillor B E Read and seconded by Councillor V Openshaw.

**RESOLVED:**

That the Minutes of the meeting held on 24 April 2013 be confirmed and signed as a true record.

**16/13-14. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

Members had previously been provided with a copy of the current standing orders and financial regulations and were asked to consider agreeing to the amendments proposed and seconded at the 24 April 2013 meeting (as per S/O 42 (b)).

MOVED by Councillor B E Read and seconded by Councillor L J Bobby.

**RESOLVED:**

That the Standing Orders and Financial Regulations be endorsed and adopted.

**17/13-14. REVIEW OF COUNCIL POLICIES AND PROCEDURES.**

Members were asked to review the current policies and procedures of the Town Council.

MOVED by Councillor B E Read and Seconded by Councillor V Openshaw.

**RESOLVED:**

That the policies and procedures as listed be endorsed.

**18/13-14. REVIEW OF INTERNAL AUDIT.**

Members were asked to review and confirm they were satisfied with the internal audit.

Councillor B E Read drew members' attention to the fact that the Town Council had recently received extremely complimentary feedback from the Internal Auditor and had a current and recent history of receiving excellent feedback and reports from both external and internal audits. Members agreed that this was a credit to the administration team and asked that their acknowledgement of this be recorded.

Members reviewed the legal requirements, regarding control objectives, which included an assessment of each of the following: the scope of internal audit, independence, competence, relationships, audit planning and reporting the council had to achieve throughout the financial year and agreed that the council had an adequate and effective system of internal audit.

**RESOLVED:**

That, after assessing the process for the internal audit, specifically: the scope of internal audit, independence, competence, relationships, audit planning and reporting; the effectiveness of the council's internal controls were deemed adequate and that these ensured the regulatory requirements regarding control objectives were being met.

**19/13-14. BALANCE SHEET FOR YEAR END 31 MARCH 2013.**

Members considered the balance sheet for the year end 31 March 2013.

MOVED by Councillor B E Read and Seconded by Councillor V Openshaw.

**RESOLVED:**

That the balance sheet for the year end 31 March 2013 be approved.

**20/13-14. ANNUAL RETURN FOR YEAR END 31 MARCH 2013.**

Members considered the annual return, the annual governance statement and supporting documents requested by the External Auditor, for the year end 31 March 2013. Members thanked the Administration Team for their professionalism in ensuring that the Town Council received positive reports from both internal and external auditors.

MOVED by Councillor V Openshaw and Seconded by Councillor B E Read.

**RESOLVED:**

That the annual return and annual governance statement, for the year end 31 March 2013 be approved and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

**21/13-14. KENT ASSOCIATION OF LOCAL COUNCIL'S (KALC) – PARISH NEWS (ISSUE 369, APRIL 2013).**

**RESOLVED:**

That the item be noted.

*Having already declared a personal prejudicial interest Councillors' P M Harman and R J Lees left the chamber and took no part in the debate or decision of the following item.*

**22/13-14. REQUEST TO ERECT DWARF WALL AROUND PATIO AREA AT THE PAVILION.**

The Town Clerk detailed the request and informed members that due to an unforeseen error / mix up, by the tenant, work had already begun on the wall. A member of the tenants committee had come into the offices at the earliest opportunity to explain and apologise for this.

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**RESOLVED:**

That the request be agreed and the new tenant be reminded of the need to consult with the Town Council prior to any works being undertaken/begun.

**23/13/14. LAND AT KNOCKHALL ROAD, GREENHITHE (EMPIRE PAPER MILLS SITE).**

The Chairman of the Planning, Major Developments, Transportation & the Environment Committee detailed the report and advised that members were being asked to agree, in principle, to the Town Council taking on the responsibility for managing the public open space at the site.

After discussion it was agreed and:

**RESOLVED:**

- 1 That, subject to an agreement being reached at a later stage, using the draft calculations supplied with the report as a starting point, the idea of managing the public open space be agreed.
- 2 That the Planning, Major Developments, Transportation & the Environment Committee hold discussions with the developer regarding this matter.

**24/13-14. SEALING OF DOCUMENTS.**

There were none.

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

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

Signed:  
CHAIRMAN

Dated:

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MINUTES of the SPECIAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 22 MAY 2013 at 7.35 PM

**PRESENT:**

Councillor Ms L M Cross – Town Mayor  
Councillor L J Bobby  
Councillor Mrs S P Butterfill  
Councillor P M Harman  
Councillor P C Harris  
Councillor Mrs A R Harvey  
Councillor Ms L C Howes  
Councillor R J Lees  
Councillor B R Parry  
Councillor B E Read  
Councillor P J Scanlan  
Vacant position

**ALSO PRESENT:**

Graham Blew - Town Clerk

**ABSENT:**

Councillor K G Basson

**36/13-14. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' Ms L M Hall (holiday), Mrs J M Harman (other commitments), J A Hayes (holiday), Mrs C K Openshaw (other commitments), V Openshaw (other commitments), Mrs I A Read (other commitments) and P A Read (work commitments).

**RESOLVED:**

That the apologies for absence and reasons, as listed, be formally approved.

**37/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillors' P M Harman and R J Lees declared a prejudicial interest in item 3 – The Pavilion – Update and Way Forward, as they are the Council's representatives on The Pavilion Community Sports & Social Clubs Committee. ( although the Committee has yet to meet)

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**38/13-14. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor B E Read and seconded by Councillor P J Scanlan;

RESOLVED:

That, under Section 100A(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information.

No members of the press or public were present during discussion of the following item of business.

**39/13-14. THE PAVILION – UPDATE AND WAY FORWARD.**

The Town Clerk apprised members of the current situation regarding a misunderstanding of the start date for rental payments.

Members were informed of the Working Group's meeting earlier in the day and of the recommendations from the Working Group.

After discussion it was unanimously agreed and ;

RESOLVED:

- 1 That the Tenancy at Will be allowed to run for a further 3 months.
- 2 That the Lease be dated, with rental payments due to begin on, 1 September 2013.
- 3 That the first instalment of the Bond (£5,000.00) be due to be paid on 1 September 2013.
- 4 That the Town Clerks actions in dealing with this matter to date be endorsed.

There being no further business to transact the Meeting closed at 7.45 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)



MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 1 MAY 2013 AT 7.00PM

**PRESENT:**

- Councillor B E Read (Chairman)
- Councillor P J Scanlan
- Councillor L J Bobby
- Councillor Mrs S P Butterfill
- Councillor P M Harman
- Councillor Mrs A R Harvey (substituting for Councillor P C Harris)
- Councillor J A Hayes
- Councillor B R Parry
- Vacant position
- Vacant position

**ALSO PRESENT:** Sara Stapleton - Responsible Financial Officer

**ABSENT:** Councillor V Openshaw

**561/12-13. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' P C Harris (work commitments) and PA Read (work commitments).

**Recommended:** That the apologies for absence and reasons, as listed, be formally approved.

**562/12-13. SUBSTITUTES.**

Councillor Mrs A R Harvey substituted for Councillor P C Harris.

**563/12-13. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**564/12-13. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**565/12-13. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 10 APRIL 2013.**

**Recommended:** The Minutes of the meeting held on 10 April 2013 were confirmed and signed.

**566/12-13. KENT COUNTY COUNCIL (KCC) (VARIOUS ROADS, DARTFORD) (PROHIBITION OF WAITING) CONSOLIDATION (AMENDMENT No 14) ORDED 2013.**

Members discussed the Traffic Regulation Order (TRO) information supplied by the Traffic Engineer, KCC Highways & Transportation.

**Recommended:** That the item be noted.

**TOWN PLANNING:**

**567/12-13. APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

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

DA/13/00408/FUL      Demolition of existing garages and erection 1 x 2 bed and 3 x 3 bedroom houses with associated parking and landscaping.

Block of 24 Lock-Up garages south west of Castle Street, Swanscombe.

**OBSERVATIONS:**      Members objected to the application in its current form on the grounds that it was unclear as to how the application affected the alleyway access on adjoining roads and adjoining properties. Members recommended that a site meeting be held prior to the application being considered by DC Board. Members also requested that all neighbouring properties be notified of the application. Members also wished to express their disappointment with the development, as it appeared that work on site had already started prior to planning approval being granted.

DA/13/00436/FUL      Erection of a single storey rear extension.

22 Caspian Way, Swanscombe.

**OBSERVATIONS:**      No observations, provided all neighbours are consulted.

DA/13/00422/EQCHC      Submission of Castle Hill (East) Area Master Plan pursuant to Condition 19 of Planning Permission DA/12/01451/EQVAR.

Eastern Quarry, Watling Street, Swanscombe.

**OBSERVATIONS:**      No observations, but members requested that details of the infrastructure improvements to link up the properties as required be provided before they are developed.

DA/13/00440/EQCHC Submission of Castle Hill (North) Area Design Code pursuant to Condition 20 of Planning Permission DA/12/01451/EQVAR.

Eastern Quarry, Watling Street, Swanscombe.

OBSERVATIONS: No observations, but members requested that details of the infrastructure improvements to link up the properties as required be provided before they are developed.

DA/12/01404/FUL Erection of 190 dwellings extending to between 2 and 3 storeys in height, including 134 houses and 56 flats, together with the provision of associated public realm and landscaping, parking and infrastructure work.

Land at St Clements Way, Greenhithe.

**Members were asked to provide additional comment on the proposed access junction to the site.**

Members' comments were that they did not believe that the design of the junction was appropriate, particularly with traffic light controls. They also felt that extensive traffic problems could be caused with it being so very close to another set of traffic lights. Members were of the opinion that a site meeting needed to be called by Dartford Borough Council on the application, or the application be completely refused on the grounds of lack of appropriate infrastructure.

**56812-13. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following granted decision notices were noted.

DA/13/00200/FUL Application for a new planning permission to replace extant Planning Permission DA/09/01547/FUL for demolition of existing workshop and storage building and erection of a two storey building to provide 5 No. 1 bed flats with 5 No. parking spaces and turning area and 2 No. parking spaces for the existing Orchard House.

Orchard House, Coppers Road, Swanscombe.

**56912-13. REFUSED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following refused decision notices were noted.

DA/12/01037/OUT

Demolition of the existing dwellings and the erection of 66 flats incorporating 53 two – bedroom and 13 three – bedroom apartments with provision for 98 car park spaces over two levels and an additional 6 spaces for the residents of Flint Cottage.

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

57012-13. **PUBLIC NOTICE RECEIVED FROM KENT COUNTY COUNCIL.**

The following public notice had been received from Kent County Council for members' consideration.

Expansion of  
Knockhall Primary  
School (Community)

Members were disappointed with KCC's future planning needs for school entitlement within the area and requested an explanation as to why KCC decided it was not necessary to build a new school within a new development within the town that had the appropriate land space but that it was now necessary to expand other local schools in the area to cater for increased capacity. Members were concerned that there was not enough space within the current school sites to provide for the increased intake without losing essential outside open space.

There being no further business to transact, the Meeting closed at 7.45 pm.

Signed: \_\_\_\_\_  
(Chairman)

Date: \_\_\_\_\_

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 22 MAY 2013 AT 7.00PM

**PRESENT:**

Councillor B E Read (Chairman)  
Councillor P J Scanlan  
Councillor L J Bobby (substituting for Councillor J A Hayes)  
Councillor Mrs S P Butterfill  
Councillor P M Harman  
Councillor P C Harris  
Councillor Mrs A R Harvey  
Councillor Ms L C Howes (substituting for Councillor K G Basson)  
Councillor B R Parry  
Vacant position

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Councillor Ms L M Cross  
Councillor R J Lees

**ABSENT:**

Councillor K G Basson

**25/13-14. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' Mrs J M Harman (other commitments), J A Hayes (holiday) and V Openshaw (other commitments).

**Recommended:** That the apologies for absence and reasons, as listed, be formally approved.

**26/13-14. SUBSTITUTES.**

Councillor L J Bobby substituted for Councillor J A Hayes, Councillor Ms L C Howes substituted for Councillor K G Basson.

**27/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillors' P M Harman and P C Harris declared DPI's in item 7 – Flint Wall London Road (Knockhall Road to Ingress Park) as they are the councils representatives on the Directors Board of Ingress Park Greenhithe Management (IPGM). Councillor Mrs S P Butterfill declared a DPI in item 7 – Flint Wall London Road (Knockhall Road to Ingress Park) as she is a Residents nominated representatives on the Directors Board of Ingress Park Greenhithe Management (IPGM).

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 22 MAY 2013 AT 7.00PM

**PRESENT:**

Councillor B E Read (Chairman)  
Councillor P J Scanlan  
Councillor L J Bobby (substituting for Councillor J A Hayes)  
Councillor Mrs S P Butterfill  
Councillor P M Harman  
Councillor P C Harris  
Councillor Mrs A R Harvey  
Councillor Ms L C Howes (substituting for Councillor K G Basson)  
Councillor B R Parry  
Vacant position

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Councillor Ms L M Cross  
Councillor R J Lees

**ABSENT:**

Councillor K G Basson

**25/13-14. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' Mrs J M Harman (other commitments), J A Hayes (holiday) and V Openshaw (other commitments).

**Recommended:** That the apologies for absence and reasons, as listed, be formally approved.

**26/13-14. SUBSTITUTES.**

Councillor L J Bobby substituted for Councillor J A Hayes, Councillor Ms L C Howes substituted for Councillor K G Basson.

**27/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillors' Mrs S P Butterfill, P M Harman and P C Harris declared DPI's in item 7 – Flint Wall London Road (Knockhall Road to Ingress Park) as they are the councils representatives on the Directors Board of Ingress Park Greenhithe Management (IPGM).

INCORRECT  
12/6/13

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**28/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk informed members of the location, by Kent County Council Transport Integration, of an additional/new bus stop (495 service) outside The Sun PH in Swanscombe which would act as a dual stop with the flag stating that "buses also stop opposite". The purpose of this new stop is to provide access to the local bus service and local amenities such as the Health Centre and it was hoped the works would be undertaken by the end of June 2013.

The Chairman agreed to pursue members concerns regarding additional signage advising "to make way to oncoming traffic" at the site.

**29/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 1 MAY 2013.**

**Recommended:** The Minutes of the meeting held on 1 May 2013 were confirmed and signed.

**30/13-14. CONSULTATION ON THE DARTFORD DEVELOPMENT MANAGEMENT PLAN (THE TOWN AND COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND) REGULATIONS 2012).**

The Senior Policy Planner, Dartford Borough Council had notified that the above consultation would run from 3 May to 14 June 2013 with all the documents/information being available from the DBC website: - [www.dartford.gov.uk/DMscoping](http://www.dartford.gov.uk/DMscoping)

Members asked that the Senior Policy Planner at Dartford Borough Council be notified regarding the fact that the Riverside Access Footpath runs around the proposed site of the Paramount Theme Park. Members also agreed that any further comments should be submitted to the Town Clerk before the consultation deadline and that, if required, these be further considered by the Planning, Major Developments, Transportation & the Environment Committee.

**Recommended:**

**31/13-14. FLINT WALL – LONDON ROAD (KNOCKHALL ROAD TO INGRESS PARK).**

Further to minute 510/12-13 the Town Clerk confirmed that he had witnessed a contractor repairing the wall w/c 13 May 2013.

**Recommended:** That the item be noted.

**32/13-14. DA/13/00408/FUL BLOCK OF 24 LOCK UP GARAGES SOUTH WEST OF CASTLE STREET, SWANSCOMBE.**

Further to the Town Council's recent submission of observations on the application the Planning Officer, Dartford Borough Council (DBC) had supplied a response from the developer's agent.

After considering the response members asked that their concerns regarding the blocking of back alleyways to properties not part of the development (35 to 49 Eglinton Road), be highlighted to the planning officer and that clarification be sought as to how the developer would be re-instating these.

**Recommended:** That Members concerns regarding the blocking of back alleyways to properties not part of the development (35 to 49 Eglinton Road), be highlighted to the planning officer and that clarification be sought as to how the developer would be re-instating these.

**33/13-14. VEGETATION CLEARANCE ON PUBLIC RIGHTS OF WAY IN WEST KENT.**

The Area Officer, Kent County Council (KCC) had advised that they would be operating on a schedule that is 60% fixed and 40% reactive.

**Recommended:** That DS5, DS6 and DS13 be submitted as requiring to be part of the reactive schedule and that clarification be sought as to why these were not part of the fixed schedule given their heavy use by the public.

**TOWN PLANNING:**

**34/13-14. APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/13/00569/FUL      Erection of a single storey side extension.

33 Riverview Road, Greenhithe.

**OBSERVATIONS:** No observations. Please ensure all neighbours are consulted prior to the application being considered.

DA/13/00584/TPO      Application to remove 1 No. Ash tree subject to Tree Preservation Order No. 11 1990.

7 The Dell, Greenhithe.

**OBSERVATIONS:** This matter has formed part of a previous application, DA/06/0158/TPO (May 2006) whereby the Dartford Borough Council Landscape & Horticultural Officer submitted the following comments: *"I today visited the site and spoke to the owner about the trees. Her main concerns are excretes from birds sitting in the trees, leaves blowing from the trees onto her conservatory and shade cast in the afternoon. I recommend the common Ash has dead wood removed only."*

As Ash trees are currently at risk and should be protected along with the fact that the tree has *"No significant defects visible"* the Town Council cannot see any reason why this tree should be removed. The tree is located whereby it forms a beneficial landscape between the Ingress Park development and The Avenue.

DA/13/00514/FUL

*\* hard copies are not supplied for renewing extant applications*

Application for a new planning permission to replace an extant planning permission DA/10/00687/FUL for conversion and extension of former cottage and outbuildings to a 1 no: bed house with associated amenity space and parking and alterations to car/bicycle parking and refuse storage approved under application ref: DA/06/01386/FUL and DA/09/00586/FUL in connection with conversion of Mounts Court flats.

Mounts Cottage, Mounts Court, Mounts Road, Greenhithe.

OBSERVATIONS: No observations. Please ensure all neighbours are consulted prior to the application being considered.

**35/13-14. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following granted decision notices were noted.

DA/13/00395/FUL      Conversion of garage into habitable room.

23 Caspian Way, Swanscombe.

DA/13/00436/FUL      Erection of a single storey rear extension.

22 Caspian Way, Swanscombe.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 12 JUNE 2013 AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor K G Basson  
Councillor P C Harris  
Councillor J A Hayes  
Councillor B R Parry  
Vacant position

**ALSO PRESENT:** 1 x member of the public  
Graham Blew – Town Clerk

**ABSENT:** Councillor Mrs S P Butterfill  
Councillor Mrs J M Harman  
Councillor Mrs A R Harvey

**63/13-14. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' P M Harman (work commitments), V Openshaw (unwell) and P J Scanlan (holiday).

**Recommended:** That the apologies for absence and reasons, as listed, be formally approved.

**64/13-14. SUBSTITUTES.**

There were none.

**65/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**66/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk reminded members that Ward Homes had sent out invitations to a public exhibition they were holding the Council Office Community Hall on 17 June 2013 (4.30pm to 8.30pm). The exhibition would be on the details of the first 150 dwellings at Eastern Quarry (first part of phase 1).

**67/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 22 MAY 2013.**

The Town Clerk agreed to amend the Declarations of Interest minute to read that Councillor Mrs S P Butterfill was a residents representative on the Directors Board of Ingress Park Greenhithe Management (IPGM) not a Town Council representative.

**Recommended:** The Minutes of the meeting held on 22 May 2013, with the above amendment, were confirmed and signed.

**68/13-14. CONSULTATION ON THE LOCATION OF NEW THAMES CROSSING.**

The Department of Transport had put forward 3 options for tackling congestion and capacity issues in the lower Thames Area (21 May 2013). The 3 options were:-

- a) At the site of the existing A282 Dartford – Thurrock Crossing
- b) Connecting the A2 Swanscombe Peninsula with the A1089
- c) Connecting the M2 with the A13 and the M25 between junctions 29 and 30 (a variant of this option would additionally widen the A229 between the M2 and M20).

Members discussed the options in detail and agreed that of the options presented option c) was the most appropriate although it was felt that it would be far more strategically advantageous for any new crossing to be located as close to the coastal port areas as possible due to the heavy traffic, particularly HGV's, that came from these areas.

In response to a member enquiry the Town Clerk advised that information regarding this consultation had been placed on the Town Council's website, face book and twitter pages as well as emailed to local organisations. Members requested that the dates of the consultation events be displayed on the Town Council notice boards.

To enable members to attend the consultation events being held by the Department of Transport before a response was formulated it was agreed that this item be deferred to the full council meeting on 11 July 2013.

**Recommended:** To enable members to attend the consultation events being held by the Department of Transport before a response was formulated this item be deferred to the full council meeting on 11 July 2013.

**69/13-14. EASTERN QUARRY NAMED EBBSFLEET VALLEY BY DARTFORD BOROUGH COUNCIL (DBC).**

Members considered the Cabinet Advisory Panel 20 May 2013 report and minute and the Cabinet 23 May 2013 report and minute.



Members raised their concerns, and disappointment, that Dartford Borough Council had not run any formal consultation with either the Town Council or the local community. The decision had been made by DBC Cabinet despite members concerns being put forward at both the Cabinet Advisory Panel meeting on 20 May 2013 and the Cabinet meeting on 23 May 2013.

Members felt that the selected name was geographically and historically incorrect and that it was important for the current and new community of Swanscombe and Greenhithe that the identity of the area should not be allowed to lost in this manner.

Members agreed that this matter should be submitted to Dartford Borough Council with a request for Cabinet to reconsider this matter.

**Recommended:** That this matter be submitted to Dartford Borough Council with a request for Cabinet to reconsider this matter.

**70/13-14. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted

**Recommended:** That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to respond to planning applications during the recess period.

**TOWN PLANNING:**

**71/13-14. APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/13/00634/OUT Outline application for demolition of the existing dwellings and the erection of 66 flats incorporating 53 two-bedroom and 13 three-bedroom apartments with provision 110 car park spaces and an additional 6 spaces for the residents of Flint Cottage.

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

**OBSERVATIONS:** The Town Council object to the application on the following grounds: overdevelopment of the site, lack of parking facilities, bad access due to location on the corner of the junction.

Inadequate street parking: The proposal would have

inadequate off street parking to serve the needs of the development, the absence of which would give rise to an increase in on street parking in an area where there is very limited capacity, contrary to Policies T22 and T23 of the Dartford Local Plan, Policy T11 of the Dartford Local plan Review Second Deposit Draft and Policy TP19 of the Kent and Medway Structure Plan 2006.

The proposed density of the development is in excess of the appropriate average net densities set out in the adopted Core Strategy and will result in over-intensive development of the site with inadequate amenity and parking space, detrimental to the character of the surrounding area and is therefore contrary to the objectives of Policies CS15 and CS17 of the adopted Dartford Core Strategy and Policy B1 and Appendix 9 of the Dartford Local Plan.

The proposal fails to provide affordable housing and provides insufficient transport infrastructure and community services to fully mitigate the impact of the development and is therefore contrary to Policies CS16, CS19 and CS26 of the adopted Dartford Core Strategy.

Should the Development Control Board be minded to approve this application the Town Council would respectfully request that:-

The Planning Authority ensures that the amount of financial contribution the developer previously offered (DA/10/00872/OUT) for the improvement of recreational facilities for local children in the area is secured and that due to the increase in amount of dwellings from 50 to 66, this be increased accordingly and that this be used within the nearby Knockhall Recreation Ground.

Due to the previous uses of the site archaeological tests should be undertaken prior to any building works being started.

The Town Council would also like to request that the improvement of the junction with London Road be considered as priority for any funding secured through Section 106 Agreement attached to this development.

DA/13/00673/FUL      Erection of a single storey rear extension.

3 Eleanor Walk, Greenhithe.

OBSERVATIONS:      No observations. Please ensure all neighbours are consulted prior to the application being considered.

DA/13/00705/FUL      Erection of a single storey front extension and two part two/part single storey rear extensions and provision of 2 No. dormer windows in rear elevation in connection with alterations to existing 3 No. one bedroom flats and 5 No. bedsits to create 5 No. one-bedroom flats and 3 No. studio flats and provision of parking spaces to front.

Flats 1-8 Eglinton House, Swanscombe Street, Swanscombe.

OBSERVATIONS:      The Town Council object to this application as the proposal would have inadequate off street parking to serve the needs of the development, the absence of which would give rise to an increase in on street parking in an area where there is very limited capacity, contrary to Policies T22 and T23 of the Dartford Local Plan, Policy T11 of the Dartford Local Plan Review Second Deposit Draft and Policy TP19 of the Kent and Medway Structure Plan 2006.

**72/13-14. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following granted decision notices were noted.

DA/13/00408/FUL      Demolition of existing garages and erection 1 x 2 bed and 3 x 3 bedroom houses with associated parking and landscaping.

Block of 24 lock-up garages south west of Castle Street, Swanscombe.

DA/13/00569/FUL      Erection of a single storey side extension.

33 Riverview Road, Greenhithe.

DA13/00584/TPO      Application to prune growth encroaching over the conservatory only of 1 No. Ash subject to Tree Preservation Order No.11 1990.

7 The Dell, Greenhithe.

**73/13-14. REFUSED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following refused decision notices were noted.

DA/12/01325/OUT      Outline application for redevelopment of the site to comprise up to 40 residential dwellings, provision of public open space, parking, access and landscaping. Retention of the bowling green and relocation and enhancement of bowling club facilities and car parking.

Former Empire Sports Ground, south of Knockhall Road, Greenhithe.

There being no further business to transact, the Meeting closed at 8.05 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at  
THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 27 JUNE 2013 at  
7.00PM

**PRESENT:** Councillor L J Bobby – Chairman  
Councillor K G Basson  
Councillor Ms L M Hall  
Councillor J A Hayes  
Councillor Ms L C Howes (substituting for Councillor P M Harman)  
Councillor B R Parry  
Councillor B E Read  
Councillor P A Read  
Councillor P J Scanlan  
Vacant position

**ALSO PRESENT:** Graham Blew - Town Clerk

**ABSENT:** Councillor Mrs J M Harman  
Councillor Mrs A R Harvey

81/13-14. **APOLOGIES FOR ABSENCE.**

An apology for absence was received and accepted from Councillor P M Harman (work commitments).

An apology for absence was received and accepted from the Senior Groundsman/Gardener as he had other commitments.

**Recommended:** That the apologies for absence and reasons, as listed, be formally approved.

82/13-14. **SUBSTITUTES.**

Councillor Ms L C Howes substituted for Councillor P M Harman.

83/13-14. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor K G Basson declared a prejudicial interest in item 7.2 – Football Pitch Allocation, as he was Chairman of Swanscombe Tigers FC.

Councillor Ms L M Hall declared a prejudicial interest in item 7.8 – Land Securities Survey – Keary Road Allotments, as she was a current allotment holder at this site.

Councillor J A Hayes declared a prejudicial interest in item 7.6 GCLL – Request to prepare bar are for forthcoming refurbishment works, as he was a member of the Swanscombe Centre.

Councillor P A Read declared a prejudicial interest in item 7.6 GCLL – Request to prepare bar are for forthcoming refurbishment works, as his wife currently worked at the Swanscombe Centre.

***The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.***

Councillor K G Basson gave a brief synopsis of the Swanscombe Tigers FC request for additional mini-pitches and the request for the relocation of their container from its current location.

**84/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk informed members of two items:

1. The recent request from the Swanscombe Tigers FC to locate their container in the grounds of the Grove Hall.
2. The information received from the councils Solicitor regarding the Land Registry serving notice on the proprietor of the old Stanley Ackers Hall regarding access to the Craylands Lane Allotments / Heritage Community Hall.

**85/13-14. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 4 APRIL 2013.**

**Recommended:** That the Minutes of the Meeting held on 4 April 2013 were approved and signed as a true record.

**86/13-14. SENIOR GROUNDSMAN/GARDENER'S REPORT.**

The Town Clerk updated members on the work undertaken, by the Parks Department and also the work planned for the future which included:

Swanscombe Park, Manor Park, Broomfield. Knockhall, Heritage Park and Saxon Court.

**Recommended:** That the item be noted.

**87/13-14. ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT.**

Members received the Annual Safety Inspection of Play Ground Equipment and were asked to approve the remedial actions indicated in the report. The Town Clerk advised members that, to save on costs, any remedial work able to be done "in-house" would be undertaken by the Parks Department.

The Chairman expressed his satisfaction that, due to the council's investment, the items highlighted in the report had dramatically decreased.



**Recommended:**

- 1 That the Annual Safety Inspection of Play Ground Equipment be noted and that the undertaking of the remedial work indicated in the report (yellow) be approved.
- 2 That the items indicated in the report (pink) be included in the budget process for 2014 – 2015 = Manor Park £1,082.66

*Having already declared a prejudicial interest Councillor K G Basson left the chamber and took no part in the discussion or decision of the following item.*

88/13-14. **FOOTBALL PITCH ALLOCATION 2013 - 2014.**

Members discussed the applications received to hire pitches for the 2013 – 2014 season as detailed in the report and including the request for mini/junior pitches by Swanscombe Tigers FC.

Members agreed that the container could be located in the grounds of the Grove Hall, free of charge, under the following conditions:

1. The Swanscombe Tigers FC was responsible for insuring the container and its contents.
2. The container had to be painted green.
3. When equipment was removed from the container it must be taken out of the gate at the front of the grounds and not passed through, or over the fence, at the back.
4. The Swanscombe Tigers FC would be responsible for the removal of the container within 1 month of notice being given by the Town Council.

Members also agreed that the Swanscombe Tigers FC could, at their own cost, install a gate, of the Town Councils specification, to the fence at the back (leading onto Broomfield Park, if they wished).

After debate members agreed that the current mini-pitch fee of <sup>320-00</sup>£340.00 be used for the additional pitches but this be reviewed in the future if it was felt appropriate.

**Recommended:**

- 1 That the location of the mini/junior pitches, as indicated in the report, be agreed
- 2 That the football pitch allocations for 2013 – 2014, as detailed in the report, be agreed.
- 3 That the request to locate a container in the grounds of the Grove Hall be approved subject to the conditions above.
- 4 That the fee for the additional mini pitches be <sup>320-00</sup>£340.00 with a review of this in the future if it was felt appropriate.

**89/13-14. CITIZENS ADVICE BUREAU (CAB) – ADVICE SERVICES TRANSITION FUND.**

Further to minute 425/12-13 (RLA 7 February 2013) the Town Clerk had attended a meeting with the CAB and the other 8 partners involved in this project (*AgeUK NWK, Council for Voluntary Services, NWK Womens Aid, Healthy Living Centre, Dartford Children's Centre (x 7), Stone Parish Council, Dartford Library, Kent Equality Cohesion Council*). At this meeting the CAB had advised that the application to the Big Lottery Fund for the Advice Services Transition Fund had been successful.

As is the nature of funding the submission of draft agreements (attached) by the 9 partners was time critical and on behalf of the Town Council (and after this was reported to the 6 June 2013 Finance and General Purposes Committee, attended by the Town Mayor, Deputy Town Mayor and Chairs of the RLA and FGP) the Town Clerk had submitted the draft agreement.

The CAB company secretary confirmed that this project would not have any financial implications for the Town Council but would mean that to deliver the outreach service they would require the free use of the confidential room at the Community Café for the duration of the project (2 years): he also confirmed that this would increase from fortnightly to weekly.

**Recommended:**

- 1 That the actions of the Town Clerk in dealing with this matter be endorsed
- 2 That the free use of the confidential room at the Community Café by the CAB for the duration of the project (2 years) be agreed.

**90/13-14 FUTURE REQUESTS TO USE PART OF BROOMFIELD RECREATION GROUND AS PART OF BOOKINGS AT THE PAVILION.**

The Town Clerk explained the reasons why this matter had been brought to members attention and after discussing this matter in depth members agreed that the use of the grounds for bouncy castles/inflatables in connection to hall bookings at The Pavilion should not be allowed.

**Recommended:**

That the the use of the grounds for bouncy castles/inflatables in connection to hall bookings at The Pavilion should not be allowed.

**91/13-14. REQUEST TO USE BROOMFIELD RECREATION GROUND FOR CHILDREN'S SUMMER ENTERTAINMENT – DARTFORD BOROUGH COUNCIL (DBC).**

Dartford Borough Council had, as in the past, requested the use of Broomfield Recreation Ground to put on a 3 day (29 to 31 July 2013) "Get Going Summer Club" as part of the Summer Sizzlers Children's Entertainment. The activities would take place

from 9.30am to 12 noon and are for 8-13 year olds (tag rugby, rounders, etc. etc.); these dates did not clash with any of the Town Council's own summer entertainments. The Town Clerk, in consultation with the chairman of the Recreation, Leisure & Amenities Committee, agreed to this request.

In addition to this request the Town Clerk advised members that he had agreed for the Parks Department to mark out a rounders square at Knockhall Park to encourage further use of the facilities and promote healthy activities for the community.

**Recommended:** That the Town Clerks actions in agreeing to the request be endorsed.

*Having already declared prejudicial interests Councillors' J A Hayes and P A Read left the chamber and took no part in the discussion or decision of the following item.*

92/13-14. **GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) – REQUEST TO PREPARE BAR AREA FOR FORTHCOMING REFURBISHMENT WORKS.**

The Head of Service Delivery, GCLL, hady requested permission to close the bar so that they could make the necessary arrangements to prepare for the forthcoming refurbishment works.

The Town Clerk, in consultation with the chairman of the Recreation, Leisure & Amenities Committee, agreed to this request.

**Recommended:** That the Town Clerks actions in agreeing to the request be endorsed.

93/13-14. **DAMAGE TO OLD TOILET BLOCK ROOF AND CEILING.**

Members discussed the recent damage and considered the quotations obtained for the installation of anti-climb system.

Members considered this matter and agreed that the installation of an anti-climb system should not be undertaken at the present time but this should be monitored and reconsidered in the future if required.

**Recommended:** That the installation of an anti-climb system should not be undertaken at the present time but this should be monitored and reconsidered in the future if required.

*Having already declared a prejudicial interest Councillor Ms L M Hall left the chamber and took no part in the discussion or decision of the following item.*

94/13-14. **LAND SECURITIES SURVEY – KEARY ROAD ALLOTMENTS.**

The Town Clerk clarified the survey detailed in the report, first reported to members as per minute 43/13-14. Members considered this matter and agreed that no action be taken at

the current time and that the Chairman of the Recreation, Leisure & Amenities Committee and the Chairman of the Allotments and Cemeteries Sub-Committee be delegated to meet with Land Securities to establish full details of this matter.

**Recommended:** That the Chairman of the Recreation, Leisure & Amenities Committee and the Chairman of the Allotments and Cemeteries Sub-Committee be delegated to meet with Land Securities to establish full details of this matter.

95/13-14. **DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted

**Recommended:** That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at  
THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 6 JUNE 2013 AT  
7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor Mrs A R Harvey  
Councillor L J Bobby  
Councillor Mrs S P Butterfill  
Councillor Ms L M Cross  
Councillor P C Harris  
Councillor Ms L C Howes  
Councillor R J Lees  
Councillor Mrs I A Read  
Councillor P J Scanlan

**ALSO PRESENT:** Graham Blew – Town Clerk

**ABSENT:** There were none.

**52/13-14. APOLOGIES FOR ABSENCE.**

Apologies for absence were submitted and accepted from Councillors' K G Basson (work commitments) and V Openshaw (unwell).

**Recommended:** That the apologies for absence and reasons, as listed, be formally approved.

**53/13-14. SUBSTITUTES.**

There were none.

**54/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Mrs S P Butterfill declared a prejudicial interest in item 10 – Funding Application made to the Town Council – Ingress Park Family Fun Day (IPFFD), as she was the organiser of the event and had submitted the application.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**55/13-14. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

The Town Clerk advised members of the partnership (Advice Services Transition Fund) meeting, with the Citizens Advice Bureau (CAB)) that he had attended yesterday. The CAB had confirmed that there were 9 partners and that the Town Council would need to provide, free of charge, the confidential room at the Community Café for the duration of the project (2 years) and that the current outreach project would probably increase from

fortnightly to weekly. As well as the outreach service at the Community Café there would be 2 new outreach services (located at Healthy Living Centre in Dartford and Stone Parish Council Pavilion) as well as "self help service" kiosks at rural libraries. The Town Council were required to sign and return a draft agreement by the end of w/c 14 June 2013. Members had previously considered and agreed in principle to be a partner in this project (minute 425/12-13.).

Members welcomed this information and agreed that this was a positive and worthwhile project that was extremely beneficial for the community.

**56/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 17 JANUARY 2013.**

**Recommended:** The Minutes of the meeting held on 17 January 2013 were confirmed and signed as a true record.

**57/13-14. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

Members were provided with details of all receipts and payments for authorisation for March and April 2013.

Members asked that it be recorded that, as was normal practice, each page of the finance statements and accounts was scrutinised.

**Recommended:** That the receipts and payments for March and April 2013, as per the annexed list, be approved.

**58/13-14. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Summary of Accounts, balanced to 30 April 2013.

**Recommended:** That the details of the Summary of Accounts, balanced to 30 April 2013 be noted.

**59/13-14. INTERNAL AUDITOR'S REPORT 2012 – 2013.**

Members welcomed the report which described the Town Council's record keeping as being to a "very high standard" (something the internal auditor had only used for 4 of the 60 councils he audited).

Members asked that their appreciation and acknowledgement of the high standards of work evidenced by the Administration Team be recorded.

**Recommended:** That the item be noted.



**60/13-14. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – LETTER TO BRANDON LEWIS MP – LOCALISM.**

Members discussed the letter sent by KALC to the Parliamentary Under Secretary of State for Communities and Local Government.

**Recommended:** That the item be noted.

*Having already declared a prejudicial interest Councillor Mrs S P Butterfill left the chamber and took no part in the discussion or decision of the following item.*

**61/13-14. FUNDING APPLICATION MADE TO THE TOWN COUNCIL – INGRESS PARK FAMILY FUN DAY (IPFFD).**

Further to minute 369/12-134 members considered the application.

After discussion members agreed that a donation of £250.00 be made to the IPFFD.

**Recommended:** That the sum of £250 be awarded to the IPFFD under Section 137 of the Local Government Act 1972.

**62/13-14. PLANNED PREVENTATIVE MAINTENANCE CONTRACT (3 YEARS).**

The Town Clerk detailed the contract and advised that it was comparable to the previous annual contracts with the added feature of being a fixed cost for the next three years.

**Recommended:** That the actions taken in entering into the contract be endorsed.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)



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MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE  
held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 5  
JUNE 2013 at 7.00 PM

**PRESENT:**

Councillor B E Read (Chairman)  
Councillor L J Bobby  
Councillor Mrs S P Butterfill  
Councillor P M Harman  
Councillor P C Harris  
Councillor Ms L C Howes (*substituting for Cllr Ms L M Cross*)  
Councillor Mrs C K Openshaw  
Councillor P J Scanlan

**ALSO PRESENT:**

Sara Stapleton, Responsible Financial Officer (RFO)  
PC Martin Reynolds, Kent Police  
PCSO Rob Shine, Kent Police  
David Edie, Housing Officer, Dartford Borough Council (DBC)  
Christine Bates, KCC Community Warden  
Kim Hill, KCC Community Warden

**ABSENT:** None.

**40/13-14. APOLOGIES FOR ABSENCE.**

An apology for absence was received and accepted from Councillor Ms L M Cross (other commitments) and the Kent Police and Crime Commissioner, Mrs Ann Barnes (other commitments).

**Recommended:** That the apologies for absence and reasons, as listed, be formally approved.

**41/13-14. SUBSTITUTES.**

Councillor Ms L C Howes substituted for Councillor Ms L M Cross.

**42/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

***The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.***

**43/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

Councillor B E Read advised members, in case they received any queries from local residents or allotment holders at Keary Road that Land Securities were currently surveying the underground pipe lines and electricity cables required for the Eastern Quarry development.

44/13-14. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 MARCH 2013.**

**Recommended:** The Minutes of the Meeting held on 6 March 2013 were confirmed and signed as a true record.

45/13-14. **ANTI-SOCIAL BEHAVIOUR VIA DARTFORD HOUSING SERVICES (DBH).**

The Housing Officer, from Dartford Housing, advised members that there were not many issues in the Swanscombe and Greenhithe area at the present time but gave a broad overview of the few cases. He confirmed that the new Anti-Social Behaviour Bill was moving through the legislative process. He also advised that the Senior Housing Officer, Mr Len Morley was retiring at the end of the month and that Dartford Borough Council was in the process of recruiting for his replacement.

**Recommended:** That the report be noted and that the Council's best wishes for Mr Morley's retirement be conveyed back to him.

46/13-14. **DARTFORD BOROUGH COUNCIL (DBC) – MULTI AGENCY MEETINGS.**

Members were provided with the response received from the Enforcement and Regulatory Services Manager at Dartford Borough Council regarding the confusion surrounding the Community Safety Unit (CSU) multi-agency meetings and appointed representatives attendance. Councillor Mrs S P Butterfill advised members that she had not been able to attend any meetings, but provided an update on matters affecting Swanscombe and Greenhithe.

**Recommended:** That the report be noted.

47/13-14. **SWANSCOMBE SHOP SAFE SCHEME.**

Further to minute 485/12-13, confirmation had been received from Dartford Borough Council's (DBC) Enforcement Manager that now that the lamp columns in the High Street had been replaced by Kent County Council (KCC) a further site survey would be held to ensure that the lamp columns had been "powered up" in order for the cameras to be refitted. If all was in order, the quote from the contractor would be rechecked in order for the work to proceed.

**Recommended:** That the item be noted.

48/13-14. **BEAT OFFICER AND POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.**

PC Martin Reynolds and PCSO Rob Shine were thanked by members for attending the meeting. PC Reynolds advised that anti-social behaviour and crime in Swanscombe and Greenhithe had dropped and provided detailed statistics from 1 April 2013 to date on the various types of crimes. He confirmed that anti-social behaviour was down by 17% compared to the same time period the previous year; crime was down 50% compared to the same time period the previous year and victim based crime was down by 19% in Greenhithe and 10% in Swanscombe.

Overall, anti-social behaviour and crime in Swanscombe and Greenhithe was lower than all the other wards in Dartford.

**Recommended:** That the report be noted and that the Police be thanked for attending the meeting.

49/13-14. **KENT COUNTY COUNCIL (KCC) COMMUNITY WARDEN'S (SWANSCOMBE AND GREENHITHE) REPORT.**

The KCC Community Warden's advised that they were now attending the CSU Multi-Agency meetings one morning a week. They gave an overview of anti-social behaviour and crime issues that they had been dealing with which had all been referred onto the appropriate agencies. They also advised that an information leaflet had been designed regarding illegal motorbikes on the Heritage Park; the intention was that the leaflets would help to educate the general public on how to report incidents appropriately.

**Recommended:** That the report be noted.

50/13-14. **TOWN COUNCIL'S INCIDENT LOG.**

Members were provided with a copy of the incidents reported to the Town Council since the last meeting. Members were reminded that the Town Council should be made aware of any incidents reported to the police, in order for them to be added to the incident log.

**Recommended:** That the incident log be noted.

51/13-14. **DATE OF THE NEXT MEETING.**

**Recommended:** That the next meeting be held on Wednesday 18 September at 7.00pm, unless there was a requirement to call a meeting earlier and that the RFO, when dispatching the agendas to the outside representatives, also asks them to confirm their attendance.

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

Signed \_\_\_\_\_  
Chairman Date

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MINUTES of the MEETING of the LEASES & LEGAL SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on MONDAY 17 JUNE 2013 at 12.00 NOON

**PRESENT:** Councillor B E Read – Chairman  
Councillor L J Bobby  
Councillor R J Lees  
Councillor Mrs I A Read

**ALSO PRESENT:** Margaret Couchman (Istead Rise Bowls Club (IRBC) treasurer)  
Colin Cross (Istead Rise Bowls Club (IRBC), Secretary)  
Bill Murphy (IRBC, Chairman)  
David Paul (IRBC County Secretary)  
Graham Blew – Town Clerk  
Sara Stapleton – Responsible Financial Officer (RFO)

**ABSENT:** There were none.

**74/13-14. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' J A Hayes (other commitments) and P J Scanlan (holiday).

**Recommended:** That the apologies for absence and reasons, as listed, be formally approved.

**75/13-14. SUBSTITUTES.**

There were none.

**76/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**77/13-14. ITEMS AS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**78/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 MARCH 2013**

**Recommended:** The Minutes of the meeting held on 6 March 2013 were confirmed and signed.

**79/13-14. EXCLUSION OF PRESS AND PUBLIC**

MOVED BY Councillor B E Read and seconded by Councillor R J Lees;

RESOLVED:

That, under Section 100A(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information.

No members of the press or public were present during discussion of the following items of business.

80/13-14. **ISTEAD RISE BOWLS CLUB (IRBC) – LEASE.**

The Chairman thanked the IRBC representatives for attending the meeting.

Further to minute 558/12-13, members considered the content of the confidential report, including the Valuation Office Agency rental valuation advice.

The RFO clarified that the Lease had previously been agreed by full council and that the rental figure was proposed to be set at £2,820.00 per year, which had been based on the terms of the Lease and the current condition of the building and rinks, with a bond of £1,000.00 being required. The Lease was for a 10 year period with an option to extend at the end of this time.

After discussions with the IRBC representatives it was agreed by everyone present:

**Recommended:**

1. That full council be requested to set the level of rent for the bowls pavilion at £2,820.00 per year with a £1,000.00 bond
2. That a "Tenancy at Will" (*using the draft supplied with the report*) be entered into with IRBC to enable them to use the bowls pavilion whilst the Lease is being finalised.

There being no further business, the Meeting closed at 13.00 pm

Signed:

Chairman

Date:



*T/C 10/7/13*TOWN COUNCIL  
24 APRIL 2013**546/12-13. CASUAL VACANCY.**

Members were informed that the Notice of Casual Vacancy for the Swanscombe Ward had been displayed for the appropriate periods of time, after the recent disqualification of a Town Councillor, and that Dartford Borough Council Electoral Services had confirmed that no requests to hold by-elections had been received. Members were requested to consider the method of co-option for the vacancy and were provided with a draft invitation for expressions of interest.

**RESOLVED:**

That notices be displayed in the notice boards seeking expressions of interest and that the council fill the vacancy by co-option at the first full council meeting after the Annual General Meeting on 16 May 2013.

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# DANIALU OLAYEMI LUQMAN

MARRIED, MALE, 10<sup>TH</sup> DECEMBER 1979

APPENDIX A

CHURCH ROAD, SWANSCOMBE, DA10 0HE, KENT, UNITED KINGDOM.

[REDACTED]

daniexcel@[REDACTED]

AGENDA ITEM

T/C 10/7/13

17 JUN 2013

6

13<sup>th</sup> February, 2013.

The Council Leader,  
Swanscombe and Greenhithe Town Council  
Swanscombe Kent,

Dear Sir/ Madam,

## INDICATION OF INTEREST TO SERVE AS TOWN COUNCILLOR

I, the above named; do hereby signify interest to be considered for the vacant position of a town councillor for Swanscombe ward. My interest is borne out of my desire to play an active role in my community of which I have been a member of for a considerable length of time.

I am a Medical Radiographer registered with the Health and Care Professional Council (HCPC). My health background has therefore given me the wherewithal to relate and network with people. I have learnt the essence of empathy, sympathy and altruism.

I moved to Greenhithe in 2010 and to Swanscombe 2011 and the sole reason why I and my family have remained in this locality is due to the serenity and peaceful nature of the community and I hope to play my part in to maintain such.

I do have a lot to learn as town councillor but I have a lot to offer also. I have occupied the position of the President of a Students' Union Government (SUG) and youth leader of my community association back in Nigeria.

It shall gladden my heart to be opportune to serve the community.

Thank you in anticipation of your co-operation.

Yours truly

[REDACTED]

Danialu Olayemi Luqman

Certified COPY

27 JUN 2013

APPENDIX B

## SWANSCOMBE & GREENHITHE RESIDENTS ASSOCIATION

Swanscombe & Greenhithe Town Council,  
The Grove,  
Swanscombe,  
Kent.  
DA10 0GA

Eglinton Road,  
Swanscombe,  
Kent,  
DA10 0HS

Tel. 01322 [REDACTED]

20<sup>th</sup>. June 2013

For the attention of – Mr. Graham Blew, Town Clerk.

Dear Mr. Blew,

Our Residents Association are submitting a Candidate for the current vacancy on the Town Council for the Swanscombe Ward. Our candidate is :- Mr. Jeffery Harvey

[REDACTED], Gasson Road,  
Swanscombe,  
Kent.  
DA10 0HZ

To give your Councillor's background information on Mr. Harvey for their consideration, he has been a Town Councillor before. He was also a Dartford Borough Councillor. Town Council records will confirm these points. He has also lived in the area before it developed to today's level so can give the Council in-depth background history. We can give much more information on Mr. Harvey should you need it. Could you please let me know if you need more information.

Yours Sincerely,

[REDACTED]

Bryan E. Read (Secretary)



NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2013 – 2014.

### COMMITTEES:

❖ **RECREATION, LEISURE & AMENITIES COMMITTEE (RLA) – 12 MEMBERS OF THE COUNCIL:**

- |                |     |  |
|----------------|-----|--|
| Chairman:      | 1.  | Councillor L J Bobby                   |
| Vice-Chairman: | 2.  | Councillor K G Basson                  |
| Committee      | 3.  | Councillor Ms L M Hall                 |
| Members:       | 4.  | Councillor Mrs J M Harman              |
|                | 5.  | Councillor P M Harman                  |
|                | 6.  | Councillor Mrs A R Harvey              |
|                | 7.  | Councillor J A Hayes                   |
|                | 8.  | Councillor B R Parry                   |
|                | 9.  | Councillor B E Read                    |
|                | 10. | Councillor P A Read                    |
|                | 11. | Councillor P J Scanlan                 |
|                | 12. | <b>To be confirmed after co-option</b> |

❖ **PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE (PTE) – 12 MEMBERS OF THE COUNCIL:**

- |                |     |  |
|----------------|-----|--|
| Chairman:      | 1.  | Councillor B E Read                    |
| Vice-Chairman: | 2.  | Councillor P J Scanlan                 |
| Committee      | 3.  | Councillor K G Basson                  |
| Members:       | 4.  | Councillor Mrs S P Butterfill          |
|                | 5.  | Councillor Mrs J M Harman              |
|                | 6.  | Councillor P M Harman                  |
|                | 7.  | Councillor P C Harris                  |
|                | 8.  | Councillor Mrs A R Harvey              |
|                | 9.  | Councillor J A Hayes                   |
|                | 10. | Councillor V Openshaw                  |
|                | 11. | Councillor B R Parry                   |
|                | 12. | <b>To be confirmed after co-option</b> |



*NOMINATIONS FOR SWANSCOMBE AND GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES (CHAIRMEN AND VICE-CHAIRMEN) 2013 – 2014.*

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

### **❖ REGENERATION AND QUALITY COUNCIL – 8 MEMBERS OF THE COUNCIL:**

- |                |    |  |
|----------------|----|--|
| Chairman:      | 1. | Councillor B E Read                    |
| Vice-Chairman: | 2. | Councillor L J Bobby                   |
| Sub-Committee  | 3. | Councillor Mrs S P Butterfill          |
| Members:       | 4. | Councillor P M Harman                  |
|                | 5. | Councillor Ms L C Howes                |
|                | 6. | Councillor R J Lees                    |
|                | 7. | Councillor B R Parry                   |
|                | 8. | <b>To be confirmed after co-option</b> |

**68/13-14. CONSULTATION ON THE LOCATION OF NEW THAMES CROSSING.**

The Department of Transport had put forward 3 options for tackling congestion and capacity issues in the lower Thames Area (21 May 2013). The 3 options were:-

- a) At the site of the existing A282 Dartford – Thurrock Crossing
- b) Connecting the A2 Swanscombe Peninsula with the A1089
- c) Connecting the M2 with the A13 and the M25 between junctions 29 and 30 (a variant of this option would additionally widen the A229 between the M2 and M20).

Members discussed the options in detail and agreed that of the options presented option c) was the most appropriate although it was felt that it would be far more strategically advantageous for any new crossing to be located as close to the coastal port areas as possible due to the heavy traffic, particularly HGV's, that came from these areas.

In response to a member enquiry the Town Clerk advised that information regarding this consultation had been placed on the Town Council's website, face book and twitter pages as well as emailed to local organisations. Members requested that the dates of the consultation events be displayed on the Town Council notice boards.

To enable members to attend the consultation events being held by the Department of Transport before a response was formulated it was agreed that this item be deferred to the full council meeting on 11 July 2013.

**Recommended:**

To enable members to attend the consultation events being held by the Department of Transport before a response was formulated this item be deferred to the full council meeting on 11 July 2013.



## Graham Blew

**From:** Graham Blew  
**Sent:** 21 May 2013 13:25  
**To:** Cllr Annette R Harvey; Cllr Bryan E Read ; Cllr Bryan R Parry; Cllr John A Hayes; Cllr Josephine M Harman ; Cllr Kevin G Basson ; Cllr Les J Bobby ; Cllr Lesley C Howes; Cllr Paul A Read ; Cllr Peter C Harris; Cllr Peter M Harman ; Cllr Richard J Lees (mac); Cllr Richard J Lees (Town Council); Cllr Susan P Butterfill ; Cllr Vic Openshaw  
**Subject:** Consultation on location of new Thames crossing  
**Importance:** High

TO ALL MEMBERS

Please see the following link:-

<https://www.gov.uk/government/news/consultation-on-location-of-new-thames-crossing>

Further information is available via:-

<https://www.gov.uk/government/organisations/department-for-transport/series/lower-thames-crossing>

Responses to the consultation are required by 16 July 2013 which means the Town Council need to consider it at the 12 June 2013 Planning, Major Developments, Transportation & the Environment Committee.

Yours sincerely,

Graham Blew

Town Clerk  
Swanscombe & Greenhithe Town Council | Council Offices |  
The Grove | Swanscombe | Kent | DA10 0GA.  
Tel: 01322 385513 | Fax: 01322 385849  
[www.swanscombeandgreenhithetc.kentparishes.gov.uk/](http://www.swanscombeandgreenhithetc.kentparishes.gov.uk/)

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[Menu](#)

## Press release Consultation on location of new Thames crossing

Organisation: [Department for Transport](#)

(<https://www.gov.uk/government/organisations/department-for-transport>)

Published: 21 May 2013 (2013-05-21T09:55:43+01:00) (2013-05-21T09:55:43+01:00)

Policy: [Managing, improving and investing in the road network](#)

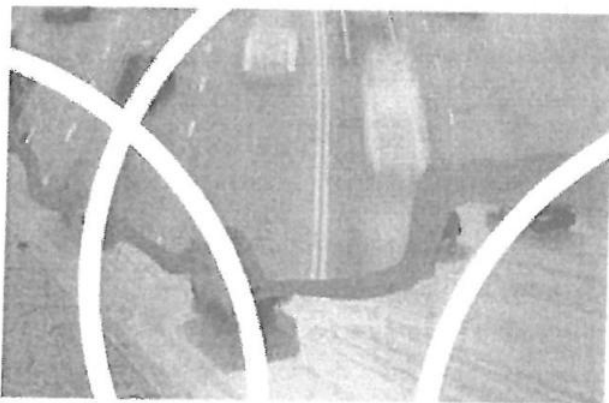
(<https://www.gov.uk/government/policies/managing-improving-and-investing-in-the-road-network>)

Minister: [Stephen Hammond MP](#) (<https://www.gov.uk/government/people/stephen-hammond>)

Series: [Lower Thames Crossing](#)

(<https://www.gov.uk/government/organisations/department-for-transport/series/lower-thames-crossing>)

The government has put forward 3 options for tackling congestion and capacity issues in the lower Thames area.



Plans for a new Lower Thames crossing to reduce congestion and boost growth were put forward today (21 May 2013) by Roads Minister Stephen Hammond.

The [consultation](https://www.gov.uk/government/consultations/options-for-a-new-lower-thames-crossing) (<https://www.gov.uk/government/consultations/options-for-a-new-lower-thames-crossing>) is the first step in deciding on the location of a new lower Thames road crossing. The government has put forward 3 options to tackle the current congestion and capacity issues plaguing motorists in the area on a daily basis.

The 3 possible options are:

- option A: at the site of the existing A282 Dartford-Thurrock crossing
- option B: connecting the A2 Swanscombe Peninsula with the A1089
- option C: connecting the M2 with the A13 and the M25 between junctions 29 and 30
- the variant to option C would additionally widen the A229 between the M2 and M20

Roads Minister Stephen Hammond said:

With traffic levels expected to increase by a fifth over the next 30 years, it is vital we take action now on the future of a new Lower Thames crossing to make sure that our road network is able to meet the future economic needs of the country.

There are some tough decisions to be made, but this is the first step in making sure that the residents, businesses and motorists who rely on the crossing receive the service they expect and deserve in the years to come.

I encourage anyone who uses the existing crossing or has an interest in the location of the new crossing to let us have their views on these proposals. This will enable us to make the right decision on the location of the new crossing.

There are several ways to find out more information

(<https://www.gov.uk/government/organisations/department-for-transport/series/lower-thames-crossing>), either through the department's website or by attending one of the public information events being held next month in the Lower Thames area.

They are:

- Thursday 13 June, Dartford Library, Central Park, Dartford, Kent, DA11EU from 2 to 8pm;
- Saturday 15 June, Grays Library, Orsett Road, Grays, Essex, RM17 5DX from 10am to 5pm;
- Monday 17 June, Chadwell Information Centre, Brentwood Road, Chadwell St Mary, Grays, Essex, RM16 4JP from 2 to 7pm;
- Thursday 20 June, Bluewater (Thames Walk at the entrance to the plaza), Greenhithe, Kent, DA9 9ST from 10am to 9pm;

- Friday 21 June, Lakeside (level two near the customer service desk), West Thurrock Way, Grays, Essex, RM20 2ZP from 10am to 10pm; and
- Saturday 22 June, Gravesend library, Windmill Street, Gravesend, Kent, DA12 1BE from 9am to 5pm.

The events are a chance for all those who are interested in the proposals to speak directly to member of the consultation team. For those who can not make it along to an event, the relevant information will also be available to view and download from the department's website

(<https://www.gov.uk/government/organisations/department-for-transport/series/lower-thames-crossing>).

Anybody interested in commenting on the proposed location options can have their say by completing the online response form

(<https://www.gov.uk/government/consultations/options-for-a-new-lower-thames-crossing>)

on the department's website or by submitting the response form by email or post. All responses need to be submitted by the Tuesday 16 July 2013, when the consultation will close. Decisions following this consultation will be announced in the autumn 2013.

## Related documents

- Consultation on options for a new Lower Thames Crossing  
(<https://www.gov.uk/government/speeches/consultation-on-options-for-a-new-lower-thames-crossing>), written ministerial statement by the Parliamentary Under-Secretary of State for Transport
- Consultation on location of new Thames crossing, press notice, 21 May 2013  
(<https://www.gov.uk/government/news/consultation-on-location-of-new-thames-crossing>)
- Options for a new Lower Thames Crossing video  
(<https://www.gov.uk/government/publications/options-for-a-new-lower-thames-crossing-video>)
- Options for a new Lower Thames Crossing  
(<https://www.gov.uk/government/consultations/options-for-a-new-lower-thames-crossing>)
- Lower Thames Crossing model capability report  
(<https://www.gov.uk/government/publications/lower-thames-crossing-model-capability-report>)

- [Lower Thames Crossing design and costing report](https://www.gov.uk/government/publications/lower-thames-crossing-design-and-costing-report)  
(<https://www.gov.uk/government/publications/lower-thames-crossing-design-and-costing-report>)
- [Lower Thames Crossing operating costs, maintenance costs and revenues report](https://www.gov.uk/government/publications/lower-thames-crossing-operating-costs-maintenance-costs-and-revenues-report)  
(<https://www.gov.uk/government/publications/lower-thames-crossing-operating-costs-maintenance-costs-and-revenues-report>)
- [Central forecasts and sensitivity tests report](https://www.gov.uk/government/publications/lower-thames-crossing-central-forecasts-and-sensitivity-tests-report)  
(<https://www.gov.uk/government/publications/lower-thames-crossing-central-forecasts-and-sensitivity-tests-report>)
- [Review of Lower Thames Crossing options: final review report](https://www.gov.uk/government/publications/review-of-lower-thames-crossing-options-final-review-report)  
(<https://www.gov.uk/government/publications/review-of-lower-thames-crossing-options-final-review-report>)

## Notes to editors

The [consultation on the option details for the new Lower Thames Crossing](https://www.gov.uk/government/consultations/options-for-a-new-lower-thames-crossing) (<https://www.gov.uk/government/consultations/options-for-a-new-lower-thames-crossing>), along with access to the [online response form](https://www.gov.uk/government/consultations/options-for-a-new-lower-thames-crossing) (<https://www.gov.uk/government/consultations/options-for-a-new-lower-thames-crossing>), [maps](https://www.gov.uk/government/consultations/options-for-a-new-lower-thames-crossing) (<https://www.gov.uk/government/consultations/options-for-a-new-lower-thames-crossing>) and a [video](https://www.gov.uk/government/publications/options-for-a-new-lower-thames-crossing-video) (<https://www.gov.uk/government/publications/options-for-a-new-lower-thames-crossing-video>) are available to view online.

The department's [spending review 2010 announcement](https://www.gov.uk/government/news/transport-spending-review-2010) (<https://www.gov.uk/government/news/transport-spending-review-2010>) committed to review the options for increasing crossing capacity.

All the 3 options have been proposed based on a number of successive studies investigating the need for additional crossing capacity in the lower Thames area and its location.

A decision on where to locate a new Lower Thames Crossing will be based on consideration of economic, environmental and social impacts including the extent to which a new crossing at each location contributes to the national economy, reduces congestion and greenhouse gas emissions and avoids unacceptable impacts on environmentally sensitive areas. The decision will also be informed by potential cost, affordability and value for money implications.

The existing Dartford-Thurrock crossing experiences high levels of traffic with typical daily traffic flows of 140,000 vehicles compared to the original design capacity of the crossing which was 135,000.

There are several ways to find out more information, either through the department's website or by attending one of the public information events being held next month in the Lower Thames area. They are:

- Thursday 13 June, Dartford Library, Central Park, Dartford, Kent, DA1 1EU from 2 to 8pm;
- Saturday 15 June, Grays Library, Orsett Road, Grays, Essex, RM17 5DX from 10am to 5pm;
- Monday 17 June, Chadwell Information Centre, Brentwood Road, Chadwell St Mary, Grays, Essex, RM16 4JP from 2 to 7pm;
- Thursday 20 June, Bluewater (Thames Walk at the entrance to the plaza), Greenhithe, Kent, DA9 9ST from 10am to 9pm;
- Friday 21 June, Lakeside (level two near the customer service desk), West Thurrock Way, Grays, Essex, RM20 2ZP from 10am to 10pm; and
- Saturday 22 June, Gravesend library, Windmill Street, Gravesend, Kent, DA12 1BE from 9am to 5pm.

The events are a chance for all those who are interested in the proposals to speak directly to member of the consultation team. For those who can not make it along to an event, the relevant information will also be available to view and download from the department's website.

Anybody interested in commenting on the proposed location options can have their say by completing the online response form on the department's website or by submitting the response form by email or post. All responses need to be submitted by the Tuesday 16 July 2013, when the consultation will close. Decisions following this consultation will be announced in the autumn 2013.



## Department for Transport

### Options for a new Lower Thames crossing

#### Introduction

This consultation seeks views on the location of a new Lower Thames crossing.

The questions on which the Government is seeking views are set out on the pages that follow. In each case, the Government is interested in your views, as well as any additional evidence that you feel it should consider in reaching its final decisions.

#### About you

Please provide the following information about you. This information will help us analyse responses.

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Email address: \_\_\_\_\_

Home postcode: \_\_\_\_\_

Work postcode: \_\_\_\_\_

#### Are you responding on behalf of an organisation?

☐ Yes

☐ No

If yes, please state your organisation name:

--



**What type of organisation is this?**

- ☐ Trade Association
- ☐ Environmental organisation
- ☐ Residents group
- ☐ Business
- ☐ Central Government
- ☐ Local Government
- ☐ Other (please specify)

--

**Which of the following best describes how often you use the existing Dartford-Thurrock Crossing**

- ☐ Daily
- ☐ Weekly
- ☐ Occasionally
- ☐ Never
- ☐ Mostly commuting to and from work
- ☐ Mostly business
- ☐ Mostly leisure

Please provide your response to the consultation questions below.

**Question 1. Do you agree that there is a strong case to increase road-based river crossing capacity in the Lower Thames area?**

- ☐ Agree
- ☐ Disagree
- ☐ Neither agree nor disagree

Please explain your reasons:

**Question 2. Which of the following location options for a new crossing do you prefer?**

- ☐ Option A: at the site of the existing A282 Dartford-Thurrock crossing
- ☐ Option B: connecting the A2 with the A1089
- ☐ Option C: connecting the M2 with the A13 and the M25 between junctions 29 and 30
- ☐ Option C<sub>variant</sub>: connecting the M2 with the A13 and the M25 between junctions 29 and 30, and additionally widening the A229 between the M2 and the M20
- ☐ If other, please provide details:

**Question 3. Please indicate how important the following factors were in influencing your preference for the location of a new crossing, in answer to Q2. Please mark whether they were very important, important or not important.**

	Not important	Important	Very important
Forecast contributions to the national economy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forecast reductions in congestion at the existing Dartford-Thurrock Crossing and forecast improvements to the resilience of the surrounding road network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forecast reductions in greenhouse gas emissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smaller forecast adverse impacts on environmentally sensitive areas and larger forecast improvements in quality of life relative to other location options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smaller forecast adverse impacts on planned development relative to other location options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The distribution of forecast impacts on people within a range of different income groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lower estimated costs relative to other location options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forecast value for money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If other, please provide details:

**Question 4. Is your preference for the location of a new crossing, in answer to Q2, conditional on whether a bridge, bored tunnel or immersed tunnel is provided?**

☐ Yes

☐ No

**Question 4a: If yes, please indicate which type of crossing you would prefer:**

☐ Bridge

☐ Immersed tunnel (a shallow depth tunnel submerged in a trench in the riverbed)

☐ Bored tunnel (a circular tunnel at depth, constructed using a tunnel boring machine)

**Question 5. Do you wish to add any further comments?**

## **Freedom of Information**

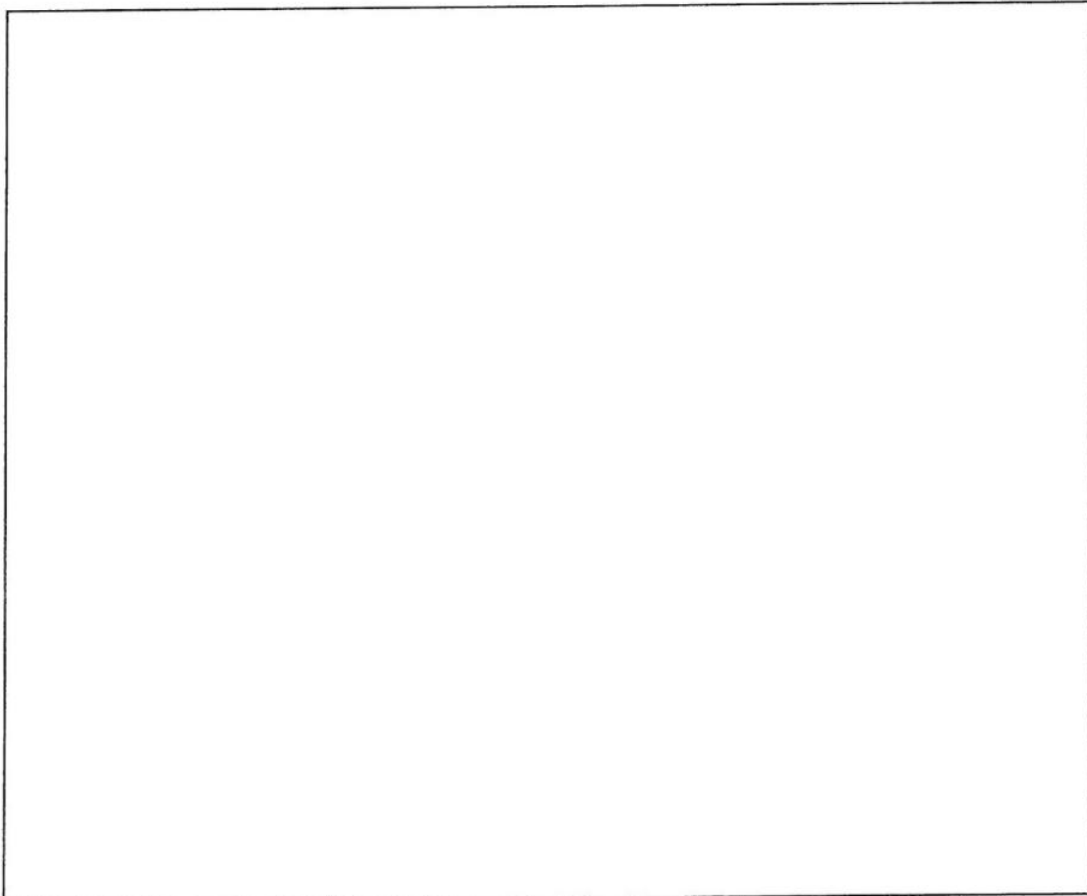
Information provided in response to this consultation, including personal information, may be subject to publication or disclosure in accordance with the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations 2004.

If you want information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence.

In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Department will process your personal data in accordance with the Data Protection Act 1998 and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties.

FOI comments



**Contact us by 16 July 2013**

Respond online

or

Download the response form and return it using the details provided below.

**Write to us:**

email

[lowerthamescrossing@dft.gsi.gov.uk](mailto:lowerthamescrossing@dft.gsi.gov.uk)

post

Lower Thames Crossing consultation  
Department for Transport  
Zone 3/29, Great Minster House  
33 Horseferry Road  
London, SW1P 4DR



Traffic flows are expected to increase by 10 to 20 per cent southbound and by 2 to 10% northbound between 2009 and 2041 (see p12 of the [consultation document \(https://www.gov.uk/government/consultations/options-for-a-new-lower-thames-crossing\)](https://www.gov.uk/government/consultations/options-for-a-new-lower-thames-crossing)).

## Roads media enquiries

Press enquiries 020 7944 3066

Out of hours 020 7944 4292

Public enquiries 0300 330 3000

MOVED BY Councillor B E Read and seconded by Councillor R J Lees;

RESOLVED:

That, under Section 100A(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information.

No members of the press or public were present during discussion of the following items of business.

80/13-14. **ISTEAD RISE BOWLS CLUB (IRBC) – LEASE.**

The Chairman thanked the IRBC representatives for attending the meeting.

Further to minute 558/12-13, members considered the content of the confidential report, including the Valuation Office Agency rental valuation advice.

The RFO clarified that the Lease had previously been agreed by full council and that the rental figure was proposed to be set at £2,820.00 per year, which had been based on the terms of the Lease and the current condition of the building and rinks, with a bond of £1,000.00 being required. The Lease was for a 10 year period with an option to extend at the end of this time.

After discussions with the IRBC representatives it was agreed by everyone present:

**Recommended:**

1. That full council be requested to set the level of rent for the bowls pavilion at £2,820.00 per year with a £1,000.00 bond
2. That a "Tenancy at Will" (*using the draft supplied with the report*) be entered into with IRBC to enable them to use the bowls pavilion whilst the Lease is being finalised.

There being no further business, the Meeting closed at 13.00 pm

Signed:

Chairman

Date:

**558/12-13. ISTEAD RISE BOWLS CLUB.**

The RFO provided members with a report in relation to leasing the former Swanscombedowns Bowls Pavilion and four rinks on the public green to the Istead Rise Bowls Club (IRBC). It was confirmed that the District Valuation Office had been instructed to carry out a lease valuation for the demise and that this had taken place on Monday 22 April 2013.

**RESOLVED:**

That the recommendations contained in the report be agreed, as follows:

- 1 That the Town Council enter into a Lease with IRBC for a period 10 years with the option to extend for a further 5 year period.
- 2 That once known, the Leases & Legal Sub-Committee meet to discuss the valuation figure for the lease received and recommend to full council the appropriate rent figure to set.
- 3 That the draft lease, as provided, be approved and processed to completion following confirmation of the rental figure agreed by full council.
- 4 That the council invoices IRBC in the usual manner for the hire of 4 rinks with an additional charge of £100 per month for the hire of the wooden hut and that if required, once the rent figure and lease had been agreed, IRBC be invoiced for any difference.

T/C 10/7/13

AGENDA ITEM 10

Issue 370

June 2013

Serving Parish & Town  
Councils in KentKent  
Police & Crime  
Commissioner

Don't forget that the association will be hosting a series of events where Parish, Town Councils and Parish Meetings can meet Anne Barnes, Kent's Police and Crime Commissioner. We have made sure that each event is in different parts of the county so that the maximum amount of representatives may join in the sessions. This will give everyone the chance to ask any questions they feel that are important, hear plans for the future and get a feel for the task that has been undertaken as County Commissioner. Light refreshments will be available at the beginning of each event, and the sessions should last no longer than two hours. **The events are all free** and should be a good opportunity for you all to be aware of Kent's future policing strategies. Booking available on our website, and the venues arranged are:

- 16 July 2013 - Holiday Inn Rochester/Chatham
- 24 July 2013 - Kings Hill Community Centre
- 31 July 2013 - Hawkinge Community Centre

### Subscriptions to KALC

Members will be aware that membership is from 1 April each year. We would like to thank all those councils that have already renewed their membership. We appreciate that cheques need to be approved at a meeting, but would ask that this action be taken at your earliest convenience. Please be aware that annual membership formally ends on 30 June.

THE PARISH NEWS

## Training Matters and Dates for your Diary



Our Clerks' Conference was a great success on Wednesday 22 May. Held at West Faversham Community Centre, it was the first time we had ventured there for a larger event. The Community Centre has only been open for business in the last year so its facilities are very up to date. We had two workshops running for our member clerks, along with an animated conference programme that proved interesting and informative to our delegates. All in all, it was a successful event, and we hope to use the venue for occasions in the near future.

Our next big conference for this year is our **Annual Councillors' Conference** on Saturday 13 July at Petham Village Hall. Petham is just outside Can-



terbury, making it a central location for many of our member Councils. We have a

varied and educational programme planned for the event focused around community development, for example:

- Project Management
- The latest up to date news on Community Strategies
- Parish/Town Council Insurance
- Kent Fire and Rescue launch of Community Safety Strategy.
- Dedicated workshops in the morning and afternoon for Councillors.

As usual, lunch and refreshments will be provided. The cost to Member Councils is £60 plus 20% VAT - which is £72 in total. Booking can be made directly via the website [here](#).



*We will also be running the following courses in the autumn so please book the following dates for your diary!*

- 2 October - **Chairmanship Conference**, Lenham Community Centre
- 2 November - **Finance Conference**, Kings Hill Community Centre.

You should also look out for

presentations from the Crime Rural Advisory Group and Kent Crimestoppers which we hope to run in the near future.

So with a packed programme of training and conferences this year, we look forward to seeing you at one of our events!

KALC will be moving shortly. We will notify member councils by email as soon as all details have been finalised.

# Lane Rental Scheme

A lane rental scheme provides companies who are digging up roads with a financial incentive to make sure their work is carried out in a less disruptive way came into effect on 28 May 2013.

The Kent Lane Rental Scheme (KLRS) is aimed at the county's busiest roads and areas. Charges will apply at times of the day when the traffic is at its heaviest and will work alongside the Kent Permit Scheme.

The objectives for the introduction of the scheme are to encourage promoters of works to:

- reduce the length of time that sites are unoccupied, which will reduce the total works durations
- improve planning, coordination and working methods to maximise efficiency
- carry out more works

outside of peak periods

- enable works to be completed as quickly as possible

complete works to the required standard the first time.

## Benefits

The KLRS will provide an incentive for organisations to avoid works at busy locations at critical times. It



should increase the planning of roadworks and reduce the impact caused by necessary maintenance. It should reduce network disruption on the most critical parts of the Kent highway network. This will ease

the movement of traffic for all road users across the County.

## Introducing the scheme

The Kent Lane Rental Scheme (KLRS) was approved by the Transport Minister on 18 December 2012.

A twelve week trial of the scheme will commence on 4 March 2013 and the KLRS will come into legal effect on 28 May 2013.

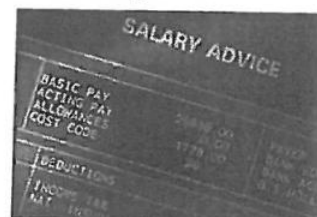
If you have any questions in relation to the Kent Lane Rental Scheme, please

email [kent.lanerentalscheme@kent.gov.uk](mailto:kent.lanerentalscheme@kent.gov.uk).

## 1% Pay offer to Council Employees...

The first national pay offer to council employees since 2009 was announced on 24 April 2013. The offer of 1% has gone back to the relevant trade unions for their consideration and further discussion. Confirmation of their decision on the matter should be available in the very near future. The Association will keep members up to date on the subject...

Watch this space!





**Following a request from South East County Associations last week, the Department for Communities and Local Councils has produced the following brief, which we hope clarifies the funding situation for member councils**

### **Direct Support and Small Grants For Communities**

The support provided by a Locality led consortium is available for the next two years. Details are available here: <http://mycommunityrights.org.uk/neighbourhood-planning>

It will support groups developing neighbourhood plans in two ways:

- ☐ direct support – advice and support, with an average value of equivalent to £9,500, tailored to meet the needs of supported neighbourhoods;
- ☐ grant payments – up to £7,000 per neighbourhood area, to contribute to costs incurred by the group preparing a neighbourhood plan or order.

Communities can apply for either direct support, or a grant, or BOTH.

There is an eligibility check. If these are met, you will receive application form within 24 hours. Town and parish councils, neighbourhood forums and emerging neighbourhood forums preparing a Neighbourhood Development Plan or Neighbourhood Development Order in England are able to apply.

The small grant is paid **directly** to communities. In parished areas this is paid directly to the parish. It is not paid via the local planning authority and there is no obligation to share it.

### **Local Authority Funding**

Details were sent to all authorities in December and can be found here:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/44127/Neighbourhood Planning Local Authority Funding 18 December 20122.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/44127/Neighbourhood_Planning_Local_Authority_Funding_18_December_20122.pdf)

Local planning authorities can claim funding of up to £30,000 **per scheme** for neighbourhood planning in 2013/14. This money is to ensure LPAs receive sufficient funding to enable them to meet new legislative duties on neighbourhood planning. Specifically, it covers the duties in the Localism Act which are to provide advice and assistance; to hold an examination; and to make arrangements for a referendum.

For the avoidance of doubt: the local authority must pay for the examination and referendum **not** the town or parish council

Payments will be staged as follows:

- ☐ The first payment of £5,000 will be made following designation of a neighbourhood area recognising the officer time supporting and advising the community in taking forward a neighbourhood plan. For authorities designating several neighbourhood areas, each local planning authority can claim up to a maximum of £100,000 for area designations, in 2013/14. However, you should also bear in mind the overall cap of £5m.
- ☐ The second payment of £5,000 will be made when the local planning authority publicises the neighbourhood plan prior to examination. This will contribute towards the costs of the examination as well as other staff costs incurred at this stage. There is no cap in 2013/14.



□ The third payment of £20,000 will be made on successful completion of the neighbourhood planning examination. This is to cover costs for that examination and any other further steps that may be needed for the neighbourhood plan to come into legal force, including referendum. However, the payment is not dependent on pursuing the referendum route if both parties agree on a different approach at that point (for example, if both parties agree, the neighbourhood plan could be taken forward as part of the local plan or as a supplementary planning document). There is no cap in 2013/14.

### DECENTRALISATION AND NEIGHBOURHOOD PLANNING TEAM

DCLG

31 MAY 2013

## NALC and You - Supporting Community Action!



The campaign for the Sustainable

Communities Act came from the very worrying problem of community decline. Unfortunately, it is never far from sight and can be seen in everything from the demise of small shops and Post Offices to green spaces and recreational facilities. Naturally, this decline has worrying social, environmental and democratic implications. Apathy can sometimes set in when people see their surroundings and so disengagement then becomes a further problem. It is this kind of dilemma that the Sustainable Communities Act seeks to change, *and its philosophy is this: citizens and communities are the experts on their problems and the solutions to them.*

So, communities should be

the driving force to help the government reverse this community decline. The government recently announced that local councils will be able to start formally making direct proposals under the Act to the Secretary of State in the near future.

NALC and County Associations have lobbied for this for several years, as they believe that local councils should be at the forefront of driving Government action to help communities.

The Chairman of NALC, Cllr Ken Browse, reiterated the role of local councils as regards the Act:

"Local councils are the most local part of government and the body most closely connected to the community. Our connection with local people and our knowledge of the local area means we are ideally placed to make use of the Act. No one knows the local community as we do.

The National Association is very happy to take on the independent 'Selector' role and will continue to work closely with the Department for Communities and Local Government in implementing the extension of the Sustainable Communities Act to local councils."

## The First World War - a Very Important Centenary...



2014 sees the one hundredth anniversary of the beginning of what we now know as the First World War. This is an extremely important centenary and will be high on the agenda for next year in all our communities. Further information regarding the national strategy is already in the public domain via the Imperial War

Museum, who have a special webpage:

<http://www.1914.org/centenary/>

On a more local level, the Heritage Lottery Fund have grants available from £3000 - £10000 for communities who wish to explore, conserve and share the heritage of the First World War. The criteria are by no means exclusive, and memorials do not have to be made of stone to qualify. Your community may have something

unusual to offer, in terms of rare memorabilia that should be exhibited. Applications can be made at any time up until 2018.

If you have something specific you wish to conserve or promote within your community, think about applying for a grant. It would be a worthy contribution to the memory of those who took part in the war.

## Around the Web



Do look at our website on a regular basis for information supplements. There have been some

new Legal Topic Notes updated - including LTN 5 regarding Parish Meetings and LTN9 - Handling Complaints. We want to make our web-

site as user friendly as possible, so if you have an idea or observation regarding it, do let us know.

And talking of websites...do swing by Stone Parish Council's relaunched page. Now fully compatible with all new devices including tablets and smart phones. It has an easy to use navigation bar, it is a good example of

new technology in action. It would be helpful to

know how many of our councils are using social media (Facebook, Twitter and so on) to promote news and events. We know there are a few of you that do, so tell us!



## Fundraising Opportunities

- The Kent Community Foundation manages funds for grants and loans. Some of their schemes have no deadline. Others do, and the next one is Thursday 25 July 2013. Do visit their site for more details of what is being offered at the present time.

- Our friends at Action with Communities in Rural Kent have teamed up with British Gas to offer free cavity wall and/or loft insulation to anyone in receipt of eligible benefits. This includes child/working tax credits or state pension credit. Contact British Gas free on

0800 9809037

or speak to

Tessa

O'Sullivan at

ACRK on

01303 813790 for further details.





Serving Parish & Town  
Councils in Kent

9 Westcliff Gardens  
Folkestone  
KENT  
CT20 1SP

Tel 01303 248252  
Fax 01303 258011  
email: [kalc@btconnect.com](mailto:kalc@btconnect.com)  
web: [www.kentalc.gov.uk](http://www.kentalc.gov.uk)



### KALC Annual General Meeting

KALC is now looking for motions from individual member Councils and Area Committees for the Annual General Meeting that will take place on Saturday 23 November 2013. One of the important aspects of the AGM is the quality of the motions put forward for debate. Once passed, these are directed to the NALC, who can then apply pressure to Government. We have had a number of successes in recent years - from speed limits to legal procedure. Please direct your draft motions to KALC by 19 September 2013 at the latest. Many thanks in advance for your help.

## News from NALC

The National Association of Local Councils is running two further one day conferences aimed at highlighting the important contribution of our local councils to their communities. We know how councils can really help the lives and well being of communities through leadership and service delivery. With localism being of vast importance to our tier, it is vital that the contribution of local government and communities is fully understood and promoted at all levels. NALC recognises this importance and feels that these conferences will help do that. Whilst the London conference took place in the early part of June, there are still places available at the following venues:

- 11 July - Sheffield St Pauls Hotel and Spa
- 19 September - Bristol Holland House Hotel

NALC will also be hosting, with the Local Government Association, a **free conference** on the General Power of Competence. This is taking place in London on 23 July. The event is an opportunity to look at how the Power is currently being used innovatively by councils and the opportunities and challenges it presents. Further details for all these events can be obtained by following the link below, which will lead you to the NALC booking page.



[http://www.nalc.gov.uk/Conferences Events/Conferences and Events.aspx](http://www.nalc.gov.uk/Conferences%20Events/Conferences%20and%20Events.aspx)

### **Stop Press - Arnold-Baker Published**

Get your new edition of Arnold-Baker on Local Council Admini-

stration - A Complete Statement of the Law relating to Parish and Community Councils. Fully updated to include all recent legislation. KALC/NALC members receive a 20% discount. Publishing June 2013 Order online and get free post and packaging. Follow the link below

[http://www.lexisnexis.co.uk/store/uk/Arnold-Baker-Local-Council-](http://www.lexisnexis.co.uk/store/uk/Arnold-Baker-Local-Council-Administration)

[Administra-](http://www.lexisnexis.co.uk/store/uk/Arnold-Baker-Local-Council-Administration)

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Or call 0845 370 1234

QUOTE OFFER CODE: 16617AD

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T/C 10/7/13

## AGENDA ITEM



11

Mr G Blew Parish Clerk  
The Town Council Offices  
The Grove,  
Swanscombe  
Kent  
DA10 0GA

28 MAY 2013

Date: 21<sup>st</sup> May 2013

Dear Mr G Blew,

**Re: Formal Consultation – variation in the service use of TRACS Community Day Service**

I am writing to you with regard to the future of TRACS Community Day Service for people with learning disabilities based at Brickfield Farm, Longfield..

As of today the 21<sup>st</sup> May 2013, a twelve week period of formal consultation will commence.

Enclosed for your information is a copy of the briefing note which outlines the proposal to change TRACS by moving the Service from Longfield and into community facilities within Dartford.

It is our intention to consult widely with KCC Members, Borough Councillors, Service Users, Carers, Trade Unions and other interested Stakeholders e.g. Health, G.P's etc.

As such we have arranged a variety of ways for people to get involved

- Getting on line and filling in a questionnaire
- Attending an information sharing meeting

If you have any questions at all and would like to contribute a response to the consultation, please contact us by referring to the briefing notes enclosed.

If you would like to attend one of the scheduled meetings please fill in the form below.

I look forward to hearing from you.

Yours sincerely

Mark Walker  
**Head of Service**  
**Learning Disability West Kent**

## Families & Social Care – West Kent

### CONSULTATION

Variation of service use for TRACS Community Day Service

I/We would like to attend the meeting

DATE	TIME	VENUE	PLEASE TICK
12 <sup>th</sup> June 2013	6-8pm	TRACS, Brickfield Farm, Main road, Longfield. DA3 7PJ	
25 <sup>th</sup> July 2013	3.30pm- 5pm	YMCA, Overy St, Dartford TBC	
** I am unable to attend this meeting, but am interested in future meetings			

Name of those attending: .....  
(Please print)

Address: .....  
.....  
.....

Telephone No: .....

Email Address: .....

**Please return this form to:**

**Gillian Hollman  
Kent County Council  
3<sup>rd</sup> Floor, Brenchley House  
Week Street  
Maidstone  
ME14 1RF**



Graham Blew

**AGENDA ITEM** 12  
T/C 10 / 7 / 13

**From:** Jennie.Edwards@kent.gov.uk  
**Sent:** 20 June 2013 11:27  
**Subject:** Kent County Council Member Grants  
**Attachments:** Grant Application Form - 2013-14 FINAL.doc; KCC Local Member Grants 2013-14 General Information FINAL.pdf

Dear Sir/Madam,

I am emailing to inform you that we are now accepting applications for the Kent County Councillor member community grants. There are 3 grant streams available via your County Councillor; the Member Community Grant, Local Schemes Grant and Small Community Capital grant. If you have a project which provides community benefit within the Dartford area, you may be eligible to apply for this funding. Please find attached application form and guidance note for applicants for your information.

With regards to Member Community Grants and Local Schemes Grant, we recommend that you contact your local councillor to discuss your project and gain their support before you submit the application. You may already know who to speak to but for information, the KCC councillors are as follows:

Wilmington: Ann Allen  
 Dartford East: Penny Cole  
 Swanscombe and Greenhithe: Peter Harman  
 Dartford Rural: Jeremy Kite  
 Dartford West: Jan Ozog  
 Dartford North East: Tom Maddison  
 Member contact details can be found on the following website:  
<https://democracy.kent.gov.uk/mgFindMember.aspx>

It is important to recognise the difference between Capital and Revenue.

Capital – Expenditure that leads to the acquisition of a fixed asset (land; buildings; plant; machinery; equipment; vehicles etc) or increases the life or market value of a fixed asset.

Revenue – Day to day running expenses of an organisation, including staff costs.

Both the Member Community Grant and Local Schemes Grant is awarded to support revenue or minor capital projects. We accept applications up until **31st January 2014** for both Local Schemes and Member Community grants. Decisions are made based on the application and at Members discretion. These usually take on average 6-8 weeks to process before payment is made so please bear this in mind when submitting applications for forthcoming projects. With regards to Capital projects, the deadline for the Small Community Grant is **Monday 30th September 2013** with Members meeting in October to collectively agree and recommend the successful projects to be awarded money. Small Community Capital Projects Fund covers capital costs, such as those involved with the purchase, creation or significant renovation of capital assets. It cannot pay for any running costs associated with a project.

Please do not hesitate to contact me should you wish to discuss this process. If you would like to apply for a grant, please return a completed application to me and I will forward to the appropriate member for their consideration.

Kind regards,

20/06/2013



Jennie

**Jennie Edwards**

**Community Engagement Officer for Dartford District**

Communications and Community Engagement

Kent County Council

Room G.37, Sessions House

County Hall, Maidstone ME14 1XQ

**Tel: 7000 6784 (internal) /01622 696784 (external)**

**Mobile: 07834 051146**

[www.kent.gov.uk/communityengagement](http://www.kent.gov.uk/communityengagement)

# Kent County Council

## Local Member Grants Scheme Application Form 2013-2014

**Title of Project:**

### Section One: Contact details

Name of organisation / group:

Contact name (inc salutation):

Position in organisation / group:

Address of organisation / group:

Postcode:

Daytime telephone number:

Email address:

**All correspondence will be via this address**

### DATA PROTECTION STATEMENT

We would like to send you information by **email** on future grant funding opportunities, information on Kent County Council's campaigns, relevant services, consultations and local engagement opportunities.

Would you like to be added to our email contact database for this purpose?

Yes

No

**Please delete as applicable**

**Your details will be kept securely by Kent County Council under the terms of the Data Protection Act**



## Section Two: Information on your organisation / group

1. Is your organisation / group a Registered Charity?  
Please delete as applicable

Yes

No

If yes, please provide your charity number

2. What type of organisation / group is it?

Please select **one** option below that best describes it

Charity

Community organisation

Voluntary organisation

Church / Faith group

Sports organisation

Youth organisation

Children's centre /  
Pre-school

School / College

KCC department /  
serviceParish / Town / District  
Council

Other (Please specify)

3. Does KCC currently grant fund any part of your work? (ie via service level agreement or other formal relationship or commissioned work)

Yes

No

Please delete as applicable

If yes, please state how much you receive and the name of your contact at Kent County Council

4. In the past three years, have you received funding from any of the following schemes run by Kent County Council?

Yes

No

Please delete as applicable

- ☐ Community Transport Fund
- ☐ Hugh and Montague Leney Trust
- ☐ Kent Big Society Fund
- ☐ Kent Trust for Youth Sport
- ☐ Kent Youth Service Partnership Award
- ☐ Local Schemes Grant
- ☐ Member Community Grant
- ☐ Member Highway Fund
- ☐ Parish Bus Stop Shelter Grant

- ☐ Pfizer Small Grant
- ☐ Small Community Capital Projects Grant
- ☐ Sportsaver (Kent Reliance Building Society)
- ☐ Village and Community Hall Grant
- ☐ Youth Opportunity Fund
- ☐ Other (Please specify)

If yes, please complete the next table



[illegible]

5. Have you spoken to a Kent County Councillor(s) regarding this project?

Yes

No

**Please delete as applicable**

If yes, please tell us which Kent County Councillor(s) is(are) supporting this grant application

### Section Three: About your project

In this section, we want to know how much grant funding you want and how it will be used.

6. Please briefly describe your project and the difference it will make to the local community

7. When will the project be completed?



8. How many people will benefit from this project?

9. Please select which of KCC's priorities your project supports:

Please select **all** that apply

Tackling  
disadvantage

Putting the residents in  
control

Growing the  
economy

10. Kent County Council recognises that one of the county's greatest assets is its diverse community and workforce.

As a major employer and provider of a wide range of services throughout the county, KCC is committed to challenging inequality, discrimination and disadvantage on behalf of everyone who lives in, works in and visits Kent.

How does either your organisation / group, or this project (a) advance equality of opportunity between different people in the community; or (b) foster good relations between different people in the community?

#### Section Four: The cost of your project

11. What is the total amount of grant funding you are seeking from KCC Members in this application? £

12. What is the total cost of your project? £

Is this for:	Revenue costs?	Capital costs?	Or a combination of both?
--------------	----------------	----------------	---------------------------

**For information:** **Capital costs** are any expenditure that leads to the acquisition of a fixed asset (i.e. land, buildings, plant, machinery, equipment, vehicles etc.) or something that increases the life or market value of a fixed asset (e.g. installing central heating). Examples of **revenue costs** include the purchase of promotional materials, hire/rent of premises, consultancy fees, insurance costs.



You **must** complete this table if you are seeking a grant for any **revenue** expenditure:

List Revenue Costs below	Total Cost
	£
	£
	£
	£
<b>Total Revenue Expenditure:</b>	<b>£</b>

You **must** complete this table if you are seeking a grant for any **capital** expenditure:

List Capital Costs below	Total Cost
	£
	£
	£
	£
<b>Total Capital Expenditure:</b>	<b>£</b>

### Section Five: Other information

13. Please use the space below for any other information that is relevant to this application (eg details of any match funding; confirmation that any necessary planning / landlord permission, or delegated authority, is in place etc)



## Section Six: Declaration and agreement

### Declaration:

- I confirm that I am authorised to sign this application on behalf of my organisation/group. The information provided in this application is correct to the best of my knowledge.
- If this application is successful, I confirm that the grant will only be used for the purposes specified in this application. My organisation/group will comply with all the terms and conditions that apply to the Kent County Council Local Member Grants Schemes.
- I confirm that my organisation/group has not received funding from another source for the costs Kent County Council has been asked to fund in this application.
- I understand that any necessary planning permission or delegated authority should be secured before applying for a Kent County Council Local Member Grant.
- I agree that my organisation/group will give recognition to Kent County Council and the local County Councillor(s) who awarded the grant in any publicity related to the project specified in this application.
- I agree that the information provided in this application can be retained and used by Kent County Council to allow the project to be monitored.
- I understand that monitoring will be undertaken within 12 months of receiving the grant and that evidence may be sought from my organisation/group to support this process.
- I understand that grants will be made in accordance with the eligibility criteria for the Kent County Council Local Member Grants Schemes and with the County Council's Equality and Diversity Policy Statement.
- I understand that this grant is a one-off grant payment, and that further revenue or capital grant support may not be made in subsequent years.
- I agree to the conditions for the use, retention and right-off periods for all capital items purchased with this grant, as set out in the grant funding guidelines.
- I understand that, if the grant is not used for the purposes specified in this application, permission must be sought from Kent County Council first. The County Council reserves the right to recoup part, or all, of the grant amount if it is not spent as specified, or as agreed otherwise with the County Council.

<b>Name:</b>	<b>Position in the organisation:</b>
<b>Signature:</b>	<b>Date:</b>

**Please return this form to:**

**Email: [communicationsbusinesssupport@kent.gov.uk](mailto:communicationsbusinesssupport@kent.gov.uk)**

**Business Support Team, Communications and Engagement Division  
Kent County Council  
Room G37, Sessions House, County Hall, Maidstone, Kent. ME14 1XQ**





## For Office Use Only – Local Member Grants Scheme Agreement Form

**Subject:** Allocation of Local Member Grants Scheme – 2013/14

**Area:**

**Checked by Community Engagement Officer:**

Signature:

Date:

**MCG**

Cabinet Member signature below

£

**LSG**

Cabinet Decision

£

**SCCP**

Cabinet Decision

£

### Application for agreement:

Organisation and Project Title

Agreed

Declined

(Tick as applicable)

Amount  
Requested

Amount  
Agreed

£

£

### Approval of application by Local KCC Member:

I agree to the above allocation from my delegated Local Member Grant Scheme and the community benefit it will bring.

**Member signature:**

**Date:**

**Name:**

**Division:**

### Declaration of interests by Local KCC Member:

I am aware of a disclosable pecuniary interest (DPI) or other significant interest (OSI) relating to this application (Delete as applicable)

**Yes**

**No**

If yes, please state the nature of the interest(s) below. Otherwise, please leave blank.

Reason

Member Signature

### Approval of application by Cabinet Member for Customer and Communities:

I approve the allocation of £

under the Member Community Grant Scheme

**Signature:**

**Date:**



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## **Kent County Council Local Member Grant Schemes 2013/2014**

### **General information for applicants**

These guidelines are to help you complete the application form so please read them carefully before you start to complete the form. If you have any questions about this information or the application processes, please contact your local Community Engagement Officer using the details below:

<b>Area</b>	<b>Community Engagement Officer</b>	<b>Email</b>	<b>Telephone Number</b>
Ashford	Annette Haigh	<a href="mailto:annette.haigh@kent.gov.uk">annette.haigh@kent.gov.uk</a>	07801 454848
Canterbury	Jo Pannell	<a href="mailto:jo.pannell@kent.gov.uk">jo.pannell@kent.gov.uk</a>	07595 091727
Dartford	Jennie Edwards	<a href="mailto:jennie.edwards@kent.gov.uk">jennie.edwards@kent.gov.uk</a>	07834 051146
Dover	Shuna Body	<a href="mailto:shuna.body@kent.gov.uk">shuna.body@kent.gov.uk</a>	07850 924247
Gravesham	Will Farmer	<a href="mailto:will.farmer@kent.gov.uk">will.farmer@kent.gov.uk</a>	07841 315596
Maidstone	Abi Jessop	<a href="mailto:abi.jessop@kent.gov.uk">abi.jessop@kent.gov.uk</a>	07834 841189
Sevenoaks	Susannah Adams	<a href="mailto:susannah.adams@kent.gov.uk">susannah.adams@kent.gov.uk</a>	07809 321454
Shepway	Allison Allan	<a href="mailto:allison.allan@kent.gov.uk">allison.allan@kent.gov.uk</a>	07920 526550
Swale	Bill Ronan	<a href="mailto:bill.ronan@kent.gov.uk">bill.ronan@kent.gov.uk</a>	07710 339894
Thanet	Anne Charman	<a href="mailto:anne.charman@kent.gov.uk">anne.charman@kent.gov.uk</a>	07717 665893
Tonbridge and Malling	James Harman	<a href="mailto:james.harman@kent.gov.uk">james.harman@kent.gov.uk</a>	07725 759653
Tunbridge Wells	Léonie Harrington	<a href="mailto:leonie.harrington@kent.gov.uk">leonie.harrington@kent.gov.uk</a>	01622 694691

Or you can write to us at:

**Community Engagement Team, Kent County Council, Room G37, Sessions House, Maidstone, Kent. ME14 1XQ**

Our aim is to ensure that all our customers have equal access to any of the information we produce. If you have difficulty in understanding this information or need either this document or the application form in a different format, such as large print, audio cassette, Braille, written translation or verbal interpretation, please email us at: [CommunicationsBusinessSupport@kent.gov.uk](mailto:CommunicationsBusinessSupport@kent.gov.uk).

We advise you contact your Kent County Council Member before completing the application form as this may improve your grant application being supported. To find out whom your local County Council Member is, please visit:

[http://www.kent.gov.uk/your\\_council/your\\_councillors/councillors.aspx](http://www.kent.gov.uk/your_council/your_councillors/councillors.aspx).

#### **Who can apply?**

We welcome applications from all types of organisations and groups. We do, however, insist that the application comes from an organisation or a group with a current bank account.

We will consider applications from religious groups, but your application must show that the project will bring benefit to the wider community as well as to the immediate faith group.



All Kent County Council Local Member Grants are one-off funding. There is no ongoing support implied or made through awarding any organisation a grant. Kent County Council (KCC) will not be liable for any ongoing costs that the project may incur for Revenue and/or Capital expenditure.

### Exceptions

Please note that Local Government Regulations do not permit grants to be awarded to the following:

- Individuals
- Party political groups

### What can I apply for?

KCC Members can make recommendations from their delegated budgets for both revenue and capital funding.

The award of any grant under the KCC Local Member Grant Schemes should support and endorse the corporate objectives set out in KCC's policy document, *Bold Steps for Kent*.

*Bold Steps for Kent* document:

[www.kent.gov.uk/your\\_council/priorities\\_policies\\_and\\_plans/priorities\\_and\\_plans/bold\\_steps\\_for\\_kent.aspx](http://www.kent.gov.uk/your_council/priorities_policies_and_plans/priorities_and_plans/bold_steps_for_kent.aspx)

### Revenue and Capital funding

It is important to recognise the difference between revenue and capital costs.

**Capital** – Expenditure that leads to the acquisition of a fixed asset (land buildings; plant; machinery; equipment; vehicles etc) or increases the life or market value of a fixed asset.

**Revenue** – Day-to-day running expenses of an organisation, including staff costs.

Please note the final date for all grant commitments is **31st January 2014**. For local variations in grant deadlines, please contact your local Community Engagement Officer or view your area page in the Community Engagement section of KCC's website.

Community Engagement web pages:

[http://www.kent.gov.uk/your\\_council/have\\_your\\_say/community\\_engagement.aspx](http://www.kent.gov.uk/your_council/have_your_say/community_engagement.aspx)

The KCC Local Member Grant application form is available online at:

<https://www.kent.gov.uk/af3/an/default.aspx/RenderForm/?F.Name=o12Zx6KHRAx>



**The following points are important, so please read them carefully:**

- Any grant offered cannot be used to replace any other funding you may currently get from KCC or have received from KCC in the past, including a service level agreement.
- Schools and Academies may apply for funding under the KCC Local Member Grant Schemes, but any grant cannot be used to support statutory curriculum delivery or teaching materials. For further advice, please contact your local Community Engagement Officer.
- Any grant you receive must be specifically for the project described in your application. It cannot be used for any other purpose. Any changes to the objective(s) or purpose(s) you have stated in your application must first be discussed and agreed with your local Community Engagement Officer.
- If you are applying to another part of KCC for a grant for the same project, or part of it, you must inform us on your application form.
- When you apply, it is important that you describe the broad community benefit your project will bring. The benefit must be for local communities in your area.
- We do not require that your project has funding from other sources too (e.g. matched funding), but, if it has, please give details in your application. This helps us to understand the size and scope of your project.
- If your project will need any permission (e.g. planning permission) or delegated authority, you should obtain this before you apply for a grant.
- If, for any reason, your project is unable to go ahead within a 12-month period, your local Community Engagement Officer must be informed and KCC reserves the right to reclaim and re-distribute the funding.
- Any items purchased or gained via the KCC Local Member Grant funding process must remain within the organisation stated and for the purpose stated for a minimum of 3 years. If these items are not being used, or if they are transferred to another party without prior consent from KCC, the items themselves or the value of the grant can be reclaimed by KCC.
- We will only consider your application if you have provided answers to all of the questions on the application form, and have given us enough information to understand your project fully.
- By applying for a grant, you agree to support the grant monitoring process and provide information and evidence as and when required.

Once your form is completed, it will be sent to the Community Engagement Officer for your area to be checked and then to the relevant KCC Members(s) for agreement. The Community Engagement Officer may need to contact you (e.g. if anything is unclear or more information is needed), so please ensure that you provide a telephone number where you can be reached during the day.

We recommend that you keep a copy of your application for your records. You may need to refer back to it when completing the monitoring paperwork that will be sent to you in the next financial year.



## What happens after I apply?

When we receive your application, we will do the following:

1. The local KCC Member and Community Engagement Officer will discuss your application.

If the local Member agrees to endorse and support your project, we will then forward it to the relevant Cabinet Member, who must agree and formally approve the allocation of any grant.

If the local Member is formally involved with your organisation, or with the project you plan to submit, it is likely that s/he will have a conflict of interest and we will have to follow a different procedure to that described above. Before we can submit it to the Cabinet Member, we will seek approval for the grant from the other local KCC Members in your area. This may delay any decision, and you should consider this in the timing of your application.

Please note that if the local Member does not support your project, or if the Cabinet Member does not approve your application, you will not be offered a grant.

2. If the local Member recommends and endorses the grant for your project and the Cabinet Member also approves it, we will send you a formal offer letter by email.

Please read this letter carefully. It sets out the terms and conditions of the grant and what you will need to do to help us to monitor the progress of your project. The letter will include a link to an online acceptance form (classed as an invoice) that you must complete and return. It will also ask you to give details of the bank account into which we should pay the grant. By completing the acceptance form, you are agreeing to abide by the terms and conditions and the monitoring requirements.

3. We will pay the grant directly to your organisation's bank account by BACS transfer. We cannot pay by cheque. We aim to pay the grant to your account no more than 28 days after we receive the completed acceptance form from you.

## Monitoring

KCC is duty bound to monitor the use of all grant awards and, in accepting the grant, you are agreeing to participate fully in the monitoring process.

You will be required to complete a monitoring form and provide evidence of expenditure. In some cases (e.g. for larger grants), your project may also be visited by the local Community Engagement Officer to see how the money has been used.

## Publicity

It is a requirement of the KCC Local Member Grant Schemes that grant recipients give recognition in any publicity to Kent County Council and the relevant local KCC Member(s) who awarded the grant.

Good luck with your application. Remember that you can ask your local Community Engagement Officer for guidance about completing the application form.



BY HAND

20 JUN 2013

AGENDA ITEM 13  
T/C 10/7/13

lesley howes@

Lesley Howes

● The Grove

Ms Lorna Cross

Swanscombe

Town Mayor, Swanscombe and Greenhithe

DA10 ●

20.6.2013

Dear Madam

I am currently working on a bid for Heritage Lottery funding for a project to commemorate WW1 in Swanscombe and Greenhithe. The project will explore the history and heritage of life in Swanscombe and Greenhithe during WW1 and encourage local residents to research the background of soldiers recorded on the war memorials in churches in Swanscombe and Greenhithe. The project will also look at Belgium refugees who are reported to have come to Swanscombe and also German soldiers who lived in a town very similar to Swanscombe between 1914 and 1918.

We intend to involve a cross section of our community, young and old and information gathered will be incorporated in performances, produced by the Walk Tall Theatre Group, a CD of the performances, exhibitions, web site and a publication.

The Research will be organised by Christoph Bull, the well-known local historian and myself, a researcher and local resident.

The chances of our bid for funding being successful would be greatly enhanced by the inclusion of letters of support from organisation such as the British Legion, local schools, scout groups etc.

Would you, as chairman of Swanscombe and Greenhithe Town Council, be willing to write a letter of support for the project as outlined above?

Please do not hesitate to contact me if you would like to discuss the project in more details

Thanking you in anticipation

  ( )

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B/Field 18-6-13





B/fidd 18-6-13

**Graham Blew**

**From:** Stuart [REDACTED] [stuart.[REDACTED]@btinternet.com]

**Sent:** 02 July 2013 07:03

**To:** Graham Blew

**Subject:** Re: Complaint about condition of public path...

Morning...

I was just e-mailing you back to see if my complaint has been investigated yet?? I walked past the path at the weekend and its still in the same dangerous condition.

If you can please keep me informed I would be grateful.

Mrs Lorraine [REDACTED]

Sent from my iPhone

On 19 Jun 2013, at 12:23, Stuart [REDACTED] <stuart.[REDACTED]@btinternet.com> wrote:

Unfortunately I cannot meet you on site due to working.

I am writing to you with a complaint about one of the paths that is in our local park. The park is Broomfield Park in Swanscombe.

My daughter was playing up there on Thursday afternoon (13.06.13) and there she has fell over and badly cut her lip, nose forehead and knee, because she has fell over on a very dangerous, uneven bumpy path.

The path itself runs past the play area and goes down a slight hill leading to the Neptune park estate.

I did complain to Swanscombe and Greenhithe Council, to which they had a look at the path but have said that it is KCC responsibility.

I have attached some pictures of my daughters face and the path in general. This is not the first time this has happened to people I know and I would hate to think what would happen if it had of been an elderly person.

I am not happy that this has happened to my daughter and I want this looked into so it doesn't happen to anybody else.

Yours sincerely

Mrs Lorraine [REDACTED]

<1.JPG>

<2.JPG>

<3.JPG>

<4.JPG>

<5.JPG>

<6.JPG>

<7.JPG>

THIS MESSAGE WAS NOT RECD BY THE TOWN COUNCIL

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# Swanscombe and Greenhithe Town Council



## Risk assessment form

Activity: FOOTPATH @ 6/FIELD WAY AREA.		Assessment date: June '13		Review date:	
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level or category	Target date & by whom
FOOTPATH + SLOPE (CONCRETE). TRIP/PUCE	Public	SITE IS CHECKED DAILY AND ANY ADVERSE WEAR AND TEAR OR DETEGRATION REPORTED TO TOWN COUNCIL.	CHECKING OF SITE ON A DAILY BASIS	1X1 LOW	
Assessor's signature:			Clerk's signature:		
Date:			Date:		

## RISK ASSESSMENT – COMPLETING THE FORM.

When a hazard is identified its potential severity and the probability of the occurrence are assessed. The ratings of severity and probability are multiplied together to reach the actual risk.

$RISK = Severity \times Probability.$

### Severity:

	<u>Rating.</u>	
High	Capable of causing death, serious injury or destruction of property.	3
Med	Capable of causing injury, severe illness or property damage.	2
Low	Capable of causing minor injury or damage.	1

### Probability:

	<u>Rating.</u>	
High	Likely to occur very frequently or continuously.	3
Med	Probably will occur.	2
Low	Unlikely to occur.	1

In both of the above cases 3 = High, 2 = Medium and 1 = Low and the appropriate letter should be entered.

To arrive at the risk element, multiply the Severity rating by the Probability rating. To transpose that to the risk column the following is shown:-

The sum of 1 – 3 equates to a Low risk, 4 – 6 equates to a Medium risk and 7 – 9 equates to a High risk. The appropriate letters should be entered in the risk level/category column.

**Graham Blew**

**From:** ChildrensCentreConsultation@kent.gov.uk  
**Sent:** 04 July 2013 11:40  
**To:** ChildrensCentreConsultation@kent.gov.uk  
**Subject:** FW: Shaping the future of Children's Centres in Kent

Kent County Council is currently reviewing the way in which our Children's Centres operate. We have put together a proposal for how Kent's Children's Centres can work sustainably in the future, and want to know what you think. A consultation on this proposal will be taking place between 4<sup>th</sup> July and 4<sup>th</sup> October 2013.

Our priorities are to continue to deliver universal frontline services across the County, to provide targeted provision to those children and their families who need it most, and to do this within the resources available. Significant savings of £1.5 million are needed because of a reduction in public funding.

The proposal we have put together sets out how the available money can be focused more on actual services for children and their families, and less on running buildings and other overhead costs. It does this while maintaining the overall accessibility of services and support for those with the most need.

We are consulting on one proposal which includes;

1. Reducing the number of Children's Centres
2. Linking Children's Centres to reduce management and administrative costs
3. Reducing hours at some Children's Centres

If you want to contribute to the consultation, which we hope you do, please go to [www.kent.gov.uk/childrenscentres](http://www.kent.gov.uk/childrenscentres), and read the document we have put together. There is also a survey where you can tell us what you think, which is really important in shaping the future of Children's Centres in Kent.

Please accept our apologies if, due to your membership of several groups and Boards, you have received multiple communications about the consultation.

If you have any questions please visit your local Children's Centre, email us at [cc.consultation@kent.gov.uk](mailto:cc.consultation@kent.gov.uk), or phone 0300 3335540. Many Thanks

Help Shape the Future of Children's Centres in Kent  
Kent County Council Children's Centre Consultation  
Website: [www.kent.gov.uk/childrenscentres](http://www.kent.gov.uk/childrenscentres)  
Enquiries: 0300 3335540  
Email: [cc.consultation@kent.gov.uk](mailto:cc.consultation@kent.gov.uk)



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