

TOWN COUNCIL
5 JULY 2018

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 5 JULY 2018 at 7.00 PM

PRESENT:

Councillor Mrs A E D Barham (Town Mayor)
Councillor P M Harman (Deputy Town Mayor)
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P C Harris
Councillor Ms L C Howes
Councillor K M Kelly
Councillor B R Parry
Councillor A S Reach
Councillor B E Read
Councillor S J Ryan

ALSO PRESENT:

Rev. Mark Hurley
Simon Evans – ABCITC Ltd.
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT:

Councillor Mrs L Manchester

The Town Mayor introduced Rev. Mark Hurley and thanked him for attending the meeting. Rev. Mark Hurley then led the Council in prayer.

98/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Town Mayor explained the arrangements and constraints relating to the filming or recording of the meeting.

99/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' K G Basson, Ms L M Hall, Dr J M Harman, J A Hayes, Mrs M B Kelly, R J Lees, D J Mote and Mrs I A Read.

An apology for lateness was received from Councillor S J Ryan.

100/18-19. 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.

101/18-19. MINUTES OF THE MEETING HELD ON 17 MAY 2018.

RESOLVED:

That the Minutes of the Meeting held on 17 May 2018 be confirmed and signed as a true record.

1020/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk informed members that Councillor S J Ryan had advised that, due to work commitments, he would be standing down from the Town Council at the next elections and would not be standing for election with any council, in any capacity. This was to ensure that he could not be conflicted in his role as an employee advising local authority clients on local matters.

103/18-19. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 13 JUNE 2018.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 13 June 2018 be confirmed and the recommendations made therein be adopted.

104/18-19. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 21 JUNE 2018.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 21 June 2018 be confirmed and the recommendations made therein be adopted.

105/18-19. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 14 JUNE 2018.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 14 June 2018 be confirmed and the recommendations made therein be adopted.

106/18-19. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 18 APRIL 2018.

RESOLVED:

That the minutes of the Community Safety Committee meeting held 18 April 2018 be confirmed and the recommendations made therein be adopted.

107/18-19. MINUTES OF THE HERITAGE SUB-COMMITTEE MEETING HELD ON 1 MAY 2018.

RESOLVED:

That the Minutes of the Heritage Sub-Committee meeting held on 1 May 2018 be confirmed and the recommendations made therein be adopted.

108/18-19. GENERAL DATA PROTECTION REGULATIONS (GDPR).

Further to appointing a Data Protection Officer (DPO) (minute 618/17-18) the following documents/policies were produced to ensure the Town Council complied with all the relevant legislation relating to GDPR.

- Data Breach Policy;
- Data Protection Policy – if adopted would replace the current policy and be required to be signed by employees;
- Privacy Notice for Employees – if adopted would be required to be signed by employees;
- Privacy Notice for Job Applicants;
- Acceptable IT Usage policy – if adopted would replace the current IT Policy and Information Security Policy;
- Data Controller & Data Processor Agreement;
- Privacy Policy.

The Town Mayor introduced Simon Evans, the Town Councils DPO, who detailed the information/documents for members. The DPO advised members that it was far more secure and best practise for them not to use personal email addresses but to have Swanscombe and Greenhithe Town Council email addresses.

After discussion members agreed that the "Acceptable IT Usage Policy" should not apply to Town Councillors (this was to be added to the first paragraph) and that Town Councillors should have a separate Acceptable IT Usage Policy which would take into account their ability to express personal opinions.

RESOLVED:

1. That the Policies relating to GDPR supplied by the DPO, to include the amendment above, be adopted.
2. That the next scheduled meeting of the Finance and General Purposes Committee considers an Acceptable IT Usage Policy relating to members only.

109/18-19. **COMMUNITY GOVERNANCE REVIEW (CGR) – DARTFORD BOROUGH COUNCIL (DBC).**

On 19 June 2018 the Electoral Services Manager, DBC had supplied information/report regarding the CGR and advised that the DBC Electoral Provisions Sub-Committee would be meeting on 27 June 2018 to consider the report. The recommended proposals by the Sub-Committee would then be submitted to the DBC General Assembly of Council on 16 July 2018.

DBC welcomed any comments from the Parish and Town Councils on the draft options contained in the report and advised that were any to be received they would be considered by the General Assembly of Council on 16 July 2018.

The Electoral Services Manager, DBC had also confirmed that all Parish and Town Councils will be consulted separately about the draft options – seeking their views and advising on how the consultation will be undertaken.

Officers had included draft comments for members' consideration and also tabled an addendum to these.

After a lengthy debate it was proposed, duly seconded and agreed that the Town Council should submit comments at this stage and that the draft comments and addendum be agreed with the draft comments being amended to bullet points and to include:

"The Town Council does not understand, or see the benefit to tax payers, of creating the cost for changing the governance arrangements and feels that this is the wrong time to be doing this. The Town Council welcomes the opportunity to discuss future local governance arrangements for the Ebbsfleet area but feels that this is not the time to be implementing changes at the moment and that a review should be undertaken in 10 years' time."

RESOLVED:

1. That the Town Council submit comments, on the draft options contained in the DBC Electoral Provisions Sub-Committee report, for consideration by the DBC General Assembly of Council on 16 July 2018.
2. That the draft comments, to include the addendum and amendments as detailed above, be agreed and submitted.

110/18-19. GROVE CAR PARK MANAGEMENT - UPDATE.

The Deputy Town Mayor had asked that this item be placed on the agenda for members to consider.

Members were informed that the car park management trial had been operational since 20 June 2018.

- The ticket dispensing machine was installed on 16 May 2018.
- The signage was installed on 20 June 2018.

Officers had regularly updated the Town Council website regarding the scheme with 10 entries advising of the status of the implementation of the scheme being posted between 26 March and 20 June 2018.

Members acknowledged that this was a difficult situation and that the trial was in the very early stages, the general consensus was that the trial should be allowed to continue as had been previously agreed.

Members raised concerns that the parking on the High Street in Swanscombe required more enforcement and asked that the Community Safety Committee consider this issue.

RESOLVED:

1. That the Grove Car Park Management trial continue as had previously been agreed.
2. That the Community Safety Committee consider the parking, and enforcement, of the High Street in Swanscombe.

111/18-19 EBBSFLEET GARDEN CITY (EDC) – WAYFINDING.

At their request Paul Boughen, Simon Harrison and Hannah Coster (EDC) had met with Kent County Councillor Peter Harman and Swanscombe Borough and Town Councillor R J Lees on 12 June 2018 to discuss the possible installation of Wayfinding signage and leaflets which would assist pedestrians and cyclists.

Further to this meeting they had supplied the information provided with the agenda requesting feedback from the Town Council regarding the maps and in particular the x4 points raised in their email dated 20 June 2018.

Members were pleased to see that the whole of the Town area had been included in diagrams and maps provided by the EDC.

RESOLVED:

That the Town Council would be happy to work with the EDC on the proposal.

112/18-19. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

Members were supplied with the June 2018 issue of the Parish News.

RESOLVED:

That the item be noted.

113/18-19. STAFF / MEMBER TRAINING - UPDATE.

Members were informed that the following training had been booked/undertaken:-

Councillor Ms L C Howes	Annual Councillors' Conference – KALC	10 July 2018 - Faversham
Councillor Ms L C Howes	Pollinating insects – KCC Buglife	25 July 2018 – Trosley Country Park
Councillor Mrs S P Butterfill	Pollinating insects – KCC Buglife	25 July 2018 – Trosley Country Park
Councillor Ms L M Hall	Pollinating insects – KCC Buglife	25 July 2018 – Trosley Country Park
Town Clerk	Employment Law – KALC	6 June 2018 - Aylesford

RESOLVED:

That the item be noted.

114/18-19. SUGGESTIONS FOR 2019 – 2020 ESTIMATES.

Members were reminded that, if they had any recommendations for items to be considered for the 2019 - 20 Estimates, this would need to be sent to the ATC/RFO by no later than 31 August 2018. This would enable items to be forecast and included on the agenda for the Full Council meeting on 11 October 2018, for further consideration.

RESOLVED:

That the item be noted.

115/18-19. **REPORTS OF OUTSIDE REPRESENTATIVES.**

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

Bluewater Forum (BF).

The Town Mayor is the Town Council representative on BF. As previously agreed the agenda for the 24 May 2018 meeting was available in the Chamber for inspection.

Swanscombe Children's Centre (SCC).

Councillor Mrs S P Butterfill is the Town Councils representative on the SCC. As previously agreed the agenda and minutes for the 24 April 2018 meeting were available in the Chamber for inspection.

North West Kent Volunteer Centre (NWKVC)

Councillor Mrs S P Butterfill is the Town Councils representative on the NWKVC and has requested that this item be on future agendas to enable her to give a verbal update. Members were informed that that, through KCC funding, the NWKVC now had a very good volunteer co-ordinator.

Diocese of Rochester – Community Youth Worker Steering Group (DORCYWSG)

Councillor Mrs S P Butterfill is the Town Councils representative on the DORCYWSG. Councillor Mrs S P Butterfill advised that Sara Rawlinson had been appointed as the new Youth & Community Engagement Officer at the beginning of June 2018.

Kent Association of Local Councils Dartford Area Committee (KALCDAC).

Councillors' Ms L C Howes and the Town Clerk are the Councils representatives on the KALCDAC. As previously agreed the agenda for the 12 June 2018 meeting, including the minutes from the 20 March 2018 meeting were available in the Chamber for inspection.

Members were pleased to be informed that Councillor Ms L C Howes had been elected as Vice-Chairman of the KALCDAC.

Ingress Park Greenhithe Management Limited (IPGM).

IPGM had indicated that, although unable to provide documentation, they would like to submit verbal updates to the Town Council.

Councillors' P M Harman and P C Harris are the Town Council's representatives on IPGM.

Councillors' P C Harman and P C Harris updated members which included:

The same Development Manager had been retained and First port had hired a new Head Gardener who was working with x3 gardeners.

The day after the 14 June meeting a "lawn mower morning" had been held.

116/18-19. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman confirmed that he had taken part in x1 "Hazardous Route Appeal and had also been involved on the Regulation Committee who had recently formed and agreement with the Tax Authority to help address fly-tipping as this was a way of avoiding Landfill Tax.

At the recent Joint Transportation Board (DBC) a representative from South Eastern Rail had attended to address issues that had arisen from the introduction of the new timetables.

Potholes had also been discussed at this meeting and it was confirmed that KCC had acknowledged that Dartford had a higher than average amount of potholes than the rest of Kent.

Members raised concerns that none of "The Big Conversation" public events being held by KCC to discuss rural bus services were located very close to this area and were some distances away.

RESOLVED:

That the item be noted.

117/18-19. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

The Dartford Borough Councillors on the Town Council reported on the following matters:

No information to update at present.

RESOLVED:

That the item be noted.

118/18-19. SEALING OF DOCUMENTS.

There were none.

119/18-19. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor wished to thank those that attended and/or supported her recent Cockney Night at The Pavilion where approximately £1,000 had been raised for the Charity Fund.

120/18-19. QUESTIONS.

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

121/18-19. 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.

The Town Clerk advised that this included any planning consultation.

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 9.00 pm.

Signed: _____

(Chairman)

Date:- _____

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**MINUTES of the SPECIAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 9 AUGUST
2018 at 7.00 PM**

PRESENT:

Councillor Mrs A E D Barham (Town Mayor)
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor Ms L M Hall
Councillor P C Harris
Councillor Ms L C Howes
Councillor B R Parry
Councillor A S Reach
Councillor B E Read
Councillor Mrs I A Read

ALSO PRESENT:

Martin Harding – Assistant Town Clerk/RFO

ABSENT:

Councillor Dr J M Harman
Councillor P M Harman
Councillor K M Kelly
Councillor Mrs M B Kelly
Councillor R J Lees
Councillor Mrs L Manchester

142/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Town Mayor explained the arrangements and constraints relating to the filming or recording of the meeting.

143/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' K G Basson, J A Hayes, D J Mote and S J Ryan.

144/18-19. 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.

145/18-19. DARTFORD BOROUGH COUNCIL - COMMUNITY GOVERNANCE REVIEW.

Members considered the recent letters sent out by Dartford Borough Council (DBC) to residents of Swanscombe and Greenhithe regarding the Community Governance Review and the three proposals that had been agreed by Dartford Borough Council.

Members felt that the letter, and the subsequent online consultation, were insufficient as the letter did not explain alternative options available for comment. It was considered strange that, given the importance of the consultation, that letters were not addressed to each resident rather than individual household. Members commented that the letters had been sent in envelopes headed "your vote counts" which misled some residents regarding the nature of the documents enclosed.

Members discussed the content of the letter and the online material as neither included the deadline for the consultation. Members felt that given the limited internet access for some residents the information contained within the letter would limit the ability to formalise a strong opinion for any option. Members felt in wrong that the financial implications costs associated with undertaking each option had not been included for the public to consider. Members believed this lack of information was associated with the hurried way in which the consultation had been undertaken.

A brief discussion was held on each option and consideration for its implications. Members asked whether the financial implications were being considered within the Town Council. The ATC/RFO confirmed that this was the case and that different versions of the estimated expenditure for 2019-2020 were being undertaken.

Members questioned whether results of the consultation would be transparent and available following the result.

Members expressed their disappointment that, at the request of the Leader of DBC, the comments requested from the Town Council, ahead of the 16 July 2018 General Assembly Meeting at DBC were not considered by that meeting.

The ATC/RFO confirmed that the Local Government Boundary Commission for England (LGBCE) had corresponded to confirm they were awaiting the request for consent from DBC for any proposed changes to parish arrangements. They would not become involved or comment on the consultation process currently being undertaken.

Members unanimously confirmed the Town Councils support for option 1 within the consultation and requested that this be supported with a letter to the Electoral Services Department at DBC, copying in the LGBCE, expressing the Town Councils dissatisfaction with how the consultation was being undertaken.

RESOLVED:

1. That the Town Council submit a response in favour of option 1 from the consultation and highlighting the original comments made to DBC to support this.
2. That the response be accompanied by a letter expressing the Town Councils dissatisfaction with the manner in which the consultation was being handled.

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

Signed: _____

(Chairman)

Date:- _____

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T/C 11/10/18

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 4 JULY 2018 AT 7.00PM

PRESENT:

Councillor B R Parry (Chairman)
Councillor B E Read (Vice-Chairman)
Councillor P M Harman (substituting for Councillor Dr J M Harman)
Councillor P C Harris
Councillor Ms L C Howes
Councillor K M Kelly
Councillor Mrs L Manchester
Councillor A S Reach
Councillor S J Ryan

ALSO PRESENT:

Graham Blew – Town Clerk

ABSENT:

There were none

87/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

88/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' K G Basson, Dr J M Harman, J A Hayes and D J Mote.

An apology for lateness was submitted by Councillor P M Harman.

89/18-19. SUBSTITUTES.

Councillor P M Harman substituted for Councillor Dr J M Harman.

90/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor P M Harman declared a prejudicial interest regarding application DA/17/01955/FUL as he had submitted an objection to the original application.

Councillor P M Harman declared a prejudicial interest regarding application DA/18/00778/VCON as he is the Kent County Councillor representing Swanscombe and Greenhithe.

Councillor P M Harman declared a prejudicial interest regarding application DA/18/00806/COU as he felt that the application related to land/property sufficiently close to his own land/property that development would have, or be perceived to have, a positive or negative consequence for him.

Councillor B R Parry declared a prejudicial interest regarding application DA/18/00806/COU as he felt that the application related to land/property sufficiently close to his own land/property that development would have, or be perceived to have, a positive or negative consequence for him.

Councillor S J Ryan declared a prejudicial interest in application DA/18/00785/FUL as he is a school Governor at Knockhall Academy.

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

91/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members that the item regarding "Delegation to conduct normal business during recess period" had been omitted from the agenda in error.

Members were also informed that application DA/18/00843/FUL had been received after the additional agenda had been published.

92/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 13 JUNE 2018

Recommended: The Minutes of the meeting held on 13 June 2018 were confirmed and signed.

93/18-19. DARTFORD STRATEGIC ISSUES (NEW LOCAL PLAN) CONSULTATION – DARTFORD BOROUGH COUNCIL (DBC))

DBC had welcomed comments on the Strategic Issues Consultation and, under Section B, had supplied a questionnaire "Dartford's Strategic Development Objectives and Issues" with a deadline for responses of 20 July 2018.

Members requested that a Planning Policy Officer (DBC) be invited to meet the Committee and help explain what was required.

The Town Clerk advised members that individuals were able to submit responses and that this was encouraged.

Recommended: To discuss and advise accordingly.

94/18-19. TOWN PLANNING:

THE FOLLOWING PLANNING APPLICATION HAD BEEN RECEIVED AND RESPONDED TO BY THE TOWN CLERK, IN CONSULTATION WITH THE CHAIRMAN, DUE TO THE TIMESCALES INVOLVED.

EDC/18/0063	Prior notification for residential development for 69 dwellings, together with associated access, car parking, landscaping, infrastructure and earthworks (alternative scheme to EDC/16/0079).
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	Plot B 'The Triangle' Castle Hill Eastern Quarry Watling Street Swanscombe.
OBSERVATIONS:	No observations.

Recommended: That the response submitted be noted and endorsed.

95/18-19. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.**

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

DA/17/01955/FUL	<p>Provision of a new drive thru lane, with side-by-side ordering and the refurbishment of the restaurant, which includes 30.6 sqm of extensions, incorporating new drive thru booths, enlarged freezer/chiller and managers' office, with associated works to the site. New site access/egress, with the relocation of the car park and a new patio area, remote corral at the north of the site, installation of 2 No. customer order displays with associated overhead canopies.</p> <p>McDonalds Restaurant, Bean Road, Greenhithe.</p>
OBSERVATIONS:	<p>Members noted that the Foundation Works Risk Assessment, required to ensure that foundation construction works do not create a new contamination migration pathway where elevated levels of contamination have been recorded, did not appear to be available with the application.</p> <p>The Town Council strongly object to this application on the following grounds:</p> <p>Members would seek confirmation that the proposal meets the required standards/criteria for the Planning Authorities Development Policies Plan – DP3 – <i>Transport Impacts of Development</i>:- The Town Council have concerns regarding the proposed changes to the publicly maintained highway (Bean Road) and the impact on pedestrian safety due to a lack of adequate pedestrian footways as well as the impact on cyclists due to the diversion of a national cycle route.</p> <p>Members would seek confirmation that the proposal meets the required standards/criteria for the Planning Authorities</p>

	<p>Development Policies Plan – <i>DP4 – Transport Access and Design</i>: - The loss/reduction in parking provision which should be increased not decreased. The delivery vehicle turning arrangements in the proposed car park are also a concern as the illustration provided by the applicant shows the large delivery vehicle turning in an empty car park which is unlikely to occur and the turning would not be possible were the car park to be occupied.</p> <p>Members would seek confirmation that the proposal meets the required standards/criteria for the Planning Authorities Development Policies Plan – <i>DP5 – Environmental and Amenity Protection</i>: - Environmental Impact – the felling of tress/shrubbery is a concern and the Town Council would like to see the applicant provide a survey of the effects of their proposals on the wildlife habitat at the site.</p> <p>Air Quality – Whilst the Town Council noted that an Air Quality Impact Assessment had now been provided members were still concerned that an increase in traffic would have a detrimental effect on the air quality in the area.</p> <p>Members would like to see details of the applicants proposals to deal with the increase in waste resulting from the proposal (30% increase in use/revenue = increase in waste)</p> <p>This application, and the associated planning applications linked to this proposal, would have a detrimental impact on the adjacent Grade II listed St Mary Church.</p>
DA/18/00500/FUL (RE-CONSULTATION)	<p>Provision of a hand car wash with cabin and canopy, and composite fencing.</p> <p>Asda Superstores, Crossways Boulevard, Greenhithe.</p>
OBSERVATIONS :	No observations.
DA/18/00501/ADV (RE-CONSULTATION)	<p>Display of 4 No. non-illuminated fascia signs and 3 No. non-illuminated information signs (Opening hours, Price List and Health and Safety posters) to be displayed on perimeter fence and 1 No. hoarding sign and 2 No. information sign (all non-illuminated).</p> <p>Asda Superstores, Crossways Boulevard, Greenhithe.</p>
OBSERVATIONS :	No observations.
DA/18/00750/COU	Continued use of rear conservatory for dog grooming unit.

	36 Gunn Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/00768/FUL	Erection of first floor side extension and single storey side/rear extension. 4 Pacific Close, Swanscombe.
OBSERVATIONS :	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

Having already declared prejudicial interests Councillors' P M Harman and S J Ryan left the chamber and took no part in the discussion or decision of the following application.

DA/18/00778/VCON	Application for variation of condition 2 (approved drawing numbers) of planning permission DA/16/01698/FUL in respect of a reduction in the floorspace proposed and alterations to the proposed appearance in relation to the proposal for demolition of existing 6 No. reception and year 1 classrooms and adjoining toilet block and erection of 6 No. reception and year 1 classrooms with toilets. Knockhall Academy, Eynsford Road, Greenhithe.
OBSERVATIONS :	Members asked that the Planning Authority considers the inclusion of a condition relating to the times that construction vehicles can be used for this development to minimise any detrimental effect to local neighbours/residents.
DA/18/00785/FUL	Erection of a single storey rear extension. 3 St Clements Road, Greenhithe.
OBSERVATIONS :	The Town Council object to this application as the proposal is to build over the properties second parking space meaning a loss in an off road parking space which would give rise to an increase in on street parking in an area where there is limited capacity.
DA/18/00790/FUL	Erection of a part two/ part single storey rear extension. 33 Knockhall Chase, Greenhithe.

OBSERVATIONS :	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
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Having already declared prejudicial interests Councillors' P M Harman and B R Parry left the chamber and took no part in the discussion or decision of the following application.

VICE-CHAIRMAN IN THE CHAIR.

DA/18/00806/COU	Change of use of area to provide parking area with vehicle crossing in connection with 1 The Avenue Land at Arethusa Place, High Street, Greenhithe.
OBSERVATIONS:	Clarification / confirmation is sought from the Planning Authority to ensure that the access is sufficient for the proposal and is not detrimental to the safety of others.
DA/18/00843/FUL <i>This application had been received late in the day and was tabled at the meeting.</i>	Demolition of existing rear conservatory and erection of a single storey rear extension. 11 Riverview Road, Greenhithe.
OBSERVATIONS:	Members delegated the Town Clerk, in consultation with the Chairman, to respond to this application during the recess period.
EDC/18/0055	Erection of a white PVCu framed conservatory to rear. 16 Forrest Shaw, Castle Hill, Ebbsfleet Valley.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
EDC/18/0065	Application for approval of condition 10 attached to outline planning permission reference no. EDC/17/0048 relating to the Site Wide Master Plan. Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.

96/18-19. **GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/18/00444/FUL	<p>Change of use of property from commercial use Class B1 to C3 to provide 2 No. 2 bedroom houses with amenity space and associated parking, incorporating erection of a two storey rear extensions, with excavation at front of property for provision of windows at basement level and foot bridge entrance, associated alterations, to windows and doors, and demolition of detached two storey outbuilding at rear and erection of two storey rear extension at No. 95.</p> <p>91 -95 Church Road, Swanscombe.</p>
DA/18/00456/FUL	<p>Erection of a single storey rear extension.</p> <p>5 College Place, Greenhithe.</p>
DA/18/00536/FUL	<p>Erection of a single storey rear extension.</p> <p>30 Childs Crescent, Swanscombe.</p>
DA/18/00545/FUL	<p>Demolition of existing detached garage and erection of a detached annexe ancillary to main house.</p> <p>8 Albert Road, Swanscombe.</p>
DA/18/00558/FUL	<p>Erection of a single storey side/rear extension and conversion of existing attached garage into habitable room with associated alterations including the provision of roof lights in garage roof.</p> <p>30 Pentstemon Drive, Swanscombe.</p>

97/18-19. **DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

The Town Clerk advised members that this item had been omitted from the printed agenda .

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 / conduct the normal business of the Council during the recess period.

There being no further business to transact, the Meeting closed at 7.50 pm.

Signed: _____
(Chairman)

Date: _____

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 5 SEPTEMBER 2018 AT 7.00PM

PRESENT:

Councillor B R Parry (Chairman)
Councillor B E Read
Councillor K G Basson
Councillor Dr J M Harman
Councillor P C Harris
Councillor J A Hayes
Councillor Ms L C Howes
Councillor Mrs L Manchester
Councillor D J Mote
Councillor A S Reach

ALSO PRESENT:

Mr J Doklu – Alma PH
Mr G Doklu – Alma PH
Mr F Diaz – Alma PH
Graham Blew – Town Clerk

ABSENT:

Councillor S J Ryan

153/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

154/18-19. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor K M Kelly.

Apologies for lateness were received from Councillors K G Basson and Mrs L Manchester.

155/18-19. SUBSTITUTES.

There were none.

156/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Dr J M Harman declared a prejudicial interest regarding application DA/18/00806/COU as she felt that the application related to land/property sufficiently close to her own land/property that development would have, or be perceived to have, a positive or negative consequence for her.

Councillor B R Parry declared a prejudicial interest regarding application DA/18/00806/COU as he felt that the application related to land/property sufficiently close to his own land/property that development would have, or be perceived to have, a positive or negative consequence for him.

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

At this point Mr J Doklu addressed the committee regarding application DA/18/01002/OUT.

After a brief question and answer session the Chairman thanked Mr J Doklu and his colleagues for attending the meeting and advised them that they were able to register to speak at the Development Control Board meeting when the application came on the agenda for consideration by the Planning Authority (Dartford Borough Council)/

157/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk reminded members that the following informal meetings had been scheduled to take place in the Council Chamber:

- 11 September at 11am – Michael Jennings, Arriva Buses - changes to the bus network to be implemented in November 2018.
- 17 September at 7pm - Paul Boughen, Ebbsfleet Development Corporation – general update.

158/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 4 JULY 2018

Recommended: The Minutes of the meeting held on 4 July 2018 were confirmed and signed.

159/18-19. DARTFORD STRATEGIC ISSUES (NEW LOCAL PLAN) CONSULTATION – DARTFORD BOROUGH COUNCIL (DBC)) (p).

Further to minute 93/18-19 a meeting was arranged with members and the Planning Policy Manager (DBC) on 18 July 2018, from this the attached response was collated and submitted.

Recommended: That the response be noted and endorsed.

160/18-19. BIG CONVERSATION: RURAL TRANSPORT – KENT COUNTY COUNCIL.

In consultation with the Chairman a response to the questionnaire was submitted during the summer recess period. The deadline for responses was 8 August 2018.

Recommended: That the response be noted and endorsed.

TOWN PLANNING:

161/18-19. The below planning applications had been received and responded to by the Town Clerk, in consultation with the Chairman, during the recess period (as per minute 97/18-19).

Members were advised that the following planning applications had been received from Dartford Borough Council / Ebbsfleet Development Corporation and dealt with during summer 2018 recess.

DA/18/00246/FUL	Demolition of existing garage and erection of a detached 4 bed dwelling house Land adjacent 115 Milton Road, Swanscombe.
OBSERVATIONS: <i>The Town Clerk advised members that the word "further" should have been included in the response.</i>	No further observations, please ensure all neighbouring properties are consulted prior to approval.
DA/18/00796/FUL	Erection of single storey extensions and alterations for conversion of former cottage to 2 bedroom dwelling with associated parking, amenity space and refuse store and alterations to car/bicycle parking and refuse storage approved under application refs: DA/06/01386/FUL and DA/09/00586/FUL in connection with conversion of Mounts Court to flats Mounts Cottage Mounts Court Mounts Road Greenhithe.
OBSERVATIONS:	Confirmation is requested from the Planning Authority that the development meets the requirements of the Dartford Borough Council Parking Standards. Please ensure all neighbours are consulted prior to approval.
DA/18/00799/FUL	Conversion of rear part of garage to storage room (retrospective application) 10 Bere Close, Greenhithe
OBSERVATIONS:	The Town Council objects to this application due to inadequate parking arrangements. Loss of parking space within garage, the remaining space does not meet current parking standards. Dartford Borough Council Parking Standards requires a space to be 5.0m X 2.5m, the application shows remaining space to be 4.7m X 2.7m
DA/18/00843/FUL	Demolition of existing rear conservatory and erection of a single storey rear extension. 11 Riverview Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to approval.
DA/18/00847/LDC	Application for a Lawful Development Certificate for proposed dormer window and roof light in rear elevation

	<p>and roof lights in front elevation in connection with providing additional rooms in the roof space.</p> <p>29 Robinson Way, Northfleet.</p>
OBSERVATIONS:	<p>Clarification is sought that the Development meets Dartford Borough Council Parking Standards. The development creates a four bedroom house and a study (which is of suitable size to be a bedroom) but appears to have only one parking space.</p>
DA/18/00868/FUL	<p>Erection of a first floor side extension, single storey rear extension and alterations to existing rear conservatory to provide single storey rear extension (revisions to previously approved planning permission DA/17/02087/FUL in respect of bringing forward the front of the first floor side extension level with ground floor)</p> <p>97 Caspian Way, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to approval.</p>
DA/18/00857/FUL	<p>Erection of a two storey annex in rear garden.</p> <p>6 Cobham Close, Greenhithe.</p>
OBSERVATIONS:	<p>To ensure that the annexe never becomes a separate dwelling, the Town Council request a condition be included in any approval, that the building shall be used solely as accommodation ancillary to the main dwelling. Confirmation is requested from the Planning Authority that the development meets the requirements of the Dartford Borough Council Parking Standards. Please ensure all neighbours are consulted prior to approval.</p>
DA/18/00873/FUL	<p>Erection of a single storey side extension.</p> <p>6 Western Cross Close, Greenhithe.</p>
OBSERVATIONS:	<p>Confirmation is requested from the Planning Authority that the development meets the requirements of the Dartford Borough Council Parking Standards. Please ensure all neighbours are consulted prior to approval.</p>
DA/18/00883/FUL	<p>Demolition of existing rear conservatory and erection of a single storey rear extension.</p> <p>14 Lightermans Way, Greenhithe.</p>

OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to approval.
DA/18/00929/FUL	Change of front window at first floor. 18B Milton Road, Swanscombe.
OBSERVATIONS:	The Town Council are concerned that the alterations to the windows seem to be out of character to other properties in the area, although it is also noted that neighbouring properties have already made similarly out of character alterations.
DA/18/00958/REM	Reserved matters relating to appearance and landscaping pursuant to condition 1 of planning permission DA/17/01201/MCON for Section 73 application for Variation of Condition 4 (approved drawings) of planning permission DA/13/01522/OUT (granted on appeal for demolition of existing dwellings and erection of 66 flats with provision of 110 parking spaces and an additional 6 for residents of Flint Cottage). Variation of drawings in respect of relocation and alteration of access road arrangements, relocation of bike and refuse stores and reduction in number of units to 64 by removal of 2 end units adjacent to the access road. 1a, 1b, 1c Knockhall Road, Greenhithe
OBSERVATIONS:	No observations.
DA/18/01002/OUT	Outline application (consideration of access and scale only) for erection of block of 13 micro-flats with communal facilities and bins and bike store. The Alma, 26 High Street, Swanscombe
OBSERVATIONS:	<p>• Access</p> <p>The Dartford Borough Council Parking Standards indicate that this development will generate a demand for 16 spaces for residents and additionally 6 spaces for visitors and 2 spaces for vans. Whilst the Town Council accepts the principle that some residents will only use public transport, cycle or walk, we believe that that development will still generate a demand for parking from its residents and visitors. The lack of any parking provision will force any vehicles onto local roads, most of which nearest to the site are covered by parking restrictions such as single or double yellow lines. The car park in The Grove is primarily for the use of shoppers and to prevent</p>

	<p>dangerous parking on the High Street and is not to facilitate other developments.</p> <p>Dartford Borough Council Parking Standards indicates the requirement for parking of 13 cycles, one for each flat. The space shown on the drawing for cycle and refuse storage appears too small to accommodate all the cycles and bins and the access to the store appears inadequate.</p> <ul style="list-style-type: none"> • Scale <p>It appears that the proposed building fills the entire site and the massing is greater than the existing building. Unfortunately due to the lack of provision of existing elevations of the building in the application it is impossible to accurately judge the increase in massed form. Without further information it is impossible to come to any conclusion other than it is over development of a small site and out of character for the area.</p>
EDC/17/0107 RE-CONSULTATION	<p>Reserved Matters application for the construction of 332 dwellings and parking along with associated landscaping, infrastructure and earthworks.</p> <p>Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/17/0108 RE-CONSULTATION	<p>Reserved Matters application for the construction of 163 dwellings and parking along with associated landscaping, infrastructure and earthworks.</p> <p>Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/17/0154 DA/18/00979/EDCCON	<p>Part Retrospective application for Reserved Matters for Phase 2 Infrastructure works pursuant to Conditions 2 and 19 of outline planning permission EDC/16/0045 for the Spine Road, site levels, site wide cut and Village Green.</p> <p>Former Northfleet West Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/17/0160	<p>Application for approval of condition 8 attached to reserved matters planning permission reference no. EDC/17/0049 relating to external lighting.</p> <p>Land west Of Springhead Road - Phase 2B Springhead Road Northfleet Gravesend</p>

OBSERVATIONS:	No observations.
EDC/18/0026	Erection of a single storey extension to rear. 37 Cherry Orchard, Castle Hill, Ebbsfleet Valley.
OBSERVATIONS:	No observations. Please ensure all neighbouring properties are consulted prior to approval.
EDC/18/0048 DA/18/00997/EDGCON	Application for approval of condition 37 attached to planning permission reference no. EDC/17/0048 relating to details of The Scheme of Working and Code of Conduct associated with landforming within the Central and Western Villages (excluding Alkerden Farm). Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/18/0067	Application for approval of conditions 7 attached to planning permission reference no. EDC/17/0020 relating to details of external lighting. Land at Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/18/0078	Application for approval of condition 3 attached to planning permission reference no. EDC/18/0009 relating to an updated Construction Environment Management Plan (CEMP) to cover the earthworks phase of development. Land West Of Springhead Road (Springhead Park), Springhead Road, Northfleet.
OBSERVATIONS:	No observations.
EDC/18/0081	Application for approval of condition 15 (part) pursuant to outline planning permission reference no. EDC/17/0123 relating to details of external facing materials. Northfleet Embankment East, Crete Hall Road, Northfleet.
OBSERVATIONS:	No observations.
EDC/18/0082	Application for approval of condition 16 (part) pursuant to outline planning permission reference no. EDC/17/0123 relating to details of hard landscaping.

	Northfleet Embankment East, Crete Hall Road, Northfleet.
OBSERVATIONS:	No observations.
EDC/18/0083 DA/18/00994/EDCCON	Application for the variation of Condition 2 attached to Reserved Matters planning permission reference no. EDC/17/0118 in relation to a change in house types and materials and to discharge conditions 4 and 5 of that same permission relating to materials. Former Northfleet West Sub Station, Southfleet Road, Swanscombe.
OBSERVATIONS:	No observations.
EDC/18/0085 DA/18/01059/EDCCON	Formation of development platform and installation of rockfall meshing system. Land at London Road and west of Craylands Lane Swanscombe.
OBSERVATIONS:	No observations.
EDC/18/0086 DA/18/01061/EDCCON	Reserved Matters Application pursuant to Conditions 2 and 18 of planning permission reference no. EDC/17/0048 relating to advanced infrastructure works in the form of land forming and earthworks within the Central and Western villages (excluding Alkerden Farm). Land At Eastern Quarry Watling Street Swanscombe.
OBSERVATIONS:	No observations.
EDC/18/0088	Application for variation of condition 1 attached to planning permission reference no. EDC/16/0005 (for erection of a temporary single storey marketing suite building) to extend the time period of its retention to 30 September 2022, or within 6 months of the final residential completion on Phase 3 of the development, whichever is sooner. Land west of Springhead Road (Springhead Park) Springhead Road Northfleet.
OBSERVATIONS:	No observations.
KCC/DA/0412/2018	The construction of acoustic noise fencing within the Highway verge, as part of the A206 St Clements Way Highway Improvements scheme

	St Clements Way, Greenhithe.
OBSERVATIONS:	No observations.

Recommended: That the responses submitted during the summer 2018 recess be noted and endorsed.

162/18-19. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.**

DA/18/01052/PDE	Determination pursuant to Schedule 2, Part 1 (Class A.1 (g) of the Town and Country Planning (General Permitted Development) (England) Order 2015 as to whether prior approval is required for the erection of a single storey rear extension. 16 Taunton Road, Northfleet.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
EDC/18/0084 DA/18/01114/EDCON	Outline application for redevelopment to provide industrial units (Class B1c and/or B2 with ancillary Class B1a) together with associated parking and access road, including details relating to access, layout and scale. Rod End Estate, Northfleet Industrial Estate, Lower Road Northfleet.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
EDC/18/0091	Application for approval of part condition 14 (a) pursuant to outline planning permission reference no. EDC/17/0048 relating to an archaeological field evaluation report and written timetable. Central and Western Village, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	The Town Council endorse the comments already submitted by Mr G Baker :-

	<p>The WSI 9at12) pre-empted what is going to happen to the farm buildings by stating that an application is to be made to demolish. This contradicts what it said (at 3.4) that consideration will be given to retention once building has taken place.</p> <p>Given this is still a live application to discharge conditions, no work that would prejudice further investigations should commence/take place. The WSI states (at 3.3) that following this stage of archaeological investigation, consideration will be given as to whether further investigation will be required – even though groundworks are currently underway?</p> <p>On the historic farm building, previous work has suggested that the timber frame may have been re-erected on site in the late C18th century. Given it may have come from a far older building, would it not be appropriate to date it using dendrochronology so we can fully understand its significance?</p> <p>The Town Council would like to see a thorough archaeological investigation undertaken of the earlier farmhouse on the site shown on the C18th century plan.</p>
<p><i>Having already declared prejudicial interests Councillors' Dr J M Harman and B R Parry left the chamber and took no part in the discussion or decision of the following application.</i></p> <p>VICE-CHAIRMAN IN THE CHAIR.</p>	
<p>DA/18/00806/COU</p>	<p>Change of use of amenity land and part of neighbours' rear garden to provide parking area with vehicle crossing in connection with 1 The Avenue.</p> <p>Land at Arethusa Place, High Street, Greenhithe.</p>
<p>OBSERVATIONS:</p>	<p>The Town Council feel that highway and pedestrian safety are key issues in the consideration of this proposal, due to its location and lay-out, and clarification / confirmation is sought from the Planning Authority to ensure that the access is sufficient for the proposal and is not detrimental to the safety of others.</p> <p>The Town Council are also concerned that this application protrudes/includes part of the property/land belonging to a neighbour who is understood to have objected to this application.</p>

DA/18/00909/TPO	<p>Application to remove 1 No. Sycamore tree subject to Tree Preservation Order No.11 1990.</p> <p>15 Watermans Way, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council objects to this application as it sees no reason why a tree healthy tree should be removed if it is not causing any danger and is not diseased. If the healthy tree is causing any issues then it should be resolved by maintaining/managing the tree not by its removal. This tree is close to the footpath that runs from Watermans Way to The Avenue and is an important feature in the landscape. Please ensure all neighbouring properties, including those in Watermans Way and Worcester Close, are consulted prior to this application being considered.</p>
EDC/18/0076	<p>Application for approval of condition 10 (ii) (part) attached to planning permission reference no. EDC/18/0009 relating to details and samples of hard landscaping in relation to the residential area only (excluding management plan details).</p> <p>Land West of Springhead Road (Springhead Park), Springhead Road, Northfleet.</p>
OBSERVATIONS:	No observations.
EDC/18/0077	<p>Application for approval of condition 10 (i) (part) attached to planning permission reference no. EDC/18/0009 relating to details and samples of external surfaces of buildings (excluding balconies and porches).</p> <p>Land West of Springhead Road (Springhead Park), Springhead Road, Northfleet.</p>
OBSERVATIONS:	No observations.
EDC/18/0095	<p>Application for approval of condition 12 (i) and condition 12 (ii) attached to planning permission reference no. EDC/18/0009 relating to details of external lighting scheme.</p> <p>Land West of Springhead Road (Springhead Park), Springhead Road, Northfleet.</p>
OBSERVATIONS:	No observations.

162 (a)/18-19. **GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/16/01819/CDNA	<p>Submission of details (phase 1 only) relating to surface and foul water drainage pursuant to condition 9 of outline planning permission DA/12/01325/OUT (granted on appeal) 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.</p> <p>Empire Paper Mills Sports Ground Rear Of 25 Knockhall Road, Greenhithe.</p>
DA/17/01350/CDNA	<p>Submission of details relating to surface water and foul water drainage (phase 2 only) pursuant to condition 9 of outline planning permission DA/12/01325/OUT (Granted on appeal) 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.</p> <p>Phase 2 Former Empire Sports Ground, South Of Knockhall Road, Greenhithe.</p>
DA/18/00247/CDNA	<p>Submission of details relating to proposed ground levels and finished heights (condition 5), boundary fence and treatment (condition 6), surface water and foul drainage (condition 7), window detail (condition 8), external materials (condition 9) and landscaping scheme (condition 10) pursuant to planning permission DA/17/00507/FUL for erection of 1 No. detached two storey house including alterations to external curtilage, and associated parking (revisions to previously approved planning permission DA/16/01545/FUL in respect of relocation house further back and further away from side boundary with No. 34 Valley View).</p> <p>Adjacent to 34 Valley View, Greenhithe.</p>
DA/18/00500/FUL	<p>Provision of a hand car wash with cabin and canopy, and composite fencing.</p> <p>Asda Superstores, Crossways Boulevard, Greenhithe.</p>

DA/18/00501/ADV	<p>Display of 4 No. non-illuminated fascia signs and 3 No. non-illuminated information signs (Opening hours, Price List and Health and Safety posters) to be displayed on perimeter fence and 1 No. hoarding sign and 2 No. information sign (all non-illuminated)</p> <p>Asda Superstores, Crossways Boulevard, Greenhithe.</p>
DA/18/00540/CDNA	<p>Submission of details relating to refuse storage (condition 5), management plan for open public space (condition 7) and external lighting (condition 8) pursuant to planning permission DA/15/01497/REM (as amended by 16/01799/NONMAT) for reserved matters relating to appearance, layout, scale and landscaping pursuant to outline application DA/12/01325/OUT (granted on appeal) for the erection of 40 residential dwellings (comprising 16 x 3 bed, 13 x 4 bed, 7 x 5 bed houses and 4 x 1 bed maisonettes) and provision of public open space.</p> <p>Former Empire Sports Ground, South Of Knockhall Road, Greenhithe.</p>
DA/18/00548/CDNA	<p>Submission of details for phases 1 and 2 relating to boundary enclosures (condition 20) and external lighting (condition 24) pursuant to outline planning permission DA/12/01325/OUT (Granted on appeal) and as amended by DA/16/01800/NONMAT 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.</p> <p>Former Empire Sports Ground, South Of Knockhall Road, Greenhithe.</p>
DA/18/00595/FUL	<p>Provision of a vehicle crossover onto Craylands Lane.</p> <p>2 Pentstemon Drive, Swanscombe.</p>
DA/18/00655/FUL	<p>Erection of a single storey side/rear extension.</p> <p>6 London Road, Greenhithe.</p>
DA/18/00688/FUL	<p>Erection of a single storey rear extension incorporating demolition of existing conservatory.</p> <p>37 Eglinton Road, Swanscombe.</p>
DA/18/00750/COU	<p>Continued use of rear conservatory for dog grooming unit.</p>

	36 Gunn Road, Swanscombe.
DA/18/00768/FUL	Erection of first floor side extension and single storey side/rear extension. 4 Pacific Close, Swanscombe.
DA/18/00785/FUL	Erection of a single storey rear extension. 3 St. Clements Road, Greenhithe.
DA/18/00790/FUL	Erection of a part two/part single storey rear extension. 33 Knockhall Chase, Greenhithe.
DA/18/00843/FUL	Demolition of existing rear conservatory and erection of single storey rear extension. 11 Riverview Road, Greenhithe.
DA/18/00868/FUL	Erection of a first floor side extension, single story rear extension and alterations to existing rear conservatory to provide single story rear extension (revisions to previously approved planning permission DA/17/02087/FUL in respect of bringing forward the front of the first floor side extension level with ground floor) 97 Caspian Way, Swanscombe.
DA/18/00873/FUL	Erection of a single storey side extension. 6 Western Cross Close, Greenhithe.
DA/18/00883/FUL	Demolition of existing rear conservatory and erection of a single storey rear extension. 14 Lightermans Way, Greenhithe.

163/18-19. REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.

The following refused decision notices were noted.

DA/18/00103/FUL	Erection of a two storey side extension and single storey rear extension incorporating demolition of existing detached garage. 15 Pentstemon Drive, Swanscombe.
DA/18/00847/LDC	Application for a Lawful Development Certificate for proposed dormer window and roof light in rear elevation and roof lights in front elevation in connection with providing additional rooms in the roof space. 29 Robinson Way, Northfleet.

There being no further business to transact, the Meeting closed at 7.50 pm.

Signed: _____
(Chairman)

Date: _____

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 26 SEPTEMBER 2018 AT 7.00PM

PRESENT:

Councillor B R Parry (Chairman)
Councillor B E Read (Vice-Chairman)
Councillor P M Harman (substituting for Councillor Dr J M Harman)
Councillor P C Harris
Councillor Mrs L Manchester
Councillor A S Reach

ALSO PRESENT:

Graham Blew – Town Clerk

ABSENT:

Councillor J A Hayes
Councillor K M Kelly
Councillor S J Ryan

203/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

204/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' K G Basson, Dr J M Harman, Ms L C Howes and D J Mote.

205/18-19. SUBSTITUTES.

Councillor P M Harman substituted for Councillor Dr J M Harman.

206/18-19. 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.

207/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

208/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2018

Recommended:

The Minutes of the meeting held on 5 September 2018 were confirmed and signed.

TOWN PLANNING:

209/18-19. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.

DA/18/00971/LDC	<p>Application for a Lawful Development Certificate for proposed use of property as a short-term let.</p> <p>114 Phoenix Court, Black Eagle Drive, Northfleet.</p>
OBSERVATIONS:	<p>There is concern that the parking provision is insufficient for the proposal which appears to be a one bedroom apartment to be let on the basis of accommodating four persons.</p>
DA/18/01002/OUT RE-CONSULTATION (Revised description.)	<p>Outline application (consideration of access, appearance, layout and scale only) for erection of block of 13 No. micro-flats with communal facilities and bins and bike store.</p> <p>The Alma, 26 High Street, Swanscombe.</p>
OBSERVATIONS:	<p>Whilst the proposal complies with the policies on windfall development contained in Dartford Borough Council policies CS10, DP6 and the Housing Windfall SPD, it does appear to be contrary to policies: CS17; and DP8 due to the poor standards of internal space; DP21 due to the lack of evidence justifying the loss of a community facility; and DP4 and the Parking Standards SPD due to the lack of off-street parking provision.</p> <ul style="list-style-type: none"> • Access <p>The Dartford Borough Council Parking Standards indicate that this development will generate a demand for 16 spaces for residents and additionally 6 spaces for visitors and 2 spaces for vans. Whilst the Town Council accepts the principle that some residents will only use public transport, cycle or walk, we believe that that development will still generate a demand for parking from its residents and visitors. The lack of any parking provision will force any vehicles onto local roads, most of which nearest to the site are covered by parking restrictions such as single or double yellow lines. The car park in The Grove is primarily for the use of shoppers and to prevent dangerous parking on the High Street and is not to facilitate other developments.</p> <p>Dartford Borough Council Parking Standards indicates the requirement for parking of 13 cycles, one for each flat. The space shown on the drawing for cycle and refuse storage</p>

	<p>appears too small to accommodate all the cycles and bins and the access to the store appears inadequate.</p> <ul style="list-style-type: none"> • Scale <p>It appears that the proposed building fills the entire site and the massing is greater than the existing building. Unfortunately due to the lack of provision of existing elevations of the building in the application it is impossible to accurately judge the increase in massed form. Without further information it is impossible to come to any conclusion other than it is over development of a small site and out of character for the area.</p> <p>There are concerns for the safety and welfare of tenants as it appears that there is no emergency exit or alternative routes, in case of fire which could result in residents being trapped.</p> <p>There is a lack of flats for disabled tenants and any wheelchair users would not be able to access the communal area in the basement.</p> <p>The proposal would require tenants to leave the site to access refuse bins and the joint cycle and bin store raises security questions (theft of cycles etc.)</p> <p>There are concerns that the flats on the ground floor have windows directly onto the street. These are bedrooms and the windows would need to be obscure to prevent passers-by from being able to look directly in. This would then mean the residents of these flats would have no view outwards. The position of these windows directly onto the street could also be a disturbance issue for the occupiers trying to sleep.</p> <p>The application does not appear to have any indication on the elevation of opening windows needed for ventilation.</p> <p>Whilst the proposal does include laundry facilities in the basement there is a concern that there is no outside amenity space for clothes drying and recreational use.</p> <p>The Town Council objects to the loss of a 150 year old building that is an important visual asset to the High Street.</p>
DA/18/01137/FUL	<p>Erection of a single storey rear extension.</p> <p>43 Castle Street, Swanscombe.</p>

OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/01138/CDNA	Submission of details relating to archaeological work pursuant to condition 3 of planning permission DA/16/00880/FUL for erection of a two storey rear extension. Swanscombe Health Centre, Southfleet Road, Swanscombe.
OBSERVATIONS:	The specification for archaeological monitoring included in the application is dated 2001. Confirmation is sought from the Planning Authority that the suggested monitoring is still fit for purpose and that best practice has not changed over the last 17 years.
DA/18/01188/FUL	Provision of a pitched roof over existing flat roof of detached garage. 28 Childs Crescent, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/01197/FUL	Erection of a two storey side extension and single storey rear extension incorporating demolition of existing garage. 15 Pentstemon Drive, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/01206/FUL	Provision of grocery collection lockers to be installed in space next to existing parking bays, collection bays to be installed in existing parking bays. Asda Superstores, Crossways Boulevard, Dartford.
OBSERVATIONS:	There is a concern that there is no indication whether parking spaces will be allocated only to vehicles using this facility? These spaces are some of those nearest the store and the first to be used by shoppers. Would this facility be better located further away from the store entrance? Please ensure all neighbouring properties are consulted prior to the decision of the application.

DA/18/01207/ADV	<p>Display of 'Collection Lockers' information text printed onto vinyl on lockers and 2 No. signs in car park directing customers to lockers</p> <p>Asda Superstores, Crossways Boulevard, Dartford.</p>
OBSERVATIONS:	No observations.
EDC/18/0027 RE-CONSULTATION	<p>Application for the variation of condition 2 attached to Planning permission reference no. EDC/17/0146 (Variation of condition 7 of planning permission 14/01689/OUT. (Outline application for residential development for up to 110 mixed tenure units, including a new vehicular access to Craylands Lane, including emergency access and creation of a development platform and associated works including the demolition of existing buildings) to update the requirements for a reptile mitigation strategy) to allow revisions to the parameter plans.</p> <p>Land at London Road and West of Craylands Lane, Craylands Lane, Swanscombe.</p>
OBSERVATIONS:	<p>No further observations to original comments submitted:</p> <p>Members have concerns with these proposals to vary the conditions as it the original requirement included the provision of schemes/strategies particularly mitigation with regards to ecological, archaeology, environment and wildlife habitat.</p> <p>The applicant now seems keen to infill areas of the site and one of the proposed areas is a sensitive site for reptiles. The Town Council request that full Statements and Strategies be put in place to ensure no damage is done on the site.</p> <p>Members request that, to minimise disruption to local residents, conditions be attached to any approvals granted to include:</p> <p>That the operational hours of working of the site comply with the normal hours imposed by Dartford Borough Council's Planning Department : 08:00 – 18:00 (Monday – Friday); 08:00 – 13:00 (Saturday) and no working on Sundays and Public Holidays.</p>

	<p>All vehicles should have their movements run to a pre-agreed schedule to prevent lorries queueing and parking on neighbouring roads.</p> <p>All vehicles should only use designated roads to prevent disruption on local roads.</p>
EDC/18/0068	<p>Erection of a conservatory to rear.</p> <p>26 Hildefirth Close, Weldon, Ebbsfleet Valley.</p>
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
EDC/18/0093	<p>Application for approval of condition 2 attached to planning permission reference no. EDC/17/0122 relating to details of proposed sustainability measures.</p> <p>Northfleet Embankment, East Crete Hall Road, Northfleet.</p>
OBSERVATIONS:	Out of area : No observations.
EDC/18/0094	<p>Application for approval of condition 4 attached to planning permission reference no. EDC/18/0009 relating to ground investigation works including a site investigation report, quality assurance scheme, timetable for a closure report, and a monitoring and maintenance scheme.</p> <p>Land West of Springhead Road (Springhead Park), Springhead Road, Northfleet.</p>
OBSERVATIONS:	Out of area : No observations.
EDC/18/0099	<p>Application for approval of condition 15 attached to planning permission reference no. DA/12/01451/EQVAR relating to details of a Bio-Diversity Action Plan.</p> <p>Castle Hill, Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/18/0100	<p>Application for approval of condition 45 Parts A - E attached to planning permission reference no. DA/12/01451/EQVAR relating to provision of a health care centre and supported by Ebbsfleet Health Provision Study (prepared by WSP).</p> <p>Eastern Quarry, Castle Hill, Watling Street, Swanscombe.</p>

OBSERVATIONS:	Eastern Quarry requires a Health Care Centre and a central, location would appear to be the most suitable, however there are concerns about the reference made in the application to the Ebbsfleet Health Provision Study (prepared by WSP) regarding other plans for GP provisions in the area that the report relies on. These plans are not public knowledge and the public has not been consulted on them.
EDC/18/0102	Application for a non-material amendment to condition 13 of outline planning permission reference no. EDC/17/0123 to allow changes to the timescale for submission of the 'operational' phase Local Employment & Training Plan. Northfleet Embankment East, Crete Hall Road, Northfleet.
OBSERVATIONS:	Out of area – No observations.

210/18-19. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/15/01498/VCON	Application for Variation of Condition 4 of outline planning permission DA/12/01325/OUT (allowed on appeal) in respect of substituting the approved spine road sections with amended plans (To replace reference to drawings IP13_782_0/001, 002/A, 003 and 004 with 6576-1101A, 1102 A, 1103 B and 1035). Former Empire Sports Ground, South of Knockhall Road, Greenhithe.
DA/17/01055/VCON	Application for variation of condition 2 (approved drawing numbers) of planning permission DA/15/01497/REM in respect of realignment of proposed spine road and subsequent changes to layout of phase 2 of the development including an update reptile mitigation survey. Former Empire Sports Ground, south of Knockhall Road, Greenhithe, Kent.
DA/18/00246/FUL	Demolition of existing garage and erection of a detached 4 bed dwelling house. Land adjacent to 115 Milton Road, Swanscombe, Kent, DA10 0LS.

DA/18/00857/FUL	Erection of a two storey annex in rear garden. 6 Cobham Close, Greenhithe, Kent, DA9 9LB.
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211/18-19. REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.

The following refused decision notices were noted.

DA/18/00611/FUL	Replacement of existing windows with upvc double glazed windows. The Warren, 29 High Street, Greenhithe, Kent.
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There being no further business to transact, the Meeting closed at 7.30 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 20 SEPTEMBER 2018 at 7.00PM

PRESENT:

Councillor P M Harman (Vice Chairman in the Chair)
Councillor Mrs A E D Barham
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor Ms L M Hall
Councillor J A Hayes
Councillor Ms L M Howes
Councillor B R Parry

ALSO PRESENT:

Graham Blew - Town Clerk
Martin Harding – Assistant Town Clerk/RFO
Dan Usher – Senior Groundsman/Gardener

ABSENT:

Councillor Mrs M B Kelly

191/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

192/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' K G Basson, D J Mote and B E Read.

193/18-19. SUBSTITUTES.

There were none.

194*/18-19. 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.

195/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

196/18-19. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 21 JUNE 2018.

Recommended:

That the Minutes of the Meeting held on 21 June 2018 were approved and signed as a true record.

197/18-19. SENIOR GROUNDSMAN /GARDENER'S REPORT.

The Senior Groundsman/Gardener went through the report which updated members on the work undertaken, by the Parks Department and also the work planned for the future which included:

Swanscombe Park, Broomfield Park, Knockhall Park, Heritage Park, Grove Hall, General and staff.

Recommended:

That the report be noted.

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.

198/18-19. COUNCIL OFFICE AND CAFÉ CHRISTMAS OPENING ARRANGEMENTS.

Members agreed that the Council Offices and Café should be closed on 24, 27, 28 and 31 December 2018.

Recommended:

That the Council Offices and Café be closed on 24, 27, 28 and 31 December 2018 with a notice being displayed in advance, advising Members of the Public and a relevant message being recorded on the Council Office answer machine.

199/18-19. HERITAGE COMMUNITY HALL – BOOKINGS.

The Town Clerk advised members that a regular hall hirer for the Heritage Community Hall had recently confirmed the cancellation of their booking. The Town Council would continue to actively promote the hall for availability but, members needed to be aware this may/will affect the level of income received when considering the budget going forward.

Officers advised members of a possible alternative use, linked to another proposal the Town Council were considering, and after discussion members' agreed that the organisation associated with this proposal be contacted and be considered at the Town Council meeting on 11 October 2018.

Recommended:

That item be noted and that the organisation who made the proposal be contacted for further discussion with this being considered at the Town Council meeting on 11 October 2018.

200/18-19. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor J A Hayes and seconded by Councillor Mrs S P Butterfill;

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

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

201/18-19. INGRESS PARK COMMUNITY CENTRE WORKING GROUP – UPDATE

Further to minute 72/18-19 members were asked to consider and give a definitive decision, on the Town Councils position, regarding this matter, as a whole.

Members were provided with an update, received from Crest on 20 September 2018, on the current parking offer.

Members discussed this and accepted the parking provisions offered on the update and recommended that this be endorsed at the next full meeting of the Town Council.

Recommended:

That the parking provision offered by Crest in the update dated 20 September 2018 be accepted and the Town Councils furtherance of this be endorsed at the next Town Council meeting on 11 October 2018.

202/18-19. **INFORMAL MEETING WITH CAMLAND / EBBSFLEET FOOTBALL CLUB (EFC)**

Two informal meetings had been held with Camland and at the most recent representatives from EFC were also present. Members had previously been supplied with the confidential notes from the meeting on 29 August 2018.

At the current time these meetings were being held as fact finding exercises and no details had yet been provided.

The Chairman and Vice-Chairman of the Planning, Major Developments, Transportation & the Environment Committee; Recreation, Leisure & Amenities Committee and the Regeneration & Quality Sub-Committee had been invited to attend the 29 August 2018 meeting and, going forward, the Town Clerk suggested that the 3 members' that were at the meeting on 29 August 2018 continue with the discussions, in the first instance, until details were known. Once known these would be reported back to the Council to decide how, or even whether, the Town Council wished to proceed with this project.

Recommended:

That the 3 members that attended the meeting on the 29 August 2018 continue to do so on a fact finding basis.

There being no further business to transact, the Meeting closed at 7.50 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 SEPTEMBER 2018 at 7.00PM

PRESENT:

Councillor Ms L C Howes (Chairman)
Councillor Mrs S P Butterfill (Vice-Chairman)
Councillor Mrs A E D Barham
Councillor K G Basson
Councillor P M Harman
Councillor P C Harris
Councillor D J Mote

ALSO PRESENT:

Martin Harding – Assistant Town Clerk/RFO

ABSENT:

None

164/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

165/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Ms L C Cross, K M Kelly, Mrs L Manchester, B E Read and Mrs I A Read.

An apology for lateness was submitted by Councillor K G Basson.

166/18-19. SUBSTITUTES.

There were none.

167/18-19. 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.

168/18-19. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

169/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 JUNE 2018.

Recommended:

The Minutes of the meeting held on 14 June 2018 were confirmed and signed as a true record.

170/18-19. MONTHLY BANK RECONCILIATIONS.

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor K G Basson was appointed (minute 57/15-16).

Recommended: That the bank reconciliations for June and July 2018, and verified by Councillor K G Basson, be noted.

171/18-19. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in June and July 2018.

Recommended: That the bank transfers undertaken in June and July 2018 be approved.

172/18-19. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for June and July 2018.

Recommended: That the receipts and payments for June and July 2018, as per the annexed list be approved.

173/18-19. SUMMARY OF ACCOUNTS.

Members were provided with details of the Summary of Accounts, balanced to 31 July 2018. Following minute 51/18-19, members were also provided with a copy of the estimates for 2018-2019 previously issued in December 2017 and January 2018.

Recommended: To note the summary of accounts to 31 July 2018.

TOWN CLERK & RESPONSIBLE FINANCE OFFER'S (RFO) REPORT.

174/18-19. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL.

Members considered the application and, after discussion, it was agreed that the following funding be awarded from the 2018 – 19 budget:

- Grove Irish Dancers - £400

Recommended: That the funding, as detailed above, be awarded.

175/18-19. CAPACITY BUILDING FUND (CBF) AWARD.

Members considered the letter from the Financial Services Manager, Dartford Borough Council, confirming that the Town Councils CBF application had been successful.

Recommended: That the item be noted.

176/18-19. GENERAL DATA PROTECTION REGULATIONS (GDPR) – ACCEPTABLE IT POLICY FOR TOWN COUNCILLORS.

As requested in minute 108/18-19 members were provided with a draft Acceptable IT Policy for Town Councillors.

Members were informed that this policy was only appropriate should members agree to take on a Town Council email address.

Members briefly discussed the advantages and implications of continuing to use personal email addresses. It was felt that the draft policy provided was appropriate and should be adopted if members agreed to have individual Town Council email addresses at the next full meeting on 11 October 2018.

Recommended: That the Acceptable IT Policy for Town Councillors be adopted as drafted, should members agree to have individual Town Council email addresses at the next meeting of the full Council on 11 October 2018.

177/18-19. CONTRACTOR PAYMENTS.

As requested in minute 53/18-19 members were provided with a list of the contractors that the Town Council have agreements with.

Recommended: That the item be noted.

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

Signed: _____

(Chairman)

Date: _____

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MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 19 JULY 2018 at 11.00 AM.

PRESENT:

Councillor Mrs A E D Barham (Chairman)
Councillor Mrs L Manchester (Vice – Chairman)
Councillor Mrs S P Butterfill
Councillor B E Read
Councillor Mrs I A Read

ABSENT:

Councillor P M Harman

ALSO PRESENT:

David Maycock – South East Employers (SEEMP)
Graham Blew, Town Clerk
Martin Harding, ATC/RFO

135/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

136/18-19 APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor D J Mote.

137/18-19. 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.

138/18-19. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

139/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 11 APRIL 2018.

Recommended:

That the minutes from the meeting held on 11 April 2018 be confirmed and signed.

140/18-19. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read and seconded by Councillor Mrs S P Butterfill;

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

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

141/18-19. PERSONNEL MATTERS.

Further to the full Council meeting on 5 July 2018, and in line with the committees terms of reference, members undertook a fact finding question and answer session with David Maycock the Employment Director (SEEMP) regarding personnel matters that may arise from the Community Governance Review being undertaken by Dartford Borough Council.

Members discussed the possible personnel implications and the timings involved. During the discussions Mr Maycock clarified the requirements, options and obligations for the Town Council as an employer.

It was confirmed that the Town Council did not currently include a Redundancy Scheme in its contract of employment and the Town Clerk agreed to investigate this.

Recommended: That David Maycock be thanked for his attendance and the information he provided.

There being no further business, the Meeting closed at 11.25 am.

Signed: _____ Date: _____
(CHAIRMAN)

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 9 AUGUST 2018 at 8.15PM.

PRESENT:
Councillor Mrs A E D Barham (Chairman)
Councillor Mrs S P Butterfill
Councillor B E Read
Councillor Mrs I A Read

ABSENT:
Councillor P M Harman
Councillor Mrs L Manchester

ALSO PRESENT: Martin Harding, ATC/RFO

146/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

147/18-19. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor D J Mote.

148/18-19. 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.

149/18-19. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

150/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 19 JULY 2018.

Recommended: That the minutes from the meeting held on 19 July 2018 be confirmed and signed.

151/18-19. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read and seconded by Councillor Mrs S P Butterfill;

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

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

152/18-19. PERSONNEL MATTERS.

Further to minute 141/18-19, members considered the information supplied from the Employment Director, South East Employers.

The ATC/RFO informed members that whilst the Policy had been put together around the points members had previously raised, the contents of the scheme were discretionary and for members to decide what they wished to be included.

Members briefly discussed the contents of the Redundancy Policy to ensure all relevant information was covered.

Recommended:

That the Redundancy Policy be adopted and implemented for all existing and new employees going forward.

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

Signed: _____ Date: _____
(CHAIRMAN)

MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 11 JULY 2018 at 5.00 PM

PRESENT:

Councillor P C Harris (Chairman)
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P M Harman
Councillor Ms L C Howes
Councillor B R Parry

ALSO PRESENT:

Martin Harding - ATC/RFO
Sgt Siobhan Rowe - Kent Police
Sian Gransden - PCSO
Rob Young - PCSO
Billy Unsworth - KCC Community Warden

ABSENT:

Councillor Mrs M B Kelly

122/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

123/18-19. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillors' Mrs A E D Barham, Mrs L Manchester, D J Mote, A S Reach and B E Read.

Apologies were also received from P Boughen (Ebbsfleet Development Corporation), David Edie (Dartford Borough Housing), Tony Henley (Dartford Borough Council CSU) and Sarah Rawlinson (Youth Worker, Diocese of Rochester).

124/18-19. SUBSTITUTES.

There were none.

125/18-19. 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.

126/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Assistant Town Clerk confirmed the additional agenda tabled for members adding item 14 to the agenda.

127/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 18 APRIL 2018.

Recommended:

That the Minutes of the Meeting held on 18 April 2018 be confirmed and signed as a true record.

128/18-19. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

Sgt Siobhan Rowe introduced herself to the committee and explained the current staffing arrangements within the CSU at Dartford. Sgt Rowe explained that intelligence was being gathered regarding off road motorbikes within the area and also the promotion of the dedicated intelligence line for the public to leave messages for the police. It was stressed that this line does not replace 999 or 101 when a crime has occurred.

PCSO Gransden explained her role as the dedicated PCSO for Family Management and Anti-Social Behaviour (ASB) for the whole of Dartford. This included tackling low level ASB, liaising with troubled families and issuing acceptable behaviour orders.

PCSO Young gave an overview of current crime levels reported from June 2018 to date, both Swanscombe and Greenhithe had shown a decline in reported crime.

Recommended:

That the report be noted and Sgt Rowe and PCSO's Gransden and Young be thanked for their attendance.

129/18-19. KCC COMMUNITY WARDENS REPORT.

KCC Warden Unsworth gave an update on cases he had been involved with in the area, including fly tipping, off road motorbikes, safeguarding, KCAP, bullying and anti-social behaviour.

Recommended:

That the report be noted and KCC Warden Unsworth be thanked for his attendance.

130/18-19. COMMUNITY SAFETY LIAISON.

Councillor Ms L C Howes confirmed that she had recently attended a presentation from Kent Fire & Rescue on tackling missing people and steps to improve search times.

The Chairman informed the meeting that the North West Kent Neighbourhood Watch was improving and this followed the recent conference in Gravesend. It was also reported that a recent Speedwatch session in Ingress Park had resulted in 11 letters being issued for vehicles exceeding the limit. Speedwatch had also gained 2 new volunteers.

Recommended: That the item be noted.

131/18-19. DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.

Members were provided with the up to date detailed analysis of crime figures for Swanscombe and Greenhithe.

Sgt Rowe confirmed that crime statistics, although accurate, were misleading to the public as each incident reported could result in several crimes being recorded, and the classifications may not match those that the public would expect.

Recommended: That the item be noted.

132/18-19. ANTI-SOCIAL PARKING – LOCAL SCHOOLS.

Members briefly discussed the issues faced around parking in the area and what areas of support could be offered.

Members felt that an initial approach to each school would be appropriate for a meeting to feed in what issues that particular school faced.

Members requested that the Assistant Town Clerk, in consultation with the Chairman, write to each school in the Town to offer a meeting to gain feedback on some of the issues faced.

Recommended: That the Assistant Town Clerk, in consultation with the Chairman, write to each school to offer a meeting to discuss issues being faced around anti-social parking.

133/18-19. CURRENT UNRESOLVED ISSUES.

Members felt that the issue of anti-social mopeds and motorbikes had been covered within item 6 on the agenda as part of the Police and PCSO's report.

Recommended: That the update on the current unresolved issues be noted.

134/18-19. 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 were no confidential items for discussion.

There being no further business to transact, the Meeting closed at 6.15 pm.

Signed

Chairman

Date

MINUTES of the MEETING of the HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 3 JULY 2018 at 10.00 AM

PRESENT: Councillor Ms L C Howes (Chairman)
Councillor Mrs S P Butterfill (Vice-Chairman)
Councillor Ms L M Hall
Councillor R J Lees
Councillor D J Mote

ALSO PRESENT: Brenda Bobby - FOSHP
Martin Harding, Assistant Town Clerk & RFO

ABSENT: Councillor Mrs A E D Barham

74/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Town Clerk explained the arrangements and constraints relating to the filming or recording of the meeting.

75/18-19. APOLOGIES FOR ABSENCE

There were none.

76/18-19. SUBSTITUTES

There were none.

77/18-19. TO DECLARE INTERESTS 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.

78/18-19. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

79/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 1 MAY 2018.

Recommended: That the Minutes of the meeting held on 1 May 2018 be confirmed and signed as a true record.

80/18-19. HERITAGE PARK IMPROVEMENTS.

The ATC/RFO gave a verbal update on ongoing work being undertaken for improvement to the Heritage Park.

Members were informed of the progress being made by North Kent Countryside Partnership (NKCP) on securing the funding for both the meadow and pond projects.

NKCP are now in a position to begin works in November this year to prepare the pond area. Should further funding be secured by that point, additional work may be completed on site.

The ATC/RFO confirmed that an approach had been made to the Heritage Lottery Fund (HLF) regarding the Digital Heritage Trail. The initial feedback was very positive with a telephone conference due to be scheduled to discuss further.

Members were informed that the recent Heritage Watch meeting was unfortunately cancelled and a rearranged date was awaited.

Recommended:

1. That the ATC/RFO continue working on the current funding projects.
2. That NKCP begin preliminary works on the pond area in preparation for securing further funding.

81/18-19. NATURAL ENGLAND – SWANSCOMBE SKULL SITE NATIONAL NATURE RESERVE (NNR) AND SITE OF SPECIAL SCIENTIFIC (SSSI) – VISUAL MANAGEMENT PLAN/LEASE.

The ATC/RFO confirmed that he had had two meetings with Natural England to both discuss the Town Councils work on the site and to meet with the local planning lead for Natural England. The ATC/RFO confirmed that Natural England are working with the Government on legislation to formalise environmental gain that developers are required to provide.

Members were encouraged by this information and requested the ATC/RFO to contact Natural England to obtain any literature available on the proposed changes to planning.

Recommended: That the ATC/RFO contact Natural England regarding information on changes to planning legislation regarding environmental gain.

82/18-19. ADOPT A KIOSK

Councillor R J Lees updated members that the group of local residents interested in this project were due to meet to discuss appropriate uses for the kiosk.

Further updates would be provided once this initial meeting had taken place and Councillor R J Lees will remain in contact with the group.

Recommended: That Councillor R J Lees provide further feedback following the initial meeting of the residents group.

83/18-19. **FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.**

Brenda Bobby provided an update that confirmed the next event would be the Teddy Bears Picnic in August followed by the Halloween Disco in October.

Recommended: That the item be noted.

84/18-19. **HERITAGE PARK WEBSITE**

The ATC/RFO reminded members that any items to be included on the website needed to be forwarded to him.

Recommended: That the item be noted.

85/18-19. **ANY OTHER ITEMS RELATED TO HERITAGE.**

Councillor R J Lees provided an update on the recent informal meeting between the Town Council and Henley Camland regarding ownership of the land for 3 allotments sites and the Heritage Park.

Members noted the update and await the formal proposals from Henley Camland for consideration.

86/18-19. **DATE OF NEXT MEETING.**

Recommended: That the next meeting be scheduled for Tuesday 11 September 2018 at 10.00am.

There being no further business to transact, the meeting closed at 10.45 am.

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 11 SEPTEMBER 2018 at 10.00 AM

PRESENT:
Councillor Ms L C Howes (Chairman)
Councillor Mrs S P Butterfill (Vice-Chairman)
Councillor Ms L M Hall
Councillor R J Lees
Councillor D J Mote

ALSO PRESENT:
Shirley Fahy – FOSHP
Margaret Steel - FOSHP
Martin Harding, Assistant Town Clerk & RFO

ABSENT: None.

178/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Town Clerk explained the arrangements and constraints relating to the filming or recording of the meeting.

179/18-19. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs A E D Barham.

180/18-19. SUBSTITUTES

There were none.

181/18-19. TO DECLARE INTERESTS 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.

182/18-19. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

183/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 JULY 2018.

Recommended: That the Minutes of the meeting held on 3 July 2018 be confirmed and signed as a true record.

184/18-19. HERITAGE PARK IMPROVEMENTS.

The ATC/RFO gave a verbal update on ongoing work being undertaken for improvement to the Heritage Park.

Members were informed that following the cancellation of the Heritage Watch meeting at Leeds Castle, Historic England had been in contact and had secured funding to begin the strategy process for setting up groups.

The ATC/RFO confirmed that Ebbsfleet Development Corporation had requested a list of activities the Town Council were hopeful to deliver around heritage, including the associated costs. The ATC/RFO agreed to update members should this progress any of the existing projects.

Recommended: That the ATC/RFO continue working on the current funding projects.

185/18-19. NATURAL ENGLAND – SWANSCOMBE SKULL SITE NATIONAL NATURE RESERVE (NNR) AND SITE OF SPECIAL SCIENTIFIC (SSSI) – VISUAL MANAGEMENT PLAN/LEASE.

The ATC/RFO had contacted Natural England regarding changes to planning for environmental gain. The ATC/RFO read out the email received from Natural England providing references within the National Planning Policy Framework. The ATC/RFO would circulate the link and associated content to members.

Recommended: That the ATC/RFO circulate the link provided by Natural England on Environmental Gain to members for information.

186/18-19. ADOPT A KIOSK.

Councillor R J Lees updated members that the group of local residents interested in this project had met during August, and that he was in the process of contacting them for an update.

Recommended: That Councillor R J Lees provide further feedback following his contact with the residents group.

187/18-19. FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.

Shirley Fahy provided an update that confirmed the Teddy Bears Picnic in August had been well attended but donations were down. The next event would be the Halloween Disco in October.

Recommended: That the item be noted.

188/18-19. HERITAGE PARK WEBSITE

The ATC/RFO reminded members that any items to be included on the website needed to be forwarded to him.

Recommended: That the item be noted.

189/18-19. ANY OTHER ITEMS RELATED TO HERITAGE.

Members briefly discussed the heritage implications of recent planning applications for both The Alma Public House and Alkerden Farm.

Councillor R J Lees asked for an update on North Kent Countryside Partnership (NKCP) proposed work on the pond during November. The ATC/RFO confirmed that this was still progressing and that forms were now available for anyone interested in volunteering on this project to complete. The ATC/RFO agreed to contact NKCP to ask whether they could both attend the next Heritage Sub-Committee meeting and to discuss the best way to include local volunteers at the event.

190/18-19. DATE OF NEXT MEETING.

Recommended: That the next meeting be scheduled for Tuesday 30 October 2018 at 10.00am.

There being no further business to transact, the meeting closed at 10.35 am.

Signed: _____ Date: _____
(Chairman)

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DARTFORD

BOROUGH COUNCIL



Summons and Agenda

Thursday 27 September 2018

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DARTFORD

BOROUGH COUNCIL

Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR

To: All Members of the Dartford Borough Council

A meeting of the Council will be held on:

Date: Thursday 27 September 2018
Time: 7.00 pm
Venue: Civic Centre, Dartford

The Agenda is set out below:

A G E N D A

11. Community Governance Review

(Pages 1 - 108)

To consider the final recommendations for the Community Governance Review for the Borough of Dartford.

Graham Harris
Managing Director

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GENERAL ASSEMBLY OF THE COUNCIL
27 SEPTEMBER 2018

COMMUNITY GOVERNANCE REVIEW

1. Summary

- 1.1 To consider the final recommendations for the Community Governance Review for the Borough of Dartford and to recommend accordingly.

2. RECOMMENDATIONS

- 2.1 That the final recommendations for the Community Governance Review for the Borough of Dartford be approved.
- 2.2 That the Strategic Director (Internal Services) be granted delegated authority to seek consent from the Local Government Boundary Commission for England to make the changes arising from the Community Governance Review as set out in Appendices A to H.
- 2.3 That the Strategic Director (Internal Services) be granted delegated authority to make and approve the Dartford Borough Council (Reorganisation of Community Governance) Order 2018.

3. Background and Discussion

- 3.1. A Community Governance Review (CGR) is the process used to consider whether existing parish arrangements are robust, representative and provide efficient delivery of local services. A CGR can consider one or more of the following:
- Creating, merging, altering or abolishing parishes;
 - Altering the boundaries of existing parishes;
 - Making changes to the electoral arrangements of parish councils;
 - The dissolution of a parish council.
- 3.2. The Local Government Boundary Commission for England (LGBCE) has undertaken a review of the borough warding arrangements for the Council, triggered by an electoral imbalance across the Borough. This review considered changes in population and natural settlements caused by new developments. These changes have also impacted upon parish arrangements and therefore the LGBCE review has prompted the Council to undertake a Community Governance Review across the whole Borough.
- 3.3. In accordance with the Terms of Reference of the CGR published in January 2018 (and revised on 8 March 2018), Dartford Borough Council has undertaken a review encompassing all eight of the parish and town councils listed below, as well as previously unparished areas:-
- Bean Parish Council

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- Darenth Parish Council
 - Longfield and New Barn Parish Council
 - Southfleet Parish Council
 - Sutton-at-Hone and Hawley Parish Council
 - Stone Parish Council
 - Swanscombe and Greenhithe Town Council
 - Wilmington Parish Council
- 3.4. The LGBCE have concluded their review of the wider Borough boundaries (as reported to the General Assembly of the Council on 16 July 2018, minute number 37) and as part of their review they have recommended changes to the parish internal electoral arrangements. However, the Council can seek consent from the LGBCE to alter these changes following the completion of the CGR. It should be noted that the CGR cannot make any changes to the borough wards or county divisions and where possible, arrangements should be kept coterminous to avoid elector confusion.
- 3.5. The first stage of the CGR was to seek initial submissions from the parishes to help inform the draft proposals. However, the draft proposals themselves could not be formulated until the final LGBCE recommendations were published as the CGR proposals needed to reflect the changes that the LGBCE had recommended to the parish electoral arrangements.
- 3.6. Once formulated, the draft recommendations for the CGR consultation, as referred from the Electoral Provisions Sub-Committee, were approved by the General Assembly of the Council at their meeting on 16 July 2018 (minute number 38).
- Consultation
- 3.7. Every effort has been made to fully consult with local residents and other interested parties through a number of different resources including press release, leaflets and letters to properties directly affected by the proposals, online surveys and meetings with parishes.
- 3.8. A meeting was held with the parishes very early on in the process to explain the purpose of the review. Their initial submissions were invited to help inform the draft proposals. All the parishes were encouraged to submit their views as part of the formal consultation process and individual meetings were held with each parish to discuss their concerns on the proposals. The responses of the parishes are shown within the appendices.
- 3.9. As part of the Annual Canvass, a leaflet was sent out to all parished properties advising them that a CGR was being undertaken and inviting responses to the draft proposals. The leaflet itself could be returned with

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comments. A total of 321 leaflets were returned, however, it does appear that some residents have returned the leaflet whilst also completing the online survey. Due to the timing of the Annual Canvass, the leaflet was sent out before the draft proposals were published. Consequently, a number of the leaflets were returned early and gave just general comments (sometimes not even about the review but about Council services in general) rather than specific comments on the proposals. Therefore, whilst the comments have been collated, in some cases, it has been difficult to tie these back to the proposals themselves. Nevertheless, the leaflet was a useful exercise as it highlighted to residents that a review was being undertaken, explained the reasons for the review and advised them how they could submit their views.

- 3.10. Details of the draft proposals were published on the Council's website shortly after being approved by the General Assembly of the Council, and residents were invited to complete a survey online for their relevant parish by 3 September 2018. The survey was kept open for an additional few days in case there were any late responses. The full data analysis referred to within the appendices to this report was undertaken based at the end of 3 September. At this point, 425 online responses had been received. A further three replies were received during the few days after the official consultation deadline. One of these has been taken into account. The other two just made general comments rather than responding to the specific questions and therefore have been disregarded for the consultation analysis.
- 3.11. A press release was also sent to all local newspapers advising residents of the review and how they could respond. It gave details of the website and also details of how responses could be submitted in writing.
- 3.12. The draft proposals included a number of alternative options for certain areas within the parishes of Stone, Darenth and Wilmington and therefore the views of affected residents and the Parish Councils were sought on these options through an additional factfinder exercise. The affected households were consulted by letter. Details of the responses received to these factfinder exercises are shown within the relevant appendices.
- 3.13. A letter was also sent to the residents of Swanscombe and Greenhithe to seek their views on three proposed options for this parish, including the possibility for any of the areas to become unparished. The letter directed residents to respond via the online survey. Although the letter did not give a postal address, the residents had nevertheless also received the leaflet sent to all parished areas with the Annual Canvass and this leaflet gave details of how residents could respond in writing if they did not wish to go online. The responses from Swanscombe and Greenhithe residents to this survey are detailed in Appendix G.
- 3.14. The responses received from the online surveys have been fully analysed. Duplicate responses have been discounted, however, more than one response has been accepted from the same household where it is clear that they are from different people. Addresses have been



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validated and responses outside of the area have been highlighted. However, as this was an open consultation, comments from those outside of the relevant area have been taken on board. The responses have also been mapped so it can be determined whereabouts within a parish the respondent resides. Whilst the responses received have been fully considered when determining the final recommendations for each parish, consideration has also been given to the number of responses received as a small number of responses may not be representative of all residents.

Final Recommendations and Next Steps

- 3.15. The attached appendices consider each parish in turn. The results of the consultation for that parish are highlighted and the recommendation to the General Assembly of the Council is put forward with the associated rationale for that recommendation. A map is also presented for each parish highlighting the recommended parish ward boundaries.
- 3.16. Once the final recommendations have been agreed, the Council will need to publish its decision and the reasons for making that decision. The Strategic Director (Internal Services) will also need to write to the LGBCE seeking consent to the changes.
- 3.17. The review is completed by the making of a Reorganisation Order. This will need to be done by December 2018. As soon as possible after making the Order, the Council must deposit at its principal office a copy of the Order and a map showing the effects of the Order. Both the copy of the Order and the map must also be made available for public inspection. All relevant bodies must be notified that the Order has been made.
- 3.18. The changes to the parish wards will then come into force in time for the May 2019 elections.
4. Relationship to the Corporate Plan
Not applicable
5. Financial, legal, staffing and other implications and risk assessments

Financial Implications	<p>The costs of the consultation exercise will be met from within existing budgets. The cost of sending factfinder letters was £3,941.50 and the cost of leaflets was £355.00.</p> <p>Changes will need to be made to the Electoral Management system and to the Council Tax system and the associated costs of these changes will also be met from within existing budgets.</p>
Legal Implications	<p>The Council will need to resolve to make a Reorganisation Order by December 2018 for these changes to come into effect for the local</p>

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Public Sector Equality Duty Crime and Disorder duty	government elections in May 2019. None None
Staffing Implications	None
Administrative Implications	<p>The Electoral Management system will need to be amended and the Register of Electors republished to reflect the changes in time for the nomination registers for the May 2019 elections.</p> <p>The new parish boundaries and wards will be taken into account in the next polling district and polling place review and changes made where necessary.</p> <p>The Council Tax system will also need to be updated so that the correct precept is calculated for each parish area.</p> <p>All other Council databases will also need to be updated to ensure that they hold the correct information which will include planning and property information.</p>
Risk Assessment	No uncertainties and/or constraints

6. Details of Exempt Information Category

Not applicable

7. Appendices

- Appendix A – Proposals for Bean Parish Council
- Appendix B - Proposals for Darenth Parish Council
- Appendix C - Proposals for Longfield and New Barn Parish Council
- Appendix D - Proposals for Southfleet Parish Council
- Appendix E - Proposals for Stone Parish Council
- Appendix F - Proposals for Sutton-at-Hone and Hawley Parish Council
- Appendix G - Proposals for Swanscombe and Greenhithe Town Council
- Appendix H - Proposals for Wilmington Parish Council

BACKGROUND PAPERS

Documents consulted

Date /
File Ref

Report Author

Section and
Directorate

Exempt
Information
Category

GENERAL ASSEMBLY OF THE COUNCIL
27 SEPTEMBER 2018

Local Boundary Review
 Commission for England –
 Review of Dartford
<http://www.lgbce.org.uk/all-reviews/south-east/kent/dartford>

Sarah Martin
 (01322) 343402

Strategic
 (Internal)

N/A

Appendix G
Swanscombe & Greenhithe Town
Council

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SWANSCOMBE & GREENHITHE TOWN COUNCIL

During the review, it was identified that there would be significant change and elector growth expected in this parish and as a result, there were three options put forward for consideration: -

- That the parish remains divided into three wards; Greenhithe & Knockhall, Swanscombe & Ebbsfleet
- That the parish is divided into two separate parish councils; Ebbsfleet Valley Community Council and Swanscombe & Greenhithe Town Council
- That the parish is divided into three separate parish councils; Ebbsfleet Valley Community Council, Greenhithe Parish Council and Swanscombe Town Council

Included within all of the proposals was also a possibility for any of the areas to become unparished.

CGR leaflet

Consultation leaflets were sent out with the Household Enquiry Forms for the parish which advised residents that the review was being undertaken and gave them an opportunity to provide their views. 91 leaflets were returned. 47 were in support of the recommendations, however, a review of the comments made was inconclusive as to the preferred option.

Online Consultation

A letter was sent to all households in the parish advising them of the proposals and inviting them to submit their views. 365 responses were received to the consultation, 361 from individuals and four from an organisation or group (Annex 2). The comments received can be found at Annex 3.

- Following the Borough Ward Boundary Review by the Local Government Boundary Commission for England, the parished area covered by Swanscombe & Greenhithe Town Council has been changed from two to three wards comprising of Ebbsfleet, Greenhithe & Knockhall and Swanscombe.

Dartford Borough Council are proposing the following options :

Proposal 1 253

The Town Council continues to manage the whole parished area

Proposal 2 38

The Town Council is divided into two separate councils - Ebbsfleet Valley Community Council and Swanscombe & Greenhithe Town Council

Proposal 3 71

The Town Council is divided into three separate councils - Ebbsfleet Valley Community Council, Greenhithe Parish Council and Swanscombe Town Council

- Do you think that any of the areas should be made unparished?

Yes 21

No 71

- Which areas do you think should be unparished?

Ebbsfleet 19

Greenhithe 7

Swanscombe 6

Swanscombe and Greenhithe Town Council

The comments from Swanscombe & Greenhithe Town Council on the proposals are set out at Annex 4.

Conclusion

The online consultation responses are summarised in the table below:

	% Response from Electorate	Proposal 1	Proposal 2	Proposal 3
Total	3.3	69.3	10.4	19.5
Ebbsfleet	2.2	24.1	10.3	65.5
Greenhithe	2.6	68.4	9.6	21.3
Swanscombe	4.1	76.8	10.8	11.3

Although a consultation response rate of 3.3% is low, the responses did usefully point to significant distinctions between the views expressed by one community compared to another.

Whilst the option for parish arrangements to remain unchanged was the preferred option of residents in Swanscombe and Greenhithe (where Proposal 1 was supported by 76.8% and 68.4% of residents respectively), the situation within Ebbsfleet was very different. In Ebbsfleet, 65.5% of residents favoured Proposal 3 and of those who expressed a view that one or more of the areas should be unparished, by far the greatest number emanated from Ebbsfleet. It is therefore appropriate to consider new arrangements for this new community.

Whatever its historic origins, Ebbsfleet is now a new garden city which is developing its own identity and character. It is experiencing significant growth such that the LGBCE has equipped Ebbsfleet with its own distinct Borough representation for future elections – moving forward it will have three Borough councillors. The Ebbsfleet Development Corporation, whilst having regard for neighbouring

communities, has a very specific focus on the emerging settlement of Ebbsfleet and is driving significant new development and place-making activity.

Almost universally within Ebbsfleet, functions that might usually be undertaken by a parish council are discharged by management and maintenance regimes funded by contributions from residents. Roads are not yet adopted by KCC and playspaces, public spaces and community facilities are provided by developers or their appointed management contractors. It is difficult to see a current remit for a Parish Council in this area.

Taken together, it is therefore logical to conclude that Ebbsfleet has an identity distinct from its neighbouring communities and that the creation of a new and substantial population based entirely on new-build development is less likely to have historic ties with well-established local neighbourhoods than exist between the historic settlements of Greenhithe and Swanscombe.

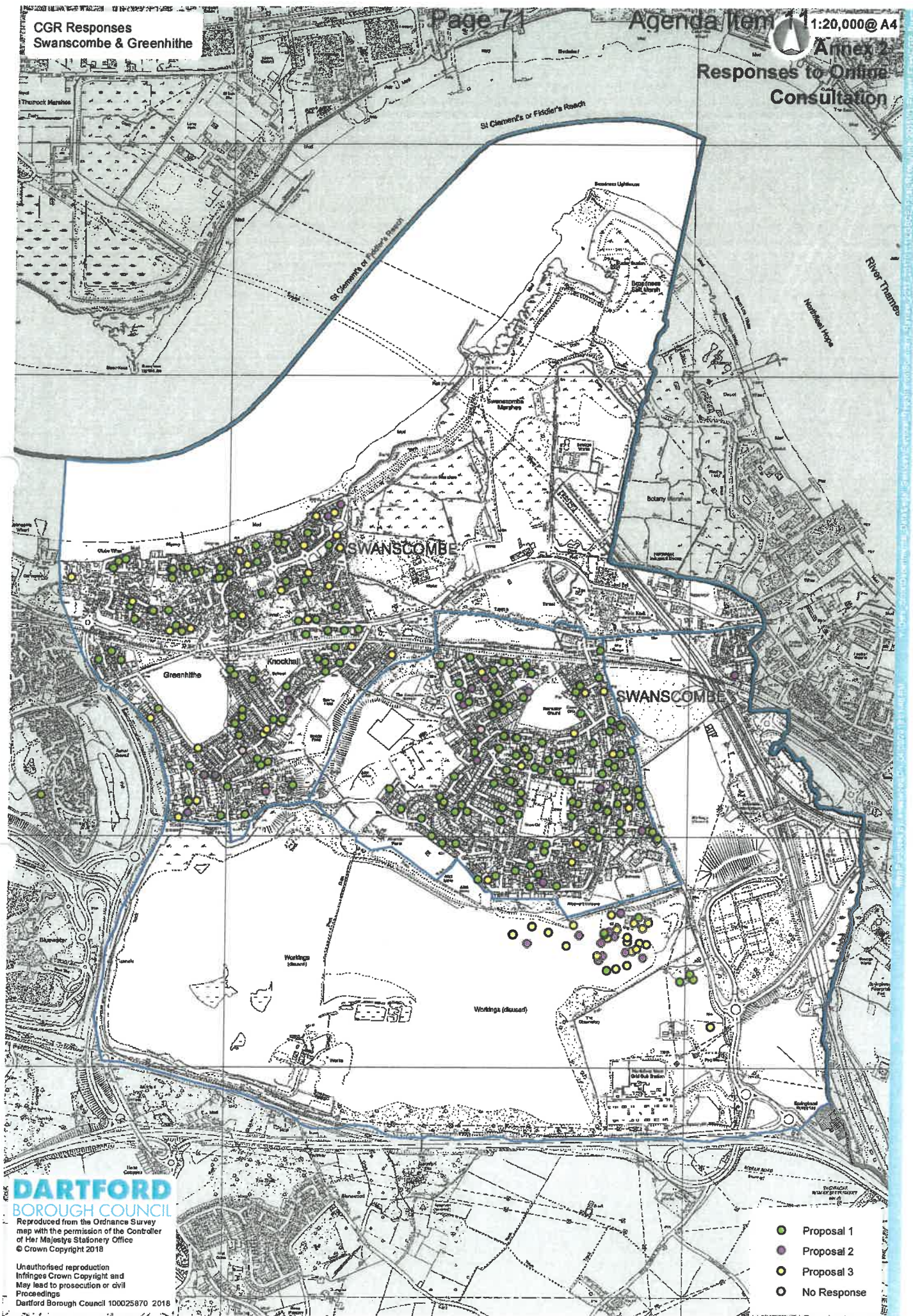
The views of six local Borough Members (Councillors D.Mote, K.Kelly and M.Kelly representing Greenhithe and Councillors J.Hayes, R.Lees and B.Read representing Swanscombe) were canvassed and they have each indicated support for the separation of Ebbsfleet from the existing parish arrangements.

RECOMMENDATIONS

1. That the external boundary of Swanscombe & Greenhithe Town Council be amended, removing the area of Ebbsfleet as shown at Annex 1.
2. That Swanscombe & Greenhithe Town Council be represented by 13 councillors and separated into the following wards and representation:

Swanscombe Ward	6 Councillors
Greenhithe Ward	4 Councillors
Knockhall Ward	3 Councillors

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DARTFORD
BOROUGH COUNCIL

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Proceedings
Dartford Borough Council 100025870 2018

- Proposal 1
- Proposal 2
- Proposal 3
- No Response

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Swanscombe & Greenhithe Town Council

Comments on from online Consultation

If you have any comments about these proposals, please give details below

Swanscombe	Proposal 1	Absolutely disgusted that DBC would even consider unparishing any parts of our Town, S&G TC provide excellent value for money with the extra facilities that are provided for the residents of the area. Cannot believe that the local Conservative Councillor and Shadow Leader of DBC have the audacity to even suggest this. Disgraceful. No other Parish has this "option" added to the Options for people to select . Why would that be? You should be ashamed of yourselves.
Swanscombe	Proposal 1	Swanscombe and greenhithe town council have given usnso much support since we opened. With out them we wouldn't have a home (we use a s>c hall. We have received grants to help support new equipment and resource. The amazing free entertainment during the summer holidays is vital not every family can afford to take their kids out every day/week with these free events their getting out.
Swanscombe	Proposal 1	I think it will be extremely damaging for the future of swanscombe and greenhithe if we were to go unparished. I have a list of negatives and not one positive. I have only lived in swanscombe for 5 years but I went to swan valley school so i have spent a lot of my life in swanscombe. I have noticed a significant difference in what our little town council has done for our community in those years.
Greenhithe	Proposal 3	The town council should be separated as each area has it own identity.
Ebbsfleet	Proposal 3	It's important that all three distinct communities have their own parish councils so that residents can ensure that their Council tax payments are going towards their priorities and not paying twice as many currently are.
Swanscombe	Proposal 1	Swanscombe Rainbows have been supported by Swanscombe and Greenhithe Town Council, in Ebbsfleet, Swanscombe and Greenhithe, indeed we have Rainbows living in each of the three areas. We actively promote community cohesion, DBC on the other hand appear to be totally against this.....we use all of the community facilities and have been supported financially by S & G T C . We have no desire to split those facilities. Please do not go down this route.
Swanscombe	Proposal 1	Swanscombe and Greenhithe council is and always have done so much in our area for the children .. we have a amazing community which at the moment Ebbsfleet isn't part of.. I feel option 1 would help the communitis to become one and work together in supporting our local areas
Swanscombe	Proposal 1	Swanscombe and Greenhithe Town Council offer fantastic value for money. They support the area that DBC often neglect. They are well represented by the Residents Association and I suspect this move is more to undermine that. No we do not want separate Town Councils and neither do we want to be unparished.
Swanscombe	Proposal 3	Swanscombe and Greenhithe will suffer badly under proposal 1; This is by far the worst option.
Swanscombe	Proposal 3	Keep Greenhithe and Swanscombe managed together, nobody would want the centralised management in proposal 1.
Greenhithe	Proposal 2	Proposal 1 is a no go option for anyone with common sense.
Gravesend	Proposal 1	The ancient parish of Swanscombe (with Greenhithe & Ebbsfleet) should be kept whole and not have its historical unity diluted or weakened. The new Ebbsfleet development is part of ancient Swanscombe and as such its past, present and future are forever entwined with the mother parish. Swanscombe as a whole will be able to offer services and a sense of identity to this area-

		something that must never be lost.
Greenhithe	Proposal 1	Ebbsfleet, being a new development, is unlikely to require investment for a considerable period. Retaining that development within S>C will enable council tax revenues to be increased and reinvestment made into the older areas of the town.
Gravesend	Proposal 1	Option one should make Broadness Peninsula part of Swanscombe ward- this is geographically & historically logical- it should not be part of Greenhithe Ward. Also Ebbsfleet Ward is too small at the moment to have 7 councillors- this should happen once it has developed. It is unwise to have 7 councillors for a current population of only just over 1000 when both Swanscombe & Greenhithe have larger Ward population.
swanscombe	Proposal 2	I think that the Ebbsfleet Community should be held back slightly, until it is more nearer completion.
Swanscombe		Abolish
Greenhithe	Proposal 2	18 sounds a good number to me
Swanscombe	Proposal 1	I'm not sure what any changes will mean to the communities or individuals living in them.
Greenhithe	Proposal 1	I believe that Option 1 best fits the current, and more importantly the future, of the area. My whole family living in this area, a total 6 residents, agree wholeheartedly.
Greenhithe	Proposal 1	We need to keep things as they are. Our Town Council do a wonderful job.
Swanscombe	Proposal 3	We have always had a Swanscombe Parish Council, with their own Councillors. We want to remain the same as we are now.
Swanscombe	Proposal 2	Why is there no option 4 i.e. Ebbsfleet Become part of the Swanscombe and Greenhithe ward/ community?
Swanscombe	Proposal 1	I believe proposal 1 is the best option as Swanscombe and Greenhithe Town Council is really important to our community and must remain in place to continue serving our local area.
Swanscombe	Proposal 1	Creating an additional Council will cost tax payers unnecessary money. Changes for changes sake. Leave as it is. SGTC do good job.
Greenhithe	Proposal 3	Where are the Knockhall parish councillors, it's a neglected part of Greenhithe.
Greenhithe	Proposal 1	The present town council has served the community extremely well and is more than capable of managing the enlarged area.
Swanscombe	Proposal 1	I favour Proposal 1 as being the better option for the residents of Greenhithe, Ebbsfleet and Swanscombe Wards.
Swanscombe	Proposal 1	I consider that Proposal 1 will be the better option for the residents of Swanscombe, Greenhithe & Ebbsfleet Wards.
Greenhithe	Proposal 1	we need to keep our representation for our local area
Greenhithe	Proposal 1	we need to keep our representation for our local area
Swanscombe	Proposal 1	Option one is my choice as this would be the best for the residents of Swanscombe, Greenhithe and Ebbsfleet as the Town Council is really important to us
Greenhithe	Proposal 1	This proposal keeps the existing status quo whilst maintaining the locality of the whole area under one umbrella.
Swanscombe	Proposal 1	My main concern is the possible reduction of town councillors in each parish and therefore residents losing their representatives on the council who serve us very well. In short LEAVE WELL ALONE!
Greenhithe	Proposal 1	Having read all correspondence regarding the proposals, I am of the opinion that option 1 is the best for our area.
Greenhithe	Proposal 1	It works today
Ebbsfleet valley	Proposal 2	Residents already pay large service charges which pay to build and maintain community infrastructure such as parks/community centers. I don't feel we should have to pay out a further surcharge for services outside of the estate.

Swanscombe	Proposal 3	I feel it is important that the different areas, as represented by wards, and with Swanscombe separate from Greenhithe and Knockhall, will represent all residents more successfully. There are vast differences in geography, facilities etc between wards, and it is important that all of these have a chance to be represented. The numbers of councillors in this option seem to reflect this best.
Greenhithe	Proposal 1	Proposal 1 is the only proposal that gives me the kind of representation that I want for the area in which I carry out my life. I strongly support Proposal 1. I do not support Proposal 2 or Proposal 3.
Swanscombe	Proposal 2	Proposal 2 is the only option DBC can reasonably consider. In terms of population size, shared community services....Ebbsfleet remains a completely separate entity. If there is an Ebbsfleet Ward it is only reasonably due 2 or maybe 3 councillors in total. At it stands there has been no attempt to integrate Greenhithe/ Swanscombe Wards with Ebbsfleet. The interests of one side is viewed as completely separate from the other.
Swanscombe	Proposal 1	I support integration of the new and growing community in the Ebbsfleet area with the existing community of Swanscombe and Greenhithe. Ebbsfleet should be managed by the same organisation as it's neighbours, and links between the new and existing towns should be strengthened. I would oppose any move to treat Ebbsfleet as a separate entity as I feel doing so would be detrimental to the area as a whole.
Swanscombe	Proposal 1	I believe Swanscombe and Greenhithe Town Council are providing great service to residents with superbly maintained recreation grounds, excellent facilities such as football pitches for adults and junior pitches for young local children to enjoy, an excellent programme of Free children's summer entertainment , Christmas festive lighting in Swanscombe and Greenhithe high streets and excellent community halls for all residents and local organisations to hire. I believe to make the area unparished is outrageous as I believe areas such as our recreation grounds would be neglected and I believe this would essentially put residents children who use the play areas at risk. I would much prefer to keep paying a small amount extra in my Council tax to maintain the services we receive from our Town Council.
Swanscombe	Proposal 1	I believe Swanscombe and Greenhithe Town Council are providing great service to residents with superbly maintained recreation grounds, an excellent programme of Free children's summer entertainment , Christmas festive lighting and excellent community halls for all residents to hire. I believe to make the area unparished is outrageous as I believe areas such as our recreation grounds would be neglected and I believe this would essentially put residents children who use the play areas at risk. I would much prefer to keep paying a small amount extra in my Council tax to maintain the services we receive from our Town Council.
Swanscombe	Proposal 1	I believe Swanscombe and Greenhithe Town Council are providing great service to residents with superbly maintained recreation grounds, excellent facilities such as football pitches for adults and junior pitches for young local children to enjoy, an excellent programme of Free children's summer entertainment , Christmas festive lighting in Swanscombe and Greenhithe high streets and excellent community halls for all residents and local organisations to hire. I believe to make the area unparished is outrageous as I believe areas such as our recreation grounds would be neglected and I believe this would essentially put residents children who use the play areas at risk. I would much prefer to keep paying a small amount extra in my Council tax to maintain the services we receive from our Town Council.
Greenhithe	Proposal 1	I believe Swanscombe and Greenhithe Town Council are providing great service to residents with superbly maintained recreation grounds, excellent facilities such as football pitches for adults and junior pitches for young local children to enjoy, an excellent programme of Free children's summer entertainment , Christmas festive lighting and excellent community halls for all

		residents and local organisations to hire. I do not believe it is a good idea to unparish the area as I believe the areas currently maintained by the Town Council would be neglected under the Borough Council. I would much prefer to keep paying a small amount extra in my Council tax to maintain the services we receive from our Town Council.
Swanscombe	Proposal 1	Should not suppress the swanscombe heritage
Ebbsfleet Valley	Proposal 2	When my husband and I bought the new build house it was sold as "Ebbs fleet Valley" not Swanscombe. We need to be a separate parish. Especially as the new "Garden City" is going to be a big area
Swabscombe	Proposal 1	Pls do not get rid of our town council . It's amazing . For little towns we need these to help keep a sense of community .
Greenhithe	Proposal 3	I believe option 3 gives residents in Greenhithe and Knockhall the largest number of councillors available to support the major changes taking place.
Swanscombe	Proposal 2	Stop trying to merge Swanscombe into 'Ebbsfleet Garden City' so many improvements already made for the blow in's from other areas and now everyone is jumping on the 'Ebbsfleet bandwagon'. Leave Swanscombe as it is, you have neglected it for years and the residents have put up with it and now you want us to be swallowed up by a new 'made up' area. Swanscombe has a rich heritage and it should stay! I don't want to live in Ebbsfleet I want to live in Swanscombe!
Swanscombe	Proposal 1	Don't fix what isn't broken. I've lived in swanscombe for 20 years. The town council do an amazing job with the parks etc and the summer activities. I wouldn't want it by other way
Greenhithe	Proposal 3	With the number of new homes thsi needs to be as in option 3 so councillors can work effectively for their constituents in their specific area
Gravesend	Proposal 1	Although not a resident of the parish I work for the Town Council and consider myself an interested party. It would be ridiculous to roll back all the work we have done with the EDC to build community cohesion. You cannot have a garden city within a linked community
Swanscombe	Proposal 1	ZI believe to unparish Swanscombe is completely unacceptable, I believe that Swanscombe and Greenhithe Town Council provide a very good service to the residents and the children's summer entertainment they provide is all free for residents to attend which is amazing for familie that are challenged financially. Also the parks and open spaces are very well maintained. I would like to see Swanscombe, Greenhithe and Ebbsfleet become 1 great Town.
Swanscombe	Proposal 1	I believe Swanscombe and Greenhithe Town Council are providing great service to residents with superbly maintained recreation grounds, excellent facilities such as football pitches for adults and junior pitches for young local children to enjoy, an excellent programme of Free children's summer entertainment , Christmas festive lighting in Swanscombe and Greenhithe high streets and excellent community halls for all residents and local organisations to hire. I believe to make the area unparished is outrageous as I believe areas such as our recreation grounds would be neglected and I believe this would essentially put residents children who use the play areas at risk. I would much prefer to keep paying a small amount extra in my Council tax to maintain the services we receive from our Town Council
Swanscombe	Proposal 1	I believe Swanscombe and Greenhithe Town Council are providing great service to residents with superbly maintained recreation grounds, excellent facilities such as football pitches for adults and junior pitches for young local children to enjoy, an excellent programme of Free children's summer entertainment which grows year on year this helps families who are financially challenged with young children during the school holidays , Christmas festive lighting in Swanscombe and Greenhithe high streets and excellent community halls for all residents and local organisations to hire. I believe to make the area unparished is outrageous as I believe areas such as our recreation grounds would be neglected. I would much prefer to keep paying a small

		amount extra in my Council tax to maintain the services we receive from our Town Council.
Swanscombe	Proposal 1	Swanscombe council is doing a good job under difficult conditions, there is no reason to change
Swanscombe	Proposal 1	I believe this is the better option of the three
Greenhithe	Proposal 1	The services from the current committee has worked well for Greenhithe & Swanscombe for many years and has achieved awards for their diligence. They look after the interests of the people for the people due to living in the area. Why would you want to change that !!!
Greenhithe	Proposal 1	I most certainly vote for Option 1. A lot of time and effort has been applied by good people who look after local residents interest voluntarily in some instances. It has worked for many years and the area has grown because of it. Greenhithe & Swanscombe is a place people want to live. This fact alone should highlight the need for it to continue.
Swanscombe	Proposal 1	If Ebbsfleet is treated differently then the tension and bad feelings that already exist will only rise.
Ebbsfleet Valley	Proposal 1	While each proposal is listed with a map, NO INFORMATION is given as to the potential merits or repercussions of the different proposals e.g. what would happen if an area were to be made unparished and how would this affect residents? For the majority of the electorate, unfamiliar with parishes, wards and their remit, it is extremely difficult to make an informed decision regarding the proposals without this information. Whilst I appreciate the opportunity to give my views, this lack of information is most unhelpful.
Swanscombe	Proposal 1	As long as all areas are treated equal which at the moment - the newer areas seem to be cleaned more often etc..
Swanscombe	Proposal 1	Leave as we are as community
Greenhithe	Proposal 1	I don't actually know what this all means or how it really affects me. I have no idea whether areas should be unparished but I voted that way as I figured we are currently parishes and don't think this should change. The residents letter was helpful but could be a little more explanatory
Swanscombe	Proposal 2	I really think the Council should consider removing all parish councils and wards. This is one of the only councils I know that still operate in this way. There is much less need for them now - considering the service provided versus the cost. If these parish staff were part of DBC as a whole, there's more resource for the whole Dartford Community. I don't feel the parish and ward councils provide any additional benefit to me as a resident.
Ebbsfleet valley	Proposal 2	Whilst I feel that the new Ebbsfleet area could work well if linked with the existing Swanscombe and Greenhithe council I fear that given the potential size of the new town area the needs of Swanscombe and Greenhithe residents could become diminished by those of Ebbsfleet residents. It also also the case that the ebbsfleet area has large grounds maintenance contracts in place that would remove the need for many of the services managed by a town council and would potentially increase costs.
Ebbsfleet Valley	Proposal 1	Ebbsfleet garden city is continuing to grow therefore should be Perished and have councillors to reflect this.
Swanscombe	Proposal 1	Our parish council takes good care of our park and recreation areas. I just wish they could oversee the upkeep of the cemetery and cleaning of the streets plus the cutting of grass verges.
swanscombe	Proposal 1	if its working don't fix it
Swanscombe	Proposal 3	The areas are too differing since all of the developments this past decade they all have different issues affecting them
Swanscombe	Proposal 1	I think this is an unfair review as many of the residents do not have computer skills or access to a computer or internet

Swanscombe	Proposal 3	If a parish council was to remain I think it needs to change from it's current guise as the current structure has not seen effective decisions made for residents, separating out greenhithe and swanscombe would be beneficial as I feel the demographic between these areas are too different to remain as one. With the housing developments within greenhithe it is more akin to ebbsfleet than swanscombe so separating these out would be most beneficial to count for this. I would support unparishing swanscombe as an area with such differing levels of affluence would be better managed by a less specific council structure with stronger links to dartford Borough.
Greenhithe	Proposal 3	The parish has largely been made up of the same members for many many years with no real engagement within the community and certainly not with young adults of today so believe a new parish council for Greenhithe could engage new blood, especially with Ingress Park potentially offering new councillors. In Greenhithe it seems to be a lot harder to see where the Parish money gets spent.
Greenhithe	Proposal 3	Having lived in the area for five years I can see absolutely no point in Greenhithe being paired with Swanscombe as a 'Town', which only seems to men that higher council taxes can be charged by an area I never go to, never visit and have nothing in common with. Greenhithe needs to be separated from Swanscombe as it now has its own separate identity as well as different needs and different demographics. A 'Town' is a homogenous area with a centre and many things in common, this area is certainly not a town and needs to be reviewed in its current state and not rely on taxes from a part of the borough that it does not serve.
Swanscombe	Proposal 1	I have only just moved to the area and I feel that the Parish Council as it stands has the good of the village and it's tesidents at heart, it should stay as it is.
Swanscombe	Proposal 1	Swanscombe needs as much representation as possible. It is being completely ignored since the construction of Castle Hill and Ebbsfleet. If it wasn't for Swanscombe being destroyed for theses houses are village would be much looked after much better. We need more doctors, schools, dentist and hospital beds before more houses. We must stop our identity being lost. Option 1 is the only where are you to assist this.
Swanscombe	Proposal 1	We want Swanscombe town council to continue managing the parish.... dartford borough council are useless with what they maintain they just neglect Swanscombe
Swanscombe	Proposal 1	We want option one and have the town council continue to manage swanscombe Parrish. They are the only ones who do things for the area as dartford borough council totally neglect swanscombe
Greenhithe	Proposal 1	I agree with the LGBCE independent proposal. I am firmly against any part of Swanscombe & Greenhithe to become separated and unparished. The importance of this cannot in my opinion be over estimated. It is becoming more important for residents & the local community to receive support/guidance from their Town Council with issues that affect them directly at a local level. Especially regarding the new houses that are being built under the management of property companies. I speak from experience as I live at Ingress Park and have done for over 15 years under the control of numerous managers and management companies who often struggle to get thing done and offer value for money.
Swanscombe	Proposal 1	As a resident of Swanscombe I can categorically say that a strong Town Council has been of enormous benefit to local people. The council KNOW what the needs of a community are and they do the best to ensure those needs are met. They take pride in making the town a nice place to live. In my view a town council builds a COMMUNITY not just a place to live. Unparished areas cannot effectively build a community identity and sense of belonging in the same way. I would hate to live in an unparished area.
Swanscombe	Proposal 1	I feel everything is in good working order

Swanscombe	Proposal 1	The current Town Councillors do an excellent job representing the people of Swanscombe and Greenhithe. They have the experience to take the area forward in these most challenging times of a massive increase of homes being built and the the current economic climate with the County Council having to cut millions of pounds from their budget.
Swanscombe	Proposal 3	SWANSCOMBE NEEDS TO HAVE ITS OWN TOWN COUNCIL TO KEEP ITS IDENTITY AND TO MAKE SURE THAT SWANSCOMBE STILL HAS A VOICE FOR THE COMMUNITY
swanscombe	Proposal 1	parish council workers know the people of community and are more suited to dealing with issue, and work that needs amideate attension and are able to deal problem, whithin there scope
Greenhithe	Proposal 3	Greenhithe deserves its own council and I feel the current council focuses much of its resources and attention to swanscombe. Over the last 20 years the socio-economic demographics have of Swanscombe and Greenhithe have drastically changed and they both need councils to represent different needs.
Greenhithe	Proposal 2	Option 2 allows for the retention of Swanscombe & Greenhithe Town Council, which will have a continuing overview of issues which affect the whole area of Swanscombe, Greenhithe and Knockhall, together with councillors representing each of these Wards for specific issues. At the same time, this gives Ebbsfleet Valley its own Community Council, since it looks to expand considerably in the future.
Greenhithe	Proposal 2	I am of the opinion that the Swanscombe and Greenhithe Town Council should be retained in order to retain an overview of the whole area comprising Swanscombe, Greenhithe and Knockhall, together with councillors representing its constituent wards. This would mean providing for a Community Council for the Ebbsfleet Valley area, which is likely to have its own particular issues as a rapidly expanding area.
Swanscombe	Proposal 1	Real community feel here, all welcome.
Greenhithe	Proposal 1	Remain how we are.
Ebbsfleet valley	Proposal 2	I currently live on Castle hill and feel as a emerging new community we should be recognised as a separate parish. We currently manage our own communal spaces, streets and community which would normally be managed by a council if we were recognised as our own parish we would be able to continue to do this . We will continue to grow in size over the next 18 months and think it is important we have a voice as a community.
swanscombe	Proposal 3	As a new community we need to have our own voice and be represented.
Ebbsfleet	Proposal 3	Residents of the relatively new development of Castle Hill pay a substantial fee to a private managing agent who are responsible for the maintenance of the entire estate. Ebbsfleet should be considered its own entity in order to avoid duplicate payments to the local authority.
Ebbsfleet Valley	Proposal 3	As this is the only chance the residents of Ebbsfleet will have for most likely 15 years on this, I feel very strongly that we should be given the opportunity to arrange our own Parish as we build up our community.
Swanscombe	Proposal 1	No
Ebbsfleet	Proposal 3	It clear with the extensive development plans for ebbsfleet and surrounding area this will be the only option that really works. Ebbsfleet largely using management companies to maintain roads, parks etc that this can be managed via this method
greenhithe	Proposal 1	I am happy with the way the council is run. we have enjoyed lots of free activities over the summer. This would stop under other options. Funds would be diluted if the council were split, making some areas poorer than others, not to mention unecassary job losseses.
Swanscombe	Proposal 3	Ebbsfleet seeing maxing growth trajectory and possible large voting people, should have an independent council

Greenhithe	Proposal 1	From the information supplied and having witnessed the changes that have taken place in the Greenhithe area over the last 35 years, a change in the representation of the community is long overdue. I welcome the opportunity to comment and, as supported by the town council, my preference is Proposal 1.
Greenhithe	Proposal 1	I don't care for any of the options much, but option one is the most sensible. I think a complete consultation undertaken after the next election would be much more fruitful. The fact that I can only submit 500 words is a perfect example of how poorly this process is being handled. I have sympathy for those that would like to see 3 parish councils in our area, but I'm afraid there is no case for dismantling what we have in place without a well thought out alternative has no merit on democratic or community grounds and would above all, be fiscally reckless. The idea of no parish at all for these areas is ridiculous.
Greenhithe		Can we not just get rid of the council? It's an extra layer of unnecessary bureaucracy.
Ebbsfleet	Proposal 1	Better together for decision-making and administrative efficiency.
Swanscombe	Proposal 1	I think for such proposed changes should be voted like a general election counted and verified doing it this way the result can be manipulated by DBD WHO WANT THE CHANGE at what I can see that DBC want the changes for financial gain
Greenhithe	Proposal 1	I have read carefully the synopsis of options given out by DBC regarding the parish of Swanscombe & Greenhithe (S&G), as well as the actual review by the LGBC itself. (1) It's clear from the LGBC review, that they took into account the future anticipated population gain in Ebbsfleet. I believe it is fair to draw from their final conclusions, that the time for Ebbsfleet residents to make decisions about their parish, would be later, when natural communities have had a chance to form. This is so sensible, that I find I must question why DBC would believe it isn't, compelling it to put forward a differing proposal of its own? (2) The synopsis of the review given to residents, tells us that S&G currently has 5 parish wards. It actually has 4. It is worrying that not only have we residents not been supplied with accurate information, but that DBC doesn't seem to know much about a parish on which it seeks to alter a decision made by those who do. (3) It hasn't gone unnoticed that the town council of S&G is run by residents, not politicians. A wonderful oasis where wider ideologies play no part. Splitting it into its components or removing it altogether, weakens or negates its position and with it, its ability to function in a way devoid of politics. This inevitably must raise questions as to the motives behind these suggestions put forward by such politicians? As such, I strongly believe parish boundary decisions are best left to independent bodies, to ensure there can be no hint of influences from individuals with political axes to grind.
Greenhithe	Proposal 1	Option ONE is the most sensible and cost effective solution. It is robust, representative and meet the challenges of change and protect the character of the area. Other options tabled would damage community cohesion built up over many years. Disappointingly little information about the implications of the other proposed solutions have been provided by DBC. Other parishes should be combined not split. Politically biased solutions should be avoided if political parties cannot win democratically. Ebbsfleet can split once large enough
Swanscombe	Proposal 1	Option 1 is without doubt the best option as it should help integrate the communities better. These is a strong 'them and us' attitude at the moment and this needs to be dealt with now before the area development is finished. Making a strong unified town council will go some way to help stop this community rift.
Greenhithe	Proposal 1	I think that the option one proposal is best for the whole community of Ebbsfleet, Greenhithe and Swanscombe. I agree with the preference of thoe LGBC that these should remain as one area as they are at present time.

Greenhithe	Proposal 1	The SGRA's preference is for Option One which is recommended by the Local Government Boundary Commission for England (LGBCE) an impartial body independent of Government. The SGRA is in total support with their recommendations. We believe that Swanscombe and Greenhithe Town Council that has received a prestigious award as part of the National Local Council Award Scheme should stay as it is and enable the Town Council to maintain the services that it provides to the local community. We thank you for the opportunity to make comments and please do not hesitate to contact
Greenhithe	Proposal 1	The area needs to be managed as a whole and not divided.
Swanscombe	Proposal 1	The Town Council have submitted their full comments to the Electoral Services Manager by post. Any unparishing of an area should only be considered if evidence of residents wanting it is sustained over a period of at least two terms i.e. 8 years.
Greenhithe	Proposal 1	The Local Government Boundary Commission for England (LGBCE) an impartial body independent of Government and political parties has made a recommendation. Very disappointed that Dartford Borough Council (DBC) does not consider it can recommend the proposals by an independent body. The failure to recommend it is a blatant political driven undemocratic decision to destroy the award winning Town Council. Options 2 and 3 both fail to respect the history of the Swanscombe and Greenhithe area going back many years as one community first ecclesiastically secondly as town in local government. Why has DBC not given residents full impartial information about the impact of each of the proposals so they can make an informed response? Why has DBC not costed each of the proposals. In these times of austerity this is grossly irresponsible? Why has DBC ignored Government guidance on both the carrying out a consultation and on carrying out of a Community Governance Review? Why has DBC ignored Government direction on the proposals of making areas unparished? Why has DBC not consulted on splitting any other Parish Councils? This is a democracy and decisions should be made through the ballot box, not behind closed doors at Dartford Civic Centre. I therefore support Option 1 as recommended by the LGBCE, free from political interference.
Greenhithe	Proposal 1	I object to the heavy handed way that Councillors Jeremy Kite and Keith Kelly hav orchestrated this review. Their desire to destroy the well respected (apart from Dartford's Conservatives) award winning Swanscombe and Greenhithe Town Council is blindingly obvious. it is grossly irresponsible to carry out this review without costing each of the options before before consulting the public on this. It is also irresponsible not to give the public impartial advice about the implications of each of the option. Therefore I find it impossible to support any option apart from Proposal 1 recommended by an independant body free from political interference.
Swanscombe	Proposal 1	Swanscombe and Greenhithe Town Council continues to be one of the most successful parish councils in the Dartford area, providing a great wealth of services and facilities to its residents, services and facilities that residents tell us they want and would not be provided by a principal authority (as demonstrated in Temple Hill). The Town Council also provides a strong, coherent, democratic voice for its residents, with others bodies, both statutory and non-statutory. Swanscombe and Greenhithe, like most of Dartford's Parishes and like Dartford itself is not a single, homogenous place but is a community that enjoys and celebrates diverse neighbourhoods sharing a common greater identity and long, historic bonds. The pre-doomsday manor of Swanscombe was the geo-political ancestor of this parish and the footprint has changed very little in the intervening 1000 years. I do believe that new wards and a redistribution of Councillor numbers should be delivered to ensure an appropriate balance bewtween the neighbourhoods and I also would like to see the long-term development of collaborative models of governance for areas with private estate management, as these schemes completely lack

		democratic accountability and could benefit from the expertise developed in a larger parish for management of public open spaces. I think that while it looks to outsiders that Swanscombe and Greenhithe is large, this only by local comparison and relative. When compared to parish and town councils nationally, the Town is completely within the normal range and actually significantly smaller than many.
Swanscombe	Proposal 1	At a time when a priority must be to secure the full integration of existing and new communities to best represent the interests of the whole of Swanscombe and Greenhithe (including the Ebbsfleet development), it would be an act of folly to create separate third tier administrative areas - it is impossible to integrate the areas whilst at the same time separating them. Although when fully developed out the town council area would have a large population, it would still not be the largest council of its type in the country. It also makes no sense creating a new community council for Ebbsfleet (effectively at the moment only part of the Eastern Quarry development) when we have no idea of what will actually happen in the now much delayed Ebbsfleet Valley itself - remembering that this part of Ebbsfleet is actually split between Gravesham and Dartford anyway, so it would be impossible to create a single Ebbsfleet third tier administration covering the whole of the Ebbsfleet Garden City area. I would also add that I found it extremely difficult even finding this consultation page on your website and the fact that it was under Swanscombe Parish rather than Town Council speaks volumes.

Dartford Borough Council - Community Governance Review

Comments from Swanscombe and Greenhithe Town Council to Electoral Services Manager, DBC email dated 19 June 2018, and for consideration by the General Assembly of the Council on 16 July 2018.

Introduction:

Swanscombe and Greenhithe Town Council have noted the recommendations to the Electoral Provisions Sub-Committee on 27 June 2018 and would welcome the opportunity to input into the draft options for all Parish Councils when these are put out for public consultation following the General Assembly of the Council meeting on 16 July 2018.

Before expressing the comments on the proposals available for Swanscombe & Greenhithe, as at 5 July 2018, the Town Council wanted to acknowledge that the considerations of a Community Governance Review regarding whether existing parish arrangements should be changed in any way include abolishing an existing parish.

The Town Council hope that this option is not one that the borough council would realistically consider as it would not only take away an important local level of representation, governance and service provision for an area it would also threaten the identities of the communities within the parish and also break all the ties built up by the communities and the links with similar community councils.

Any initial consideration of abolishing an existing parish should only be undertaken where there is clear and sustained support for the abolition which has been demonstrated and evidenced over an appropriate period (at least two terms of elected office), as referenced in the House of Commons White Paper on 'Parish Councils: Creation and Abolition' SN/PC/04827.

Without this clear and sustained support, over an appropriate period, the reasons and motives behind the proposal could be open to misinterpretation and it would seem to be undemocratic to consider this for one or two parishes in isolation within the borough?

Dartford Borough Council - Community Governance Review**Comments:**

The following are Swanscombe and Greenhithe Town Councils comments to each of the options set out for the Town.

- **Option 1**

- This is the recommendation made by the Local Government Boundary Commission for England (LGBCE) and supports the existing community that is being built throughout the Town.
- The LGBCE noted, in their rationale behind their recommendation, that the growing community of Ebbsfleet would be best served by having a significant number of councillors represent them within the Town Council.
- As noted by Dartford Borough Council (DBC) this was supported by the Town Council and would enable the partnership work already undertaken between the Town Council and Ebbsfleet Development Corporation (EDC), towards building a cohesive community, to continue.
- It is worth noting that the Chief Executive Officer of the EDC felt, in his comments to the LGBCE that a review of governance arrangements for Ebbsfleet would be more prudent in the future when further development has been undertaken and natural communities have been formed.

- **Option 2**

- This option would separate the new communities within Ebbsfleet Valley and the existing community within Phoenix Parc from the remainder of the Town of Swanscombe and Greenhithe.
- The rationale provided for this is that the growing community of Ebbsfleet would be better served with its own Community (Parish) Council to enable better representation and the ability to set its own taxes.
- Although some may argue that this would be appropriate, given the future size of the area, it is hard to see how a Community Council consisting of only 5 elected members could effectively represent such a potentially large community.
- The LGBCE recommended 7 councillors to represent the area, but felt this would be far better served within the established community governance setting of the Town Council.
- As a newly formed parish council, the Ebbsfleet Community Council would be limited in providing its statutory functions, or any that it has the power to deliver, as the intention is that the majority of facilities in the area will be managed by private companies.
- Beyond the separation of Ebbsfleet, the Town Council note DBC have proposed a change to internal ward boundaries that differ from both the existing ward boundaries and those suggested by the LGBCE. The Town Council would welcome the rationale for this change as we are aware the LGBCE would have to give formal consent for this.

Dartford Borough Council - Community Governance Review

- **Option 3**

- This option dissolves the existing Town Council for Swanscombe and Greenhithe and creates three new smaller parish councils for Ebbsfleet, Greenhithe and Swanscombe.
- This includes Ebbsfleet being an un-warded parish council and the newly formed parishes of Greenhithe and Swanscombe having two wards each.
- The Town Council strongly object to this option as it would reverse, during a four month period, in excess of 92 years of history of this community being successfully supported by the existing council.
- This area is rich in shared history and identity and separating the communities, in the same way as separating Ebbsfleet, would create natural divides between residents from existing communities and reverse all the good work undertaken by the existing Town Council in forging strong links and bonds between the communities. At present the Town Council is able to provide the rich variety of services and events it currently does because it has the economies of scale, which we are sure the Borough Council will understand, benefit when serving a large and diverse community. In this time of financial uncertainty that all local authorities face, the Town Council feels that this community would not benefit from withdrawing the existing financial strategy that the Town Council have worked towards for the last 5 years, providing best value for services.
- Given that this Governance Review is proposed to be in place for May 2019, with the final order being made in December 2019, the Town Council would welcome the Borough Councils input on how this option would be delivered within this timeframe. As mentioned this would be turning back in excess of 92 years of governance for this Town and with that comes in excess of 92 years of assets that would need to be legally resolved. This is not just the simplicity of freehold transfers but leases that have been negotiated in the name of a proposed dissolved Town Council. As the Borough Council will understand, managing community assets involves a number of contracts and contractors that are not simple to renegotiate. In short the Town Council feels that this option is both unjustified given the history and close links within the community and also unrealistic given the timescales involved.

The Town Council does not understand, or see the benefit to tax payers, of creating the cost for changing the governance arrangements and feels that this is the wrong time to be doing this. The Town Council welcomes the opportunity to discuss future local governance arrangements for the Ebbsfleet area but feels that this is not the time to be implementing changes at the moment and that a review should be undertaken in 10 years' time.

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175/18-19. CAPACITY BUILDING FUND (CBF) AWARD.

Members considered the letter from the Financial Services Manager, Dartford Borough Council, confirming that the Town Councils CBF application had been successful.

Recommended: That the item be noted.

176/18-19. GENERAL DATA PROTECTION REGULATIONS (GDPR) – ACCEPTABLE IT POLICY FOR TOWN COUNCILLORS.

As requested in minute 108/18-19 members were provided with a draft Acceptable IT Policy for Town Councillors.

Members were informed that this policy was only appropriate should members agree to take on a Town Council email address.

Members briefly discussed the advantages and implications of continuing to use personal email addresses. It was felt that the draft policy provided was appropriate and should be adopted if members agreed to have individual Town Council email addresses at the next full meeting on 11 October 2018.

Recommended: That the Acceptable IT Policy for Town Councillors be adopted as drafted, should members agree to have individual Town Council email addresses at the next meeting of the full Council on 11 October 2018.

177/18-19. CONTRACTOR PAYMENTS.

As requested in minute 53/18-19 members were provided with a list of the contractors that the Town Council have agreements with.

Recommended: That the item be noted.

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

Signed:

(Chairman)

Date:

That the minutes of the Community Safety Committee meeting held 18 April 2018 be confirmed and the recommendations made therein be adopted.

107/18-19. MINUTES OF THE HERITAGE SUB-COMMITTEE MEETING HELD ON 1 MAY 2018.

RESOLVED:

That the Minutes of the Heritage Sub-Committee meeting held on 1 May 2018 be confirmed and the recommendations made therein be adopted.

108/18-19. GENERAL DATA PROTECTION REGULATIONS (GDPR).

Further to appointing a Data Protection Officer (DPO) (minute 618/17-18) the following documents/policies were produced to ensure the Town Council complied with all the relevant legislation relating to GDPR.

- Data Breach Policy;
- Data Protection Policy – if adopted would replace the current policy and be required to be signed by employees;
- Privacy Notice for Employees – if adopted would be required to be signed by employees;
- Privacy Notice for Job Applicants;
- Acceptable IT Usage policy – if adopted would replace the current IT Policy and Information Security Policy;
- Data Controller & Data Processor Agreement;
- Privacy Policy.

The Town Mayor introduced Simon Evans, the Town Councils DPO, who detailed the information/documents for members. The DPO advised members that it was far more secure and best practise for them not to use personal email addresses but to have Swanscombe and Greenhithe Town Council email addresses.

After discussion members agreed that the "Acceptable IT Usage Policy" should not apply to Town Councillors (this was to be added to the first paragraph) and that Town Councillors should have a separate Acceptable IT Usage Policy which would take into account their ability to express personal opinions.

RESOLVED:

1. That the Policies relating to GDPR supplied by the DPO, to include the amendment above, be adopted.
2. That the next scheduled meeting of the Finance and General Purposes Committee considers an Acceptable IT Usage Policy relating to members only.

From: Simon Evans [mailto:simon@abcict.co.uk]

Sent: 10 July 2018 12:07

To: Graham Blew <graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>

Subject: RE: Acceptable IT Usage Policy - 6 Sept 2018

Hi Graham,

I've had a think about the revised IT policy for the councillors.

As you rightly pointed out, the existing one is for staff and unless the councillors decide to opt for an official @swanscombeandgreenhithe email, there is no need for them to adhere to any IT policies.

If they do go for an official email address then I have attached a draft IT policy which covers this.

Perhaps you could let me know your thoughts on this?

Regards,

Simon



ABC Computers
81 Barnhurst Road Bexleyheath, Kent DA7 6HD

www.abcict.co.uk
01322 333344

ALL COUNCILLORS ARE ACCOUNTABLE FOR THEIR ACTIONS ON THE INTERNET AND EMAIL SYSTEMS.

COUNCILLORS THAT USE A SWANSCOMBE AND GREENHITHE TOWN COUNCIL INTERNET ADDRESS MUST NOT:

- Use this email address for the purposes of harassment or abuse.
- Use this email address to send profanity, obscenities, or derogatory remarks in communications.
- Use this email address to access, download, send or receive any data (including images), which Swanscombe & Greenhithe Town Council considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the Swanscombe & Greenhithe Town Council email system in a way that could affect its reliability or effectiveness; for example, distributing chain letters or spam.
- Place any information on the Internet through this email address that relates to Swanscombe & Greenhithe Town Council, alter any information about it, or express any opinion about Swanscombe & Greenhithe Town Council; unless they are specifically authorised to do this.
- Use this email address to send unprotected sensitive or confidential information externally.
- Forward Swanscombe & Greenhithe Town Council mail to personal (non-Swanscombe & Greenhithe Town Council) email accounts (for example a personal Hotmail account).
- Use this email address to make official commitments through the internet or email on behalf of Swanscombe & Greenhithe Town Council unless authorised to do so.

DRAFT

From Mark Crosby (son of former Labour Swanscombe councillor, Mick Crosby) of 97 Highcross Road, Westwood, Southfleet. He gave these to Christoph Bull on 26th July 2018 after contacting Christoph via Facebook. He made it clear that Christoph Bull could do what he wanted, he just wanted them given to a good home.

Christoph Bull (me) decided that putting the volumes on permanent loan to Swanscombe & Greenhithe Town Council was the best option as they are accessible to the public – and Christoph has no room for these volumes. The idea is that the Town Council will allow easy access at their offices once a convenient appointment has been made. Christoph Bull retains the right to borrow said volumes by making arrangements with Swanscombe & Greenhithe Town Council.

1926-7= first volume of SUDC was retained by Mark as a souvenir of his father's time as a councillor (Mike Crosby was a member of the Town Council, not SUDC).

1927-8

1932-3 (Spine loose)

1950-1

1933-4 (Part of spine broken, piece kept inside volume)

1951-2

1934-5

1952-3
1954-5
1955-6

1937-8

1940-1

1941-2

1942-3

1943-4

1944-5

02 AUG 2018

1945-6

1946-7

1947-8

1948-9

1949-50

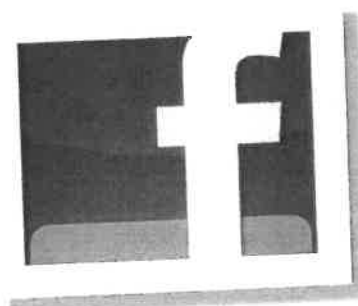
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Serving Parish & Town
Councils in Kent

Kent Association of Local Councils NEWS

September 2018



Finally Facebook!

The Kent Association of Local Councils is pleased to announce that it now has a Facebook page.

So why are we doing it?

- Facebook is a great way to disseminate information to the biggest number of recipients.
- As an Association, it is a good idea to have another point of contact other in addition to our website or by traditional means of communication.

The Facebook page will be used as an information point only. You will not be able to comment on any of our posts and you cannot use the Messenger facility to contact us. It is a totally "Closed Page".

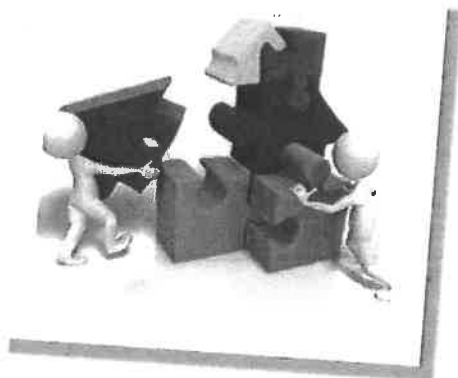
Primarily, it is a "launchpad" for our events, a place to put

some of our photos, and to make sure that we now have a presence in the world of social media. As of now, we really can be "Found on Facebook". We hope that it will raise awareness of our work, and the important role of local councils. Likewise we would like it to be a focal point for some of our bigger campaigns and as another route to provide our member councils with information. If you are not familiar with Facebook, our page will be very simple, and shouldn't be difficult to navigate. Those of you who are confident with social media will find it very easy - if in doubt...ask a teenager!

When logging into Facebook, on your account, search for "Kent alc", remembering there is a space between "t" and "a".

We hope you will use the facility as often as possible.

Leading Your Learning



Our Learning and Development Programme takes a break during the month of August, to take into account the traditional holiday season. We begin again in September and our Autumn Programme is already building up quite nicely.

Our Dynamic Councillor Workshops always provide a good basic training for all members, **Please note that the Workshop on 5 September at Staplehurst is now full, but we do expect to run more sessions on demand throughout 2018-19.**

Our Annual Clerks' Conference on 13 September is always well liked, and is already steadily booked. However, there are still some places available for those who would like to attend.

The Allotment Management and Law Workshop on 24 September is likewise well subscribed and we hope that all who would like to attend can do so.

Our joint workshop with the Kent Resilience Forum and the Environment Agency for Community Resilience is not only relevant to everyone but is completely FREE

Do try to send a representative to this if you possibly can. We never know when an Emergency Plan might be needed: it's not just a case of having a Flood Strategy. The bad snow that we had last Winter and Spring caused many unforeseen issues, and likewise, any "Major Incident" requires a Plan. This event will be hosted by many of the agencies that have direct involvement in Emergency Response, so should be invaluable for all our communities. Please see our advertisement on page 6 and our website for further details.

Our Finance Conference will shortly "go live" for booking, and takes place on 18 October 2018. Make sure you save the date for this one. It's always popular and there is always something to learn!

All of our events are available to book online here:
<http://www.kentalc.gov.uk/page-1171358>

Learning and Development News and Opportunities at KALC

- The Dynamic Councillor, Wednesday 5 September at Staplehurst Village Centre
- Annual Clerks Conference, Thursday 13 September, Ditton Community Centre
- Allotment Management and Law, Monday 24 September, Lenham Community Centre
- Community Resilience Workshop, Saturday 6 October, Tonbridge Angel Centre.
- Finance Conference, Thursday 18 October, Ditton Community Centre
- The Dynamic Councillor, Monday 22 October, Queenborough Town Council
- Chairmanship Conference, Thursday 13 December, Orchards Event Venue.

“Getting Personal”

One thing is for certain. Your Council is unique! It forms a key part of your village/town and has the opportunity to make a really positive impact on your community.

Councillors and officers, such as the Clerk and the Responsible Finance Officer (RFO), all have a role to play in the smooth running of the Council. Sometimes, those roles need a little more support or a new way of approaching a project.

It may well be that you already have a cohesive plan, and that your Councillor colleagues are tuned in to their responsibilities. However, if you think you might need a few extra pointers, or if your Council needs to be refreshed on its responsibilities and rights, KALC can offer you a bespoke learning and development (L and D) package that can be tailored for you as necessary.

The cost for a Council that wishes to hold a bespoke



BESPOKE EVENTS FROM KALC

training event is £30 plus VAT (minimum charge is £300 plus VAT ie ten guaranteed places for the host Council). This can include: all Councillors from that host Council, officers and non Council members of a host Council's committee. All other KALC member Councils attend at a rate of £60 plus VAT per delegate. Non Member Councils are charged at a rate of £120 plus VAT per delegate.

If there is a subject that is more specific to your own Council, do approach us and see what we can offer you. Our L and D programme is now very well established, and if you need something in particular - for

example, training on project management, finance, planning etc - we can probably help.

In the first place, take a look at our website here:
<http://www.kentalc.gov.uk/page-1859453>

This will give you an overview of our work in this domain.

Do contact our L and D Manager, Clive Powell, by email at: adviser@kentalc.gov.uk who will be happy to discuss anything that you may have in mind for your Council. We look forward to hearing from you soon!

The Latest from The Office of Kent's Police and Crime Commissioner.

Our local councillors have told the Police and Crime Commissioner (PCC) Matthew Scott how much they value Kent Police being increasingly accessible to residents right across the county.

The PCC Matthew Scott and Assistant Chief Constable (ACC) Jo Shiner sat down with 17 parish council representatives last week. Together, they listened to the councillors' views and answered their questions about local policing.

One of the main topics for discussion was visible policing and the importance of communities being able to engage with Kent Police - one of the key priorities Mr Scott has tasked the Chief Constable with delivering.

Mr Scott said:

'It is vitally important that Kent Police delivers an efficient and accessible service. I have been pleased to hear that the waiting time for 101 calls to be answered has vastly improved, and that a higher proportion of callers are getting through to speak to the Force Control Room. It was also pleasing to hear from the councillors that more and more of their local police officers and PCSOs are taking the time to engage with them personally.'

The meeting took place on 2 August at Kent Police Headquarters, with Mr Scott and ACC Shiner having agreed to meet with the KALC twice a year.

Sarah Barker, chair of the Kent



Association of Local Councils (KALC), said after meeting:

'We had a very constructive and informative meeting with the Police



and Crime Commissioner and Kent Police, where our Area Committee representatives were able to raise and discuss issues that matter most to them and their communities. We all left the meeting with a more informed impression of what Kent Police and the PCC are doing to address our members' concerns.

This direct engagement with the PCC and Kent Police is really important to us and our members and we look forward to the next meeting early in the New Year.'

Mr Scott added:

'We also discussed the ongoing campaign to recruit 200 additional police officers, volunteering, roads policing, violent crime data and preparations for Brexit.

'Parish councils are the lifeblood of local communities. They want to support Kent Police and it is clear they really appreciate the opportunity to engage with us on the issues that affect their residents.'

ACC Shiner added:

'I really value the feedback and ideas that we get from KALC, and was very pleased that this was such a productive meeting. Kent Police strives to listen to the communities that we serve in order to ensure that we deliver a first class service to the public.'

The Latest from The Office of Kent's Police and Crime Commissioner.



Articles from

The Office of the Kent Police
and Crime Commissioner

The Police and Crime Commissioner for Kent often has articles that are relevant to our communities.

Here are the latest news alerts that may be of use to you... click on the link for further information

- <https://www.kent.police.uk/news/policing-news/0818/warning-regarding-telephone-calls-and-messages-fr/>
Telephone Fraud

- <https://www.kent.police.uk/news/policing-news/0818/advice-for-faversham-4x4-owners/>
Faversham SUV Owners - targeted theft

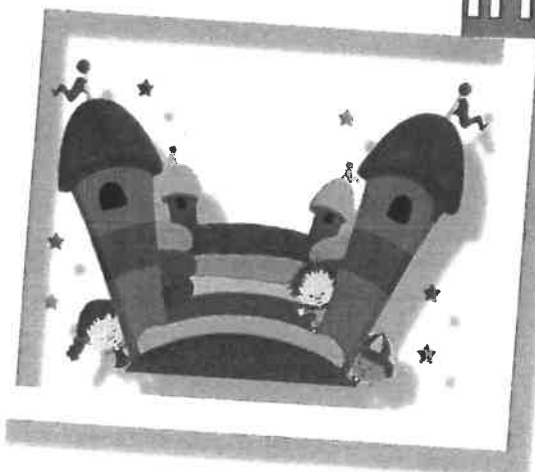
- <https://www.kent.police.uk/news/policing-news/0818/thanet-pub-goers-reminded-to-%e2%80%98ask-for->

- [angela%e2%80%99/](https://www.kent.police.uk/news/policing-news/0818/ask-for-angela/)
"Ask for Angela" a Kent Safety Initiative.

- <https://www.kent.police.uk/news/policing-news/0818/police-donation-to-benefit-ton-bridge-community-all/>
Police donate to Tonbridge Allotment Project.

Health and Safety... Getting It Right

In your Community



Every kid loves a "Bouncy Castle", right? They come in all shapes and sizes. Depending on what the child in question would like (or adults on occasion!), it might be a simple tower to a full blown assault course. Most of us know the drill: a festival, fete or an event on the Village Green; add cakes, an ice cream van, plus said "inflatable structure" for good measure and lots of music. A recipe for 2 hours or so success with your Little Darlings.

For the most part, this works marvellously and there is hardly ever any issue. Much safer than taking several children to an ice skating rink or a trampolining warehouse, you might think!

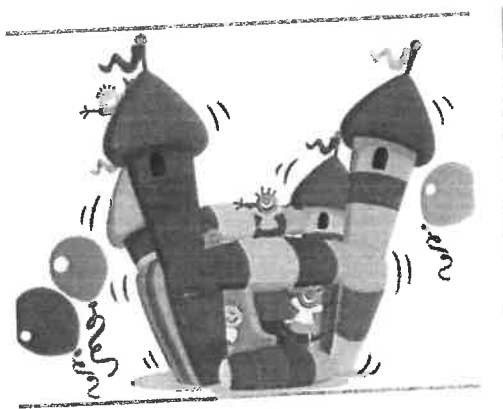
However, there have been some incidents recently that have, sometimes tragically, highlighted the need to make sure that health and safety procedures are followed to the letter.

You should make sure that your insurer has given your council the relevant advice concerning the hire of bouncy castles and so on. As a general rule of thumb, you should check that any policy includes or excludes cover for injury, loss or damage arising from the use of a bouncy castle or similar inflatable device. You should also check that your "Venue Hiring Form" is specific to your own facilities.

Obviously, the best idea is to contact your insurer and make sure you are completely comfortable with allowing the hire of such structures in your venue.

It is a harsh fact that whilst accidents are very rare, they do sometimes occur. It makes sense, then, to be sure that your insurance cover is correct, your forms take into account every eventuality and that your community follows any rules accordingly. Above all, make sure that your Risk Assessments are up to date.

Following some simple steps now could mean the world of difference if something doesn't go right on the one occasion you agree to an event!



County Matters



That Light Bulb Moment! | 100000th LED Street Light Installed In Kent

The 100000th LED street light in Kent has been installed in KCC's ambitious £40 million scheme.

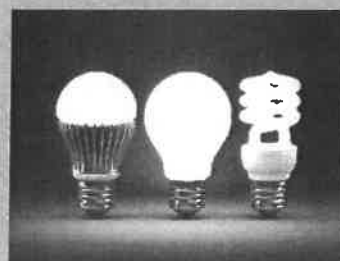
Kent County Council has approximately 120,000 street lights and in March 2016 began a project to convert all street lights to LED.

KCC cabinet member for transport Mike Whiting said: "We are very excited to mark this significant milestone in such a crucial project for the county.

"As we near completion, we have been able to realise several benefits including cost savings for the taxpayer, cutting-edge technology and sustainability for the environment and future generations.

"We are also able to quickly rectify outages, to ensure that the correct amount of light is used and roads are not over lit, and eliminate the need for switch-offs.

"The decision to work with BYES was based on the experience of their previous successful projects and our confidence that BYES had the right abilities to complete the project to an exemplary standard."



The complete project will feature 120,000 centrally controlled, energy-efficient LED lights and will save Kent taxpayers up to £5.2 million a year on our energy costs.



KCC launches new select committee on loneliness and social isolation

Kent County Council's (KCC) Scrutiny Committee has established a Loneliness and Social Isolation Select Committee to identify ways it can support the county's older residents.

The topic was proposed for consideration by Mr Ken Pugh, who was elected chairman at the select committee's inaugural meeting on July 23.

Mr Ken Pugh, chairman of KCC's Loneliness and Social Isolation Select Committee

The committee will investigate the current services available and identify initiatives and strategies to prevent or reduce the impact on residents.

The committee is cross-party and independent from the council's executive.

It will gather information via several hearing sessions with relevant witnesses, off-site visits and the collection of written submissions from experts and interested stakeholders.

Mr Pugh said: "Loneliness and social isolation are serious issues with wide-ranging consequences.

"Although loneliness can affect anybody, its mental and physical effects can be particularly detrimental for older people, as the health risks associated with it increase as people age.

"It has been estimated that about 30,000 people in Kent alone suffer from acute loneliness. While we are aware that tackling this problem is not easy, we believe that more can be done to alleviate suffering and improve the lives of our older residents". The terms of reference were agreed at the committee's first formal meeting on July 23.

Loneliness and Social Isolation Select Committee - Terms of Reference

To put into context social isolation and loneliness, and to identify the groups of people who are particularly affected by social isolation and/or loneliness in Kent.

To investigate the impact of social isolation and loneliness on Kent's older residents.

To investigate the extent to which KCC's current service provision and partnership working is effective in dealing with social isolation and loneliness amongst older people in Kent.

To recommend initiatives and strategies to prevent or reduce the impact of social isolation and loneliness on Kent's older residents.

To help the committee gather as many views on this important issue as possible, KCC would welcome any written submissions about loneliness and social isolation.

If you would like to send information for the committee to consider, please email select.committee@kent.gov.uk by midday on Monday September 10, 2018.

Once all the information has been considered, the committee will develop a report that puts forward recommendations for improvement to be considered at a full county council meeting in early 2019.

You can find out more information about the select committee and [read the published agendas here](#).

For further information contact David Gazet on 03000 422589 or email david.gazet@kent.gov.uk.



Gravesham (Pepperhill) Household Waste Recycling Centre (HWRC) Now Open

Good news!

Pepperhill Household Waste Recycling Centre and Transfer Station reopened on Saturday 11th August. The site was closed as a result of a fire that occurred on Saturday 21st April which caused damage to the infrastructure.

Kent County Council is anticipating a higher volume of traffic at the site due to the reopening and so the opening hours have been extended at the Pepperhill, Dartford, Swanley and Tovil waste recycling centres. The opening hours are extended until 6:30pm on a Wednesday and 6pm on a Thursday until September 2018.

Please note that it will be necessary for the Pepperhill site to close again temporarily in order to replace the roof of the transfer station. Kent County Council will be providing updates via the Press Office, as well as posting on social media.



Landfill: Did you know?



It may surprise you to learn that **less than 1% of Kent's waste went to landfill during 2017/2018!**

Kent residual (black bag) waste is incinerated at the Waste to Energy facility in Allington, Maidstone, and supplies power to the national grid.

Garden and food waste is composted, and in most areas, the contents of your recycling bin are sent to a Materials Recycling Facility (MRF) where the materials are processed and repurposed into new items. More information in relation

to this process can be found using this link: <https://www.youtube.com/watch?v=8DAk8m7sVM4>

Marine carcasses (e.g. seals and porpoises) are also no longer sent to landfill, but instead are sent for cremation.

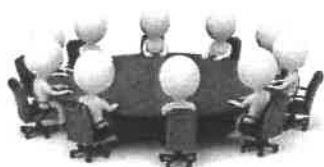
We hope that since over 99% of Kent's waste was diverted from landfill throughout 2017/18, this encourages residents to continue their fantastic efforts in recycling their waste—keep up the good work!



Follow Keep Kent Clean on Facebook

NEWS FROM OUR NATIONAL ASSOCIATION

CONFERENCE
30-31 OCTOBER 2018



**The Youth Of Today...Get
Them Involved!**



NALC's Annual Conference 2018 is an essential event for councillors, council officers, county association members and officers as local councils join with other parts of the public sector (including the government and principal authorities), the private sector and voluntary sector to discuss the key policy issues of the moment. The event will promote the NALC's vision that local councils will be the focus of community effort, the natural locus of a range of public activity and service delivery; giving a democratic voice to those communities working in partnership with other agencies. This will be a brilliant opportunity for councillors, clerks, county officers and members, exhibitors and sponsors to network, share good practice and gain solutions to local issues from a platform which puts local councils at the heart of local government.

Further information and to book your place can be found by following this link:

<https://www.nalc.gov.uk/our-events/annual-conference-2018>

The *Princes Countryside Fund* has launched the *Recharging Rural* report, which shows rural communities are increasingly helping themselves to improve their quality of life but feel as though they are becoming more remote.

Professor Sarah Skerratt, director of policy engagement from Scotland's Rural College who led the research, said: "An overwhelming majority of respondents told us that the biggest barriers faced by people living in a remote rural area are a forced reliance on private transport to access anything; limited or poor infrastructure in rural areas, including a lack of access to shops and services; and the ongoing issue of poor digital connectivity. The most significant challenge for the future is affordable rural housing."

Claire Saunders, director of The Prince's Countryside Fund said: "It is encouraging to hear how communities are taking action to address the challenges they face - respondents told us of more than 500 community-led projects happening across the UK."

Cllr Sue Baxter, chairman of NALC said: "Rural local (parish and town) councils will recognise and agree with these findings. The National Association of Local Councils (NALC) regularly hears their concerns about public transport, poor infrastructure, lack of access to services and slow broadband. Many local

councils are already taking action to address some of these problems and helping communities to help themselves."

"For example, Whiston Parish Council and Cogenhoe Parish Council, both in Northamptonshire, have partnered with local community groups to replace a vital bus service that was lost due to reductions in funding. Thanks to the work of the local councils, residents can continue to feel connected to their communities."

"But there are some challenges for local councils as well. A very strong theme in the report is the fundamental need to involve young people in decision-making in their communities, with young people at the centre of consultation and decision-making and given leadership roles currently too dominated by those of the older generation. I would urge local councils to consider how best to make this happen and NALC will be giving this further consideration through our Diversity Commission."

You can read the *Recharging Rural* Report by following the link provided here:

<http://www.princescountrysidefund.org.uk/research/recharging-rural-2>

NEWS FROM OUR NATIONAL ASSOCIATION



17

BREXIT BRIEFING FROM THE NALC CHIEF EXECUTIVE on 24 AU- GUST 2018

"In advance of yesterday's speech on planning for a no deal Brexit by Dominic Raab MP, secretary of state for Exiting the European Union, I was pleased to participate in a confidential briefing on the 25 technical notices as part of guidance on how to prepare for Brexit if there's no deal. We have been asked to publicise them through our networks and I would be grateful if county association colleagues could share with member councils. Officials said they will be working closely with the wider local government sector and NALC in the run-up to the UK's exit from the European Union "to ensure a successful transition by helping to facilitate effective and constructive conversations between local government and central government." I will, of course, keep you informed on future developments."

DATA PROTECTION BRIEFING FROM THE NALC CHIEF EXECUTIVE - on 24 AUGUST 2018

"Staying on the subject of information governance, one issue raised at JIGG was local councils trying to pay their data protection fee online. In selecting the option of a 'public authority', the online process asks for data protection officer details, which is not necessary for local councils. ICO colleagues have raised this issue internally and been assured that a request has been made to have this amended. In the meantime there is a work-around - rather than selecting 'public authority' select 'other' which then asks for organisation type, you can then add you council there."

NALC WELCOMES FURTHER CAPPING DEFERRAL

Responding to the publication of the consultation Cllr Sue Baxter, chairman of NALC, said: "I am delighted the government has honoured its commitment not to extend council tax referendum principles to local councils in 2019/20, this being the second of a 'three-year deal'.

"The average increase in the small share of council tax levied by local councils to invest in local services went down in 2018-19 and at 4.9% - just £3.02 - is the lowest year-on-year increase since 2015-16.

"I want to praise our local councils for showing restraint and continuing to demonstrate fiscal responsibility; we will continue to work with the sector to explore and make the most of different avenues to fund the vital and growing range of local council services their communities depend on.

"I want to place on record my thanks to the local government minister Rishi Sunak MP who I have been in close and regular contact with about parish finances and I am committed to continuing to work positively and constructively with him on this and other funding issues."

Following extensive engagement from NALC, in 2018-19 the Government decided to defer for three years the setting of referendum principles for local councils, with the current proposal being the second year of the 'three-year deal'.



OUR ANNUAL GENERAL MEETING 17 NOVEMBER 2018



Our Annual General Meeting will take place at Ditton Community Centre on Saturday 17 November 2018. Always our keynote event of the year, our members can expect the usual mix of business, information and networking along with a superb lunch provided by Came and Company, Local Council Insurers.

Our theme for this year highlights the importance of health and wellbeing in our county. We are delighted to welcome speakers from two high profile organisations this year.

- The Operations Manager for Kent and Medway Alzheimers Society, and
- The Chairman from the West Kent Division of Diabetes UK.

We are sure our members will give them both a warm welcome and we know that both speakers will give us an excellent insight to the work they do for our communities as a whole.

Don't forget to save the date! We will be issuing papers in due course, so do look out for them... And hope to see you there!

SECOND THAT MOTION

It is now time to think about any motions that you would like to put forward for debate. This is a very important part of our business for the day and we welcome and encourage member input. You should bear in mind the following information when you prepare your motion for submission:

"Member Local Councils may submit motions for debate at the Annual General Meeting provided that notice of motions are given in writing to the Chief Executive no later than fifty six clear running days before the date of the Annual General Meeting. Amendments to such motions should normally be submitted in writing to the Chief Executive at least seven running days prior to the Annual General Meeting."

Extraordinary motions may be submitted to the Finance and General Purposes Sub Committee no later than fourteen clear running days before the date of the Annual General Meeting for a decision on whether it is sufficiently important to warrant being put forward for urgent debate at the Annual General Meeting."

**Submissions to be received by
21 September 2018**

Standing Orders 2018...

Following the issue of the Model Standing Orders 2018 in April of this year, there have been some amendments made recently. These are available on the Member Zone of our website, which can be found here: <http://www.kentalc.gov.uk/Legal-and-Financial-Updates>

IN YOUR NECK OF THE WOODS...

STORIES FROM OUR LOCAL COMMUNITIES

So many of our member councils have been making a concerted effort to promote and embrace the "Dementia Friendly Communities" initiative that the Alzheimer's Society launched in March 2012. We reported on the work that Minster On Sea Parish Council have been doing in a past issue of the News, and our list of participants just grows and grows. In this issue, the work of

Hythe Town Council is highlighted.

They have done much to support the scheme, which culminated in Hythe Town Council Dementia Awareness Forum being nominated in the final of the Dementia Friendly Kent Awards as "Most Inspiring Dementia Friendly Community" in 2017.

The Council has a Dementia Awareness Forum, which has forged a partnership with the town, making it visibly much more "dementia friendly" of recent times. The Forum is made up of representatives from local businesses and organisations, plus people who are affected by dementia in their every day lives.

HYTHE TOWN COUNCIL...

ANOTHER DEMENTIA FRIENDLY COMMUNITY



There have been real strides made by the community, and funds have been raised by one of the local supermarkets and a bank on the High Street.

Whilst a major "Awareness Event" was launched in May of this year, activities are not just confined to adults. Children have also been involved - notably the 1st Hythe Cub Scout Group.

The Forum came to explain to the difficulties and challenges that people with dementia face, and this was well received by the younger generation.

Hythe Town Council has put itself on the map and continues to boost its community with its innovative and inclusive activities with those who are affected by dementia in some way. That might be a person with the condition or with those who care for them. Either way, the town is inspiring.

We know there are many other examples within our villages and towns...and we would like to hear about them so that we can put the spotlight on you too.

Armistice 2018

A Very Special Remembrance Sunday

2018 has seen numerous different events take place on our shores and in our county. Aside from our sterling efforts in the World Cup in Russia, which brought together communities in earnest in the summer, there have been serious commemorations that have also harnessed the imagination and the enthusiasm of the British public.

Let us not forget, for example, the centenary of the Representation of the People Act, that was the start of female suffrage in Great Britain. Sometimes known as the Fourth Reform Act, it meant that *some* women achieved the right to vote in certain circumstances, and paved the way for rights that would become fully validated ten years later in 1928.

The centenary of that landmark law was marked with some aplomb in parliament, and continues throughout this year.

Likewise, we must all be aware that the centenary of the Armistice or the cessation of the First World War, is fast approaching. The whole of Europe will be embracing the date of 11 November 2018 with much fervour, passion and of course, respect.

Britain takes the Commemoration very seriously and it has become custom not only to have Remembrance Sunday - normally the nearest Sunday to the actual Armistice - as well as two minutes silence on 11 November. However, this year, our Sunday Remembrance falls on the Centenary itself. Consequently, there will be a

whole day set aside for the nation to remember "The Fallen"

There are many national events already scheduled to take place that have had media coverage.



The Ringing Remembers campaign, for example, will mark the Centenary appropriately as church bells across the United Kingdom were restricted during the course of the First World War. They only rang freely once more after 11 November 1918. The initiative for this year is to hopefully recruit 1400 new ringers, representing those who were lost over the whole period. You can find out more about national events and initiatives by looking here:

<https://www.gov.uk/government/topical-events/first-world-war-centenary/>

If your community is still deciding what it might do to mark the Centenary, there is a

"toolkit" available for download, which you can equally source by following this link: <https://www.gov.uk/government/publications/first-world-war-centenary-toolkit-for-local-communities>

At local council level, the National Association of Local Councils

(NALC) is supporting "Battle's Over - A Nation's Tribute"

[:https://www.local.gov.uk/battles-over-nations-tribute-11-november-2018](https://www.local.gov.uk/battles-over-nations-tribute-11-november-2018)

Overseen by Bruno Peek LVO OBE OPR, Pageant Master, there is to be a World War One Beacon of Light Ceremony, where as many communities as possible are being

BATTLE'S OVER



A NATION'S TRIBUTE

11TH NOVEMBER 2018

100 YEARS OF REMEMBRANCE

asked to ignite a beacon that signals the centenary of the Armistice.

There are already many of our councils who have registered their event details, but if you are thinking of subscribing, further information can be found here:

<https://www.local.gov.uk/sites/default/files/documents/Battle%E2%80%99s%20Over%20Guide%20March%20v5.pdf>

If your town or village has a ceremony or commemoration that you would like to publicise nationally, you can do so by visiting this website <https://armistice100.org.uk/> that is overseen by the Department for Digital, Culture, Media and Sport.

Armistice 2018 is a national thanksgiving. We look forward to hearing how you have marked a very special anniversary.





- **The Frank Brake Charitable Trust** is currently sponsoring projects for young people, including their participation in team sports - Closing date 15 September 2018
- **Kent Reliance Provident Society Fund** is accepting applications from local community groups, charities and social enterprise to fund projects for children and the elderly across Kent and Medway - Closing date 25 September 2018
- **Grassroots Carers Holiday Fund.** A worthwhile fund that may benefit members of your community that are in the often silent role of caring for others in their family. The fund aims to fund respite breaks for unpaid carers. The closing date for applications this year is 31 December 2018



We're Changing...

Our website is changing, as will our booking system for events. We hope to formally launch both new innovations at our Annual Meeting on 17 November. We are confident that this will be a much better, user friendly site that all our members will be able to navigate without too many issues in the first place! **One important factor is that our booking will be entirely online from launch and you will no longer be able to call us to add a place manually.** Our booking system will be managed by Eventbrite, one of the major event management platforms. It is very successful and very easy to navigate.

Out with the old and in with the new!

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Swanscombe 'Our Space'

Introduction

Thank you for providing the specification for the development and delivery of a new Youth Club in Swanscombe. We would be pleased to be considered for this new opportunity to deliver a weekly club.

Executive Statement

XXX is a Company who provide educational and social activities for children, young people and communities across Dartford, Croydon, Sevenoaks and Bromley.

Our community programmes include 30 weekly universal youth clubs, holiday play schemes, community fun days and family learning programmes. Our specialist projects include a mobile play and youth bus, music studio and the Croydon Auto Bike Scheme (CABS). We manage successful Family Community Hubs in Bromley (Turpington Lane), St Mary's Cray (Mountfield), BALC (Penge) and in Croydon (Wayside).

XXX support 1,900 registered members at our regular Kent and Croydon clubs and attract IRO 3,500 children, young people and parents to our holiday programmes.

Our assets are locked and our published community constitution includes:

- Working with children, young people and adults - providing a broad range of social and educational activities.
- Community development and participation - promoting services that get communities working together.
- Helping those who want to get involved in the community.
- The provision of specialist services to vulnerable young people. □

We mainly work in areas where community and youth services are limited using commissioned, grant funded or social enterprise models. A high percentage of those that we work with are living in socially, rurally or financially deprived areas. □

Against the backdrop of increasingly restricted statutory and community grant funds, our activities combine approaches that include: direct delivery, pilot programmes, ABCD (Asset Based Community Development) and community led ideas and activities. Our business plan seeks to move away from a reliance on grants and commissions and to increase our social enterprise activities; we believe that this is the best way to improve longer terms community sustainability. □

The Swanscombe Our Space project

The proposed club will offer added value, XXX have a current contract with KCC (To December 2021), and have registered 892 young people to date. This contract delivers activities for young people across Dartford including detached activities at Broomfield Park, Ebbsfleet Multi Sports and Swanscombe holiday activity days. At the time of writing we are also developing new ideas with Ebbsfleet Academy staff to work with disengaged young people and the Bluewater Safety Shop; these projects will enable us to develop new local delivery and, promote the new Swanscombe funded universal club.

We currently have 33 registered young people who work with us in the Swanscombe detached project, and 28 young people who have attended multi sports. Young people have cited that a lack of activities and the affordability of activities and travel are key issues in the area.

The new regular club will work with young people to provide weekly youth activities. The club will be for young people aged between 11 and 19. It is anticipated that the club will offer a combination of 'Core' and 'Focused' activities.

XXX teams work positively with children, young people and parents to promote: healthy living, present and future safety, economic wellbeing, contributing to the local community and achievements (*Every Child Matters*).

Core activities at the club will include activities that are always available from our key themes of:

- ICT
- Creativity and Art
- Knowledge and Discussion
- Sport and Social

These activities are always available and young people chose to freely engage with them.

Focused activities are projects that young people plan with the staff team. These may include examples such as: fashion design, dance or cooking skills. XXX have staff and partners who have particular skills such as: sports coaching, dance, cooking, healthy eating, archery, photography, film making, Scuba Diving and motor bike skills (CABS). We want the clubs that engage with young people to offer attractive opportunities.

We also want to enable them to gain knowledge and an understanding of themselves through participation; personal values, beliefs and acceptance of others.

Planned activities will be designed to enable young people to:

- Gain experiences and enjoyment
- Participate in new activities
- Build self esteem
- Clarify personal attitudes
- Develop identity
- Recognise and respect others
- Manage conflict
- Develop relationships
- Improve communication skills
- Understand identity and equalities
- Develop life skills
- Learn about health and well being
- Respect themselves and others

Accreditations

Introduced in early 2016, XXX is a registered centre for AQA accredited outcomes and the National Arts Award Scheme. The club will deliver accredited outcomes using informal and attractive group activities at a pace suitable to the young people (Funded by the KCC contract). AQA and Arts Awards outcomes are easy to deliver and may be achieved with minimal academic skills.

Outputs

XXX will provide:

- Three team members to deliver the youth club activities
- A weekly two hour session for seniors (7pm to 9pm)
- 40 delivery sessions each year
- Register all young people who attend
- A termly youth forum to plan focused activities
- A recruitment plan of volunteers

Outcomes

Our planned target outcome will include:

- The clubs will register 70 young people aged 11 to 19

Of the registered number:

- 80% will attend on more than 10 occasions
- 50% will achieve an AQA accredited outcome
- 90% will state that they enjoy coming to the club
- 40% will state that they have spoken with staff around emotional, health and well being issues

- 40% will state that they have spoken about keeping safe, drugs and alcohol related issues
- 80% will state that they have tried something new
- 80% will state that they have been involved in project planning

Added value

A combination of KCC, XXX and Swanscombe funded project work could provide a local offer to young people that includes:

Tuesday – Weekly Multi Sports Project - 5pm to 6.30pm

Thursday – Weekly Broomfield Detached Project - 4pm to 6pm

TBA – Weekly Ebbsfleet Academy well-being sessions (Alternative curriculum - after school or lunch)

TBA – Weekly Seniors Youth Club – 7pm to 9pm

Further to negotiations, and subject to the availability of the community hall, XXX would also like to consider adding a 'bolt on' junior session to the senior club (Using KCC and XXX funds for delivery).

Recording and reporting our outputs and outcomes

We take a robust approach to monitoring and evaluation; ensuring that we deliver agreed Key Performance Indicators (KPI's) for commissioners, the community and individuals (outputs and impact outcomes).

The project team will be provided with, and inducted to use a project folder containing contract delivery information and tools needed to deliver the contract to a high standard. This includes: insurance details, briefing and planning sheets, programme planning tools, registers for attendance, monitoring forms, commissioner contract, policies and procedures.

Planning sheets will be completed at the beginning of each half term of delivery by staff, volunteers and young people and will together be part of a youth forum.

We will use a simple outcome and output pro forma table that highlights our planned targets. Registration forms, and attendance registers enable us to identify the number of attendees and basic data required (Age, gender, address, ethnicity etc).

At the end of each delivery session staff and volunteers speak about the session, record how the session went and the impact on the young people. Briefing and debrief is recorded using the XXX recording process.

The clubs will evidence recorded and accredited learning outcomes; the folder outlines the required outcomes, outputs, accredited and learning recording achievements.

We will use three specific Survey Monkey questionnaires covering volunteers, participants and practitioners. Questionnaires capture information that relates specifically to contracted output and outcome targets and are built into service delivery, meetings or

training. Survey Monkeys may be used at various times within a project, enabling us to encapsulate progress at different points of the project cycle.

Photography and film is used to capture important images and young people are encouraged to talk about and draw their activities.

Case studies are used for reporting, these help us to capture particular stories, celebrate success and gain information that help us to evaluate and improve service delivery. We will ask the club to produce one case study per month.

We anticipate that Swanscombe and Greenhithe Town Council will be provided with a quarterly text and statistical report on outcomes achieved.

Staffing

XXX use experienced and qualified staff teams to deliver our youth projects. All staff and volunteers are DBS checked. XXX are supported by XXX who work with us to ensure that our human resources policies and practice are in line with current legislation and indemnifies us from any potential claims against us by employees.

XXX are supported by a team of Directors and staff:

- Business Director (Contract Manager)
- Operational Director
- Finance Director
- Senior Youth Worker Dartford (Delivery, support and training and project development)
- Youth Workers

As part of the KCC contract XXX deliver a rolling programme of advertising for volunteers who support our paid staff; this may include marketing through church, partner agencies and local community groups. All candidates who respond to an advert are provided with an application form, job description, person specification, DBS information and other relevant information. Clubs must provide a minimum of three staff or volunteers for each delivery site and work to a ratio of 1:10 as a minimum. An experienced team leader reports to the Lead Senior Project Youth Worker.

All volunteers and staff undergo an induction process using our 'New Staff Checklist'. A probation period is agreed and all staff members are offered weekly supervision and support sessions. The induction period includes an opportunity to work alongside other staff members and to meet partners.

Staff and volunteers take part in an initial induction followed by regular monthly support and training sessions. The initial induction covers key safety and delivery features.

People volunteer for a range of reasons including finding new interests, impacting on their own community or improving their employability options. In all cases we want to offer volunteers the opportunity to benefit from the role, therefore AQA accredited

outcomes are built into the training programme for volunteers. Offering an accredited outcome and up skilling them provides personal benefits that has real currency in terms of their own employability. Volunteers will have monthly training sessions, which include a range of activities that develop a good working knowledge of the Youth Work Principles.

Budget

Our Space Programme (11-19's)		
40 Week Project		
Lead Worker (1)	£1,200	£12 @ 2.5 hours (40 weeks)
Support Workers (2)	£2,000	£10 @ 2.5 hours (40 weeks) - 2 staff
On Costs	£416	Based on 13%
Trips and activities budget	£1,000	
Materials	£800	£20 @ 40 weeks
Insurance	£200	
Volunteer Training and AQA's	£500	
YP AQA Registrations	£700	35 YP @ £20
Networking, marketing and support	£1,123	Based on 20%
Total Delivery Cost PA	£7,939	
XXX/KCC Match Funding	£1,500	
Funding requested	£6,439	
Unit Cost per session	£161	40 sessions
Unit cost per registration	£91.99	70 young people

Marketing

XXX will use a variety of techniques to promote the availability of the club activities:

- Banners/Signs - Banners or signs at the location will show clear details of what is going on.
- Community Events
- Leaflets/Fliers - We will produce good quality leaflets/fliers. These are generally posted through mailboxes and handed out by agencies.
- Through Partners - Local agencies such as: libraries, sports centers, schools, ASB officers, Youth Offending Teams, community support groups and Safer Neighborhood Police Teams.
- Word of Mouth - In our experience "word of mouth" will spread news about these fun events between children, young people and their parents.
- On Line through partner, commissioner and XXX web sites.

Keeping Safe

XXX policies and procedures cover a broad range of safety and delivery issues including safeguarding, confidentiality, child protection, recruitment, absence from work, travel, lone working, discipline, investigation, whistle blowing, dress code, accidents, health and safety and equal opportunities. Policies and procedures are kept at all of our delivery sites or events and are visible. Every registered volunteer and staff member signs to say they are aware of these and held equally responsible for their implementation (Available on request).

All staff members are appropriately experienced and DBS checked.

Our sites have first aid boxes, appropriate fire extinguishers and safety issues (such as fire escapes) are given a high profile when briefing and training staff.

Subject to any identified need, qualified and experienced childcare practitioners will staff children's or youth activities. Where appropriate ratios for staffing for under 8's will be in line with Ofsted and insurance requirements; service for older children deliver to a 1:10 ratio.

All activity attendees will be registered with us and we retain important contact and health details of each person during direct delivered projects.

All delivery is risk assessed; planning and risk assessment training are part of the induction for staff and volunteers.

Our delivery is fully insured at 5M Public and 10M Employee liabilities.

XXX are experienced in operating a safe environment that promotes learning. We work with external support agencies including the Local Authority Safeguarding Teams, LADO, Early Years, Youth Hubs and SENCO Staff. In the first instance child protection and safeguarding issues will be supported by the line management structure. However in all cases, this will include staff communicating directly with the designated Safeguarding Officer.

All delivery plans and locations are risk assessed using our XXX Risk Assessment Forms. Planning and risk assessing are part of the induction and training process for staff and volunteers.

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②

Programme Proposal 2018-19

Programme Title	XXXXXXXXXXXXXX		
Programme Duration	12 months	Delivery Hours	3hrs per week x 49 weeks
Target Audience	Young people aged 11 – 17	Programme Aims	To set up and deliver a weekly evening activity to engage and educate young people from the Swanscombe and Greenhithe area
Programme details	<p>The proposal is to create a dedicated youth space at XXXXXXXXXXXXXXXX where a range of weekly activities will be delivered including:</p> <ul style="list-style-type: none"> 1) Minecraft club 2) Coding club 3) Manga arts club <p>Minecraft Minecraft is one of the worlds most popular games, which has moved into some classrooms, as teachers increasingly find ways to use the game for educational purposes. Its played on most popular consoles and PC's.</p> <p>Minecraft is a game where you dig (mine) and build (craft) different kinds of 3D blocks within a large world of varying terrains and habitats to explore.</p> <p>Minecraft is educational because it enhances creativity, problem-solving, self-direction, collaboration, and other life skills. In the classroom, Minecraft also complements problem solving, math and some business principles.</p> <p>Coding Coding has to be one of the least underrated skills, yet one of the most in demand for the workplace.</p> <p>Learning to code has many benefits including</p> <ul style="list-style-type: none"> • Educational - learn the basic inner workings of computers • Computational thinking - the ability to communicate your thoughts in a structured and logical way • Creativity – problem solving and story telling • Job opportunities – entry level programmers can command £25k plus jobs in London. Coding specialists are well-paid and highly sought-after on the current market, and opportunities for these skilled employees will expand in the future <p>Manga Arts Manga is a style of Japanese comic books and graphic novels, which is very popular in the West. The art and style of Manga is very distinctive and there is an array of amazing resources available to help develop Manga skills.</p> <p>The benefits of art in all its forms are well noted, these include developing the following skills:</p> <ul style="list-style-type: none"> • creativity • confidence • problem solving • patience and determination 		

Programme Proposal 2018-19

	<ul style="list-style-type: none"> • accountability • ability to give and receive positive feedback <p>These three topics are accessible to all ages and currently very popular with young people.</p>		
Programme Schedule	<p>The programme will alternate each week e.g.</p> <p>Week 1 – Minecraft and Manga Week 2 – Coding Club Week 3 - Minecraft and Manga Week 4 – Coding Club</p> <p>The programme will be delivered on one evening a week throughout the year, including the school holidays. XXX closes over Christmas for three weeks:</p> <ul style="list-style-type: none"> • w/c 17/12/2018 • w/c 24/12/2018 • w/c 31/01/2019 <p>Each session will be delivered over 3 hours – times to be agreed with S&G TC.</p> <p>The XXXXXXXXXX can accommodate 30 young people each session.</p>		
Additional Information / Outcomes	<p>Our activities all have an education remit, however their main purpose is to capture the imaginations of local young people and possibly lead to new hobbies, interests and career ideas.</p> <p>By taking part in a weekly session, will also divert young people away for other less positive activities and give them a focus to direct their skills and talents.</p>		
Programme Sustainability	<p>XXX Community Solutions will seek to identify additional funding for future provision.</p> <p>We will also seek to identify potential young community champions and where appropriate training to a) support future XXX projects and b) develop skills for the workplace.</p>		
Resources provided	<ul style="list-style-type: none"> • Young Persons Support Worker (Enhanced DBS) • Volunteer Support Worker (Enhanced DBS) • Fully equipped and accessible venue • Resources • Refreshments • Publicity/posters etc • 4 x quarterly reports 		
Programme Costs			
	Youth Support Worker	3 hrs p/w x 49 wks	£2205.00
	Volunteer Support	49 sessions	£490.00
	Refreshments	49 sessions	£490.00
	Materials	12mths x £50	£600
	Server		2000.00
	Administration / Management costs		£500
TOTAL			£6,285.00

Programme Proposal 2018-19

Insurance Arrangements	<p>Employers Liability - NIG Policy number Cover £10m</p> <p>Public Liability – NIG Policy number Cover £5m</p> <p>Professional Indemnity Full Civic – Hiscox Policy number Cover £500,000</p>
Bank Details	<p>Bank Details Account name Sort code Account no.</p>

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