

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 6 JULY 2017 at 7.00 PM

PRESENT:

Councillor Ms L M Cross (Town Mayor)
Councillor Mrs A E D Barham (Deputy Town Mayor)
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Hall
Councillor P C Harris
Councillor J A Hayes
Councillor Ms L C Howes
Councillor R J Lees
Councillor Mrs L Manchester
Councillor B R Parry
Councillor A S Reach
Councillor B E Read
Councillor S J Ryan

ALSO PRESENT:

Martin Harding – Assistant Town Clerk/RFO

ABSENT:

Councillors' K M Kelly and Mrs M B Kelly.

112/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Dr J M Harman, P M Harman, D J Mote and Mrs I A Read.

113/17-18. 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.

114/17-18. MINUTES OF THE MEETING HELD ON 18 MAY 2017 AND THE SPECIAL TOWN COUNCIL HELD ON 6 JUNE 2017.

RESOLVED:

That the Minutes of the Meeting held on 18 May 2017 and the Special Town Council held on 6 June 2017 be confirmed and signed as a true record.

115/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

116/17-18. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 3 MAY AND 14 JUNE 2017.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 3 May and 14 June 2017 be confirmed and the recommendations made therein be adopted.

117/17-18. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 22 JUNE 2017.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 22 June 2017 be confirmed and the recommendations made therein be adopted.

118/17-18. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 15 JUNE 2017.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 15 June 2017 be confirmed and the recommendations made therein be adopted.

119/17-18. MINUTES OF THE LEASES & LEGAL SUB-COMMITTEE MEETING HELD ON 15 JUNE 2017.

RESOLVED:

That the minutes of the Leases & Legal Sub-Committee meeting held on 15 June 2017 be confirmed and the recommendations made therein be adopted.

120/17-18. MINUTES OF THE HERITAGE PARK/SKULL SITE SUB-COMMITTEE MEETING HELD ON 2 MAY 2017.

RESOLVED:

That the Minutes of the Heritage Park/Skull Site Sub-Committee meeting held on 2 May 2017 be confirmed and the recommendations made therein be adopted.

121/17-18. WORKING GROUPS - REVIEW

Members received a list of the current Working Groups and their memberships.

Members briefly discussed the different Working Groups and the need to have clear guidelines on membership and attendance.

The ATC/RFO confirmed that any specified guidance would formulate an adjustment to Standing Order 25 and stand adjourned to the next full meeting of the Town Council.

RESOLVED:

1. That Councillor B E Read fill the vacancy on the Financial Risk Assessments Working Group.
2. That the following adjustments to Standing Order 25 stand adjourned to the next full meeting of the Town Council:
 - That Working Groups consist of between 3 – 5 members.
 - That quorum for a Working Group to meet is 3 members.
 - That substitute be permitted, and have to be nominated by the Working Group member that cannot attend.
 - That at the creation of any Working Group it should be specified whether or not the Working Group is expected to act as a delegation to discuss matters and gather information on behalf of the Town Council.

122/17-18. OUTSIDE BODY REPRESENTATIVE – KENT ASSOCIATION OF LOCAL COUNCILS DARTFORD ARE COMMITTEE (KALCDAC).

Following discussion it was agreed that Councillor Ms L C Howes fill the vacancy as one of the Town Council representatives to the KALCDAC

RESOLVED:

That Councillor Ms L C Howes fill the vacancy as one of the Town Council representatives to the KALCDAC.

123/17-18. AMENDMENT TO STANDING ORDER 1 c).

In accordance with Standing Order 41 b); and further to minute 17/17-18, members discussed and agreed that the amendment to Standing Order 1 c) as indicated in the report, be agreed.

RESOLVED:

That in accordance with Standing Order 41 b) the proposed variations to include the above, be agreed.

124/17-18. TOWN COUNCIL OFFICES BUILDING MAINTENANCE – ENTRANCE DOORS.

Members discussed the report from the ATC/RFO that followed the recent maintenance to the Town Council Offices entrance doors.

RESOLVED:

That specification 3 be undertaken.

125/17-18. STAFF / MEMBER TRAINING - UPDATE.

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

Cllr Ms L C Howes	Councillors Conference (KALC) - Maidstone	8 July 2017
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RESOLVED:

That the item be noted.

126/17-18. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

Members were supplied with the April and June 2017 editions of the Parish News.

RESOLVED:

That the item be noted.

127/17-18. SUGGESTIONS FOR 2018 – 2019 ESTIMATES.

Members were requested to consider items to be considered for the 2018 – 19 Estimates and to submit any to the ATC/RFO no later than 31 August 2017.

RESOLVED:

That the item be noted.

128/17-18. 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.

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

The ATC/RFO confirmed that Councillor Mrs S P Butterfill is the Town Councils representative on the steering group. An email had been received from the Diocese confirming the progression of the project and an imminent first meeting to discuss recruitment.

Borough and Parish Council Forum (BPCF)

The Town Mayor and Town Clerk are the Town Councils representatives on the BPCF.

The Town Mayor and Deputy Town Mayor attended the meeting on the 4 July 2017 which included a presentation of Planning Policy, and an update on Kent Police regarding crime and police statistics, Hotspot Police Cars and improved training for PCSO's regarding mental health and youth work.

London Resort Company Holdings Community Liaison Group (LRCHCLG)

Councillor B R Parry is the Town Councils representative on the LRCHCLG.

Councillor Parry attended the meeting on 20 June 2017 which centred on transport and access. In addition the meeting was updated on plans for consultation prior to planning submission on 25 November 2017. The meeting was also updated that Paramount were no longer lending their name to the development.

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.

Councillor P C Harris updated members which included:

A new Development Manager had started on Monday.

The audit company that had been selected by members rather than Firstport were currently undertaking the financial audit.

129/17-18. REPORT FROM KENT COUNTY COUNCILLOR.

Unfortunately Kent County Councillor P M Harman was unable to attend so there was no update provided.

130/17-18. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

No information to update as Dartford Borough Council was about to enter the summer recess period.

RESOLVED:

That the item be noted.

131/17-18. SEALING OF DOCUMENTS.

There were none.

132/17-18. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor confirmed she had attended several events with the Deputy Town Mayor. The Town Mayor also confirmed that a Civic Service was hoped to be held at St Peter & St Pauls Church on 20 August 2017. In addition a charity dinner at the George & Dragon was planned to be held on 29 July 2017.

133/17-18. QUESTIONS.

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

134/17-18. 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.

135/17-18. EXCLUSION OF THE PRESS AND PUBLIC.

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

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.

136/17-18. GROVE CAR PARK WORKING GROUP - UPDATE.

Members received the confidential notes from the Working Group meeting on 27 April 2017 and a verbal update by the ATC/RFO on consultation and staff parking.

RESOLVED:

1. That a second web based, open text, consultation be undertaken to gauge public and stakeholder opinions during the period DBC advertise the Change in Parking Order at Civic Centre.
2. As the Town Clerk and ATC/RFO are required to use their vehicles on a regular basis for work activities, a parking permit for these two members of staff only should be issued.

There being no further business to transact the Meeting closed at 8.20 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 5 JULY 2017 AT 7.00PM

PRESENT:

Councillor B R Parry (Chairman)
Councillor B E Read (Vice-Chairman)
Councillor K G Basson
Councillor J A Hayes
Councillor Ms L C Howes
Councillor A S Reach
Councillor S J Ryan

ALSO PRESENT:

Martin Harding – ATC/RFO

ABSENT:

There were none

104/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Dr J M Harman, P C Harris, K M Kelly, Mrs L Manchester and D J Mote.

105/17-18. SUBSTITUTES.

There were none

106/17-18. 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.

107/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

108/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 JUNE 2017 (Town Council 7 July 2017)

Recommended:

The Minutes of the meeting held on 14 June 2017 were confirmed and signed.

**109/17-18. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL /
EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS'
OBSERVATIONS.**

DA/17/00727/FUL	Demolition of existing dwelling and erection of a detached 3 bed dwelling. Mounts Cottage, Mounts Court, Mounts Road, Greenhithe.
OBSERVATIONS:	Members feel that the plans offer insufficient parking in line with Dartford Borough Councils current parking standards. The application also does not make provision for the cycle and refuse stores that serve the whole development. These areas have formed part of the conditions for previous applications made for this site, DA/06/01386/FUL, DA/09/00586/FUL, DA/10/00687/FUL and DA/13/00514/FUL.
DA/17/00801/FUL	Demolition of existing garage and erection of a detached 3 storey building comprising 3 No. apartments (2 x 2 bed and 1 x 1 bed) and associated parking accessed from vehicle access adjacent 31 Lewis Road. Land Adjacent 115 Milton Road, Swanscombe.
OBSERVATIONS:	The Town Council objects to this application as it is felt to be an overdevelopment of the site. The access road leading to the rear of the property would be too narrow for cars to manoeuvre from the three parking spaces indicated on the plans. This could put further demands on street parking.
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 drawings 5194-005-C-100-P4 General Arrangement, 5194-005-C-101-P2 Long Sections 1 of 3, 5194-005-C-102-P2 Long Sections 2 of 3 and 5194-005-C-103-P2 Long Sections 3 of 3), 5194/005/C-104/P1, -105/P1, -106/P1 and -107/P1. Former Empire Sports Ground, South Of Knockhall Road, Greenhithe.
OBSERVATIONS:	No observations.
DA/17/01055/VCON	Application for variation of condition 2 (approved drawing numbers) of planning permission DA/15/01497/REM in

	<p>respect of realignment of proposed spine road and subsequent changes to the layout of phase 2 of the development including an update reptile mitigation strategy.</p> <p>Former Empire Sports Ground, South Of Knockhall Road, Greenhithe.</p>
OBSERVATIONS:	No observations.
DA/17/01093/FUL	<p>Erection of satellite dish (retrospective application).</p> <p>7 Paper Mill Mews, Greenhithe.</p>
OBSERVATIONS:	<p>Members have no observations but would like to ask the Planning Authority (DBC) to ensure that the Development Control Board members are made fully aware of any restrictive covenants that are in place for the dwellings in the area that this application relates to. Please ensure that all neighbouring properties are consulted prior to the decision of this application.</p>
DA/17/0114/FUL	<p>Demolition of existing rear extension and erection of a single storey rear extension.</p> <p>20 Leonard Avenue, Swanscombe</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/17/01099/FUL	<p>Erection of single storey side extension, demolition of existing rear conservatory and front porch, erection of part two/part single storey rear extension, erection of a front porch and replacement of precast concrete panels on ground floor level with traditional blocks.</p> <p>32 Mounts Road, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
EDC/17/0039	<p>Realignment of Crete Hall Road and infilling/stopping up of existing Crete Hall Road including demolition of the boundary wall of the WT Henley Building, associated infrastructure and earthworks.</p> <p>Northfleet Embankment East Crete Hall Road Northfleet Gravesend Kent.</p>

OBSERVATIONS:	No observations.
EDC/17/0081	Display of 1no. fascia sign on front elevation of Cherry Orchard Primary School, and 1no. fascia sign on front elevation of Castle Hill Community Centre. Primary School & Community Centre, Castle Hill, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/17/0082	Application for approval of condition 19 Part P attached to planning permission reference no. DA/12/01451/EQVAR relating to a parking management plan. Castle Hill, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	Members wanted to point out that no reference has been made within the Parking Management Plan for vehicles carrying a disability badge.
EDC/17/0085	Confirmation of compliance in respect of the Section 106 Agreement dated 20th November 2002. 25 - 41 (odd) Wellesley Corner, Northfleet.
OBSERVATIONS:	No observations.

110/17-18. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/17/00760/CQU	Continued use of rear conservatory for dog grooming unit. 36 Gunn Road, Swanscombe.
DA/17/00739/TPO	Application to cut back trees to give a clearance of 2m from buildings and crown lift over highway to give a clearance of 5.2m of Maple trees T94 – T152 subject to Tree Preservation Order No 11 1990. Along Ingress Park Avenue, Greenhithe.
DA/17/00507/FUL	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). Adjacent 34 Valley View, Greenhithe.
DA/17/00828/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.

111/17-18. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

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

Recommended:

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

There being no further business to transact, the Meeting closed at 7.25 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 6 SEPTEMBER 2017 AT 7.00PM

PRESENT:

Councillor B R Parry (Chairman)
Councillor K G Basson
Councillor Ms L M Cross (ex-officio)
Councillor P M Harman (substituting for Councillor Dr J M Harman)
Councillor P C Harris
Councillor Ms L C Howes
Councillor Mrs L Manchester
Councillor D J Mote
Councillor A S Reach

ALSO PRESENT:

Ms Francesca Sanchez (Natural England Lead Path Adviser)
Christopher Hoggart (Natural England)
Graham Blew - Town Clerk

ABSENT:

There were none

161/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' B E Read, J A Hayes, K M Kelly, Dr J M Harman and S J Ryan.

162/17-18. SUBSTITUTES

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

163/17-18. 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.

164/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members that the Kent Highways Parish Seminar was being held on 20 October 2017 at the Hadlow Manor Hotel, Tonbridge and that the Town Council were able to send 2 representatives. Members were asked to notify the Town Clerk should they wish to go to the Seminar.

165/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 JULY 2017

Recommended:

The Minutes of the meeting held on 5 July 2017 were confirmed and signed.

166/17-18. UPDATE FROM NATURAL ENGLAND (NE) – GRAIN TO WOOLWICH COASTAL PATH.

The Chairman thanked the NE Coastal Path Adviser for attending the meeting. The NE Coastal Path Adviser then updated members on the proposal followed by a Question and Answer session. Members were informed that further updates would be provided as the project progressed.

Recommended. That that item be noted.

TOWN PLANNING:

167/17-18. 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 111/17-18).

Members were advised that the following planning applications had been received from Dartford Borough Council / Ebbsfleet Development Corporation and dealt with during summer 2017 recess.

<p>EDC/17/0067</p>	<p>Reserved matters application (details relating to access, appearance, landscaping, layout and scale) for the construction of a mixed use building comprising 10 townhouses, 46 apartments, up to 911m2 of retail floorspace (A1, A2, A3, A5) and associated car parking, circulation space, landscaping, infrastructure, earthworks and Broadband Action Plan, pursuant to conditions 2, 25, 28 and 30 of outline application DA/12/01451/EQVAR.</p> <p>Castle Hill Neighbourhood Area Eastern Quarry Watling Street Swanscombe Kent</p>
<p>OBSERVATIONS:</p>	<p>The Town Council have re-considered this application and would like to submit no further observations other than the original observations/comments attached:-</p> <p>The Town Council have concerns with the following aspects of this application :</p> <p>Town Councillors were not invited to the Public Consultation which is obviously a concern and inappropriate.</p> <p>Ambiguous parking arrangement, no mention if it is allocated, unallocated?</p>

	<p>Provision of spaces through allocation has the potential to actually create extra demand for parking spaces due to its inherent inflexibility. Allocation may provide some with more than is necessary and some with less than is needed. Against a background of needing to use land efficiently, unallocated provision helps to reconcile differing needs.</p> <p>If the parking was supplied in the preferred allocated, unallocated form as the Dartford Borough Council Parking Standards SPD, there would be 15 allocated and 56 unallocated, totalling 71 spaces. Along with 6 van spaces. The visitor's parking is elsewhere which is acceptable. The proposal is for 64 spaces and 3 van spaces. The suggestion that vans use ordinary parking spaces is impactable and unsafe. There is therefore insufficient Parking.</p> <p>The Manual for Streets, by Department of Communities and Local Government and the Department of Transport, states:-</p> <p>8.3.24 Spaces for disabled people need to be properly marked and meet the minimum space requirements.</p> <p>8.3.25 It is preferable to provide these spaces in unallocated areas, including on-street as it is not normally possible to identify which properties will be occupied or visited by disabled people. It is recommended that spaces for disabled people are generally located as close as possible to building entrances.</p> <p>8.3.26 in the absence of any specific local policies, it is recommended that 5% of residential car parking spaces are designated for use by disabled people.</p> <p>Therefore, there should be 4 spaces allocated and of sufficient specified size to the disabled standard.</p>
EDC/17/0084	<p>Application for approval of conditions 10, 13, 15 & 22 attached to planning permission reference no. EDC/16/0096; relating to details of outstanding boundary treatment, collection of waste and storage, a management strategy for the use of the main hall space and signage.</p> <p>Castle Hill Central, Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.

EDC/17/0068	<p>Erection of Orangery at rear.</p> <p>9 Ekman House, Weldon, Ebbsfleet Valley, DA10 1AR</p>
OBSERVATIONS:	<p>The style of architecture does not seem to match the existing which means it could be out of character for the area, there also does not seem to be any indication on the application of the materials to be used.</p> <p>The Town Council would request that a condition be included to any permission granted to this application, that the style and materials to be used match the existing which would give a consistency across the development.</p>
EDC/17/0092	<p>Application in respect of reserved matters for extension of Springhead Parkway (Springhead Spine Road Stage 2) pursuant to outline planning permission reference no. 20150155.</p> <p>Land West of Springhead Road (Springhead Park), Springhead Road, Northfleet.</p>
OBSERVATIONS:	No observations.
EDC/17/0090	<p>Application for approval of conditions 7 & 19 attached to planning permission reference no. EDC/17/0008 relating to a dust management plan and landscaping scheme.</p> <p>Land at Former Northfleet Works, The Shore, Northfleet.</p>
OBSERVATIONS:	No observations.
EDC/17/0093	<p>Application for approval of conditions 1, 2, 3, 4 & 5 attached to planning permission reference no. 09/00119/EBSRM relating to an Archaeological Supporting Statement, Foundation Design Drawings, Surface Water Drainage Scheme report, and Ecological Mitigation and Monitoring Report, and details of bridge parapets and street lighting.</p> <p>Springhead Bridge Link, Northfleet.</p>
OBSERVATIONS:	No observations.
EDC/17/0094	<p>Application for approval of conditions 1, 2, 3, 4, 5, 6 & 7 attached to planning permission reference no. GR/20090057 relating to an Archaeological</p>

	Supporting Statement, Foundation Design Drawings, Surface Water Drainage Scheme report, Ecological Mitigation and Monitoring Report, details of bridge parapets and street lighting, details of measures for dealing with graffiti, and details for protection of retained trees. Springhead Bridge Link, Northfleet.
OBSERVATIONS:	No observations.
EDC/17/0095	Erection of a single storey flat roof extension to the north facing elevation for shower and changing facilities. Tarmac, The Shore, Northfleet.
OBSERVATIONS:	No observations.
EDC/17/0083	Application for approval of condition 36 attached to planning permission reference no. DA/12/01451/EQVAR relating to a code of construction practice. Castle Hill, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/17/0096	Application for approval of conditions 18 & 19 attached to planning permission reference no. EDC/16/0096 relating to a Traffic Management Plan and details to alleviate parking demand and encourage sustainable travel. Castle Hill Central, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/17/0097	Application for variation of approved plans attached to planning permission reference no. 09/00119/EBSRM (as stated on decision notice for EDC/17/0012), including removal of steps by southern abutment and alternations to landscaping, lighting and materials. Springhead Bridge Link, Springhead Road, Northfleet.

OBSERVATIONS:	No observations.
EDC/17/0098	<p>Application for the variation of approved plans attached to planning permission reference no. GR/20090057 (as stated on decision notice for EDC/17/0013), including removal of steps by southern abutment and alternations to landscaping, lighting and materials.</p> <p>Springhead Bridge Link, Springhead Road, Northfleet.</p>
OBSERVATIONS:	No observations.
EDC/17/0040	<p>Application for a Non-Material Amendment to planning permission reference no. 16/00026/ECREM to allow the raising of pedestrian crossings on North-South Boulevard and minor landscaping amendments to the southern and eastern boundary of the car park south of the school.</p> <p>Castle Hill Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/17/0099/ DA/17/01465/EDCCON	<p>Application for the approval of a Contaminated Land Closure Report in relation to condition 50 of planning permission 05/00308/OUT.</p> <p>Former Northfleet West Sub Station Southfleet Road Swanscombe.</p>
OBSERVATIONS:	No observations.
DA/17/01076/CDNA	<p>Submission of details relating to programme of archaeological work pursuant to condition 5 of outline planning permission DA/12/01325/OUT (granted on appeal) and condition 3 of planning permission DA/15/01497/REM 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>
OBSERVATIONS:	No observations.

DA/17/01081/CDNA	<p>Submission of details relating to foundation design and below ground excavation (condition 6) and levels of land (condition 7) pursuant to 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>
OBSERVATIONS:	No observations.
DA/17/1083/CDNA	<p>Submission of details relating to reptile mitigation strategy pursuant to condition 11 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>
OBSERVATIONS:	No observations.
DA/17/1085/CDNA	<p>Submission of details relating to landscaping pursuant to condition 12 of outline planning permission DA/12/01325/OUT (granted on appeal) and condition 11 of planning permission DA/15/01497/REM 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>
OBSERVATIONS:	No observations.
DA/17/01086/CDNA	<p>Submission of details relating to construction method statement pursuant to condition 17 of outline planning permission DA/12/01325/OUT (granted on appeal) for redevelopment of the site to comprise up</p>

	<p>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>
OBSERVATIONS:	<ul style="list-style-type: none"> • Construction Method Statement The Town Council would like additional conditions as some of the statement seems rather vague, and to prevent as much disruption as possible to the neighbouring community. • Access to the Construction Site. The route to and from the site for construction traffic should be specified and shared with all suppliers and contractors. Arrivals should be planned within certain times and scheduled to avoid queueing and parked construction traffic. Due to the location of the site and for the health and safety of particularly pedestrians and cyclists all vehicles should leave the site in a forward gear. • Wheel Washing Facilities. All vehicles leaving the site should be checked by a site foreman to ensure they are clean and free from mud. If not they should be washed and cleaned accordingly.
DA/17/01202/REM	<p>Submission of Reserved Matters pursuant to Condition 1 & 3 of the West Village outline planning permission DA/16/01207/OUT relating to details of access, appearance, landscaping, layout and scale of the Major Space Unit MSU8 comprising demolition works, internal reconfiguration, two storey extension and associated works within Service Yard 8.</p> <p>West Village & Service Yards 5, 8 And 12, Bluewater.</p>
OBSERVATIONS:	No observations.
DA/17/01201/VCON	<p>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</p>

	<p>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.</p> <p>1A, 1B, 1C Knockhall Road, Greenhithe.</p>
OBSERVATIONS:	<p>In addition to the 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. The drawings show extensive alterations have been made to the car parking arrangements from the approved scheme.</p> <p>Although the plans show parking on levels, Lower Ground, Ground and First, the elevations now show and are clearly labelled as a two-storey car park. Lower Ground shows 33 spaces, Ground shows 31 spaces, First shows 34 spaces.</p> <p>The approved application shows 15 additional spaces being achieved by using stackers on the ground floor. These have been removed from the current drawings.</p> <p>Dartford Parking Standards require 82 residents' spaces, 21 visitors' spaces and 7 van spaces for this development. With a two-storey car park, there is a shortfall of 42 spaces.</p> <p>With a three-storey car park without stackers there is a shortfall of 12 spaces. No allowance has been made for the larger bay sizes required by vans or the disabled.</p>
DA/17/00612/CDNA	<p>Submission of details relating to detailed specification of works (condition 4 of DA/06/01274/LBC) and alignment of new wall and entrance gate (condition 8 of DA/06/01274/LBC and DA/06/01226/REM) for demolition of listed wall and railings and re-erection partly on a different alignment (in connection with Fastrack works).</p> <p>Boundary Wall to Ingress Park Along The Avenue, Greenhithe.</p>
OBSERVATIONS:	No further observations.
DA/17/01082/CDNA	Submission of details relating to external materials pursuant to condition 10 of outline planning

	<p>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 Kent</p>
OBSERVATIONS:	No observations.
DA/17/01329/FUL	<p>Erection of a detached outbuilding (retrospective application).</p> <p>9 The Flats, Knockhall Road, Greenhithe.</p>
OBSERVATIONS :	No observations, please ensure that all neighbouring properties are consulted prior to the decision of the application.
DA/17/01296/FUL	<p>Erection of four storey rear extension to increase number of flats from 2 x 1 bed flats plus 1 x 3 (3 unit in total) flats to 4 x 2 bed flats together with 3 off street parking spaces, cycle storage facilities, refuse storage and amenity space provision.</p> <p>11 Cobham Terrace, Bean Road, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council objects to this application on the grounds that it would be an over development of the site and not in keeping with the surrounding properties. As the developer's agent points out the application does not meet the current Dartford Planning Standards. There should be five (5) residents parking spaces with only three (3) provided. There is no provision for any visitor parking. Two (2) street spaces have effectively been lost due to the proposed access to the three (3) off street spaces.</p> <p>As a consequence of the proposal there is the possibility of an increased demand for parking and greater possibility of displaced parking taking place on Cobham Terrace.</p>
DA/17/01223/EDCCON EDC/17/0084	Consultation on an application for approval of conditions 10, 13, 15 & 22 attached to planning permission reference no. EDC/16/0096; relating to details of outstanding boundary treatment, collection

	<p>of waste and storage, a management strategy for the use of the main hall space and signage within Ebbsfleet Development Corporation.</p> <p>Castle Hill Central, Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
DA/17/01224/EDCCON EDC/17/0041	<p>Consultation on a retrospective application for the construction of an electricity substation to supply development at Ebbsfleet Green within Ebbsfleet Development Corporation.</p> <p>Former Northfleet West Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	No observations.
DA/17/01035/FUL	<p>Erection of an attached two bedroom house with associated parking and parking for existing house.</p> <p>19 Sweyne Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council objects to this application as it is an over development of the site. The Design & Access statement states planning policies in London and London Borough of Bexley. These are irrelevant in this application.</p> <p>The application does not meet the current Dartford Parking Standards. Existing dwelling is three bedroom, and the proposed two bedroom. Only two (2) parking spaces are proposed, one for each dwelling which will have to be accessed across an existing grass verge. The space for the existing dwelling is obstructed by a mature street tree (which is not shown on the plans, but can be seen on Google Street View).</p> <p>The Design & Access statement states: "The proposed dwelling and the existing dwelling would also have the same amount of amenity space as neighbouring properties". The site plan clearly shows that this is not the case with neighbouring properties having large gardens. The new dwelling has a minimal amount and causes the loss of amenity space for the existing dwelling.</p>

	<p>The Town Council therefore objects to this application on the following grounds:</p> <ul style="list-style-type: none"> • Lack of parking • Impact on the street scene and the necessity to remove a mature street tree to access a parking space. • Provision of amenity space.
DA/17/01361/FUL	<p>Erection of a two storey side and single storey rear extension.</p> <p>20 Reed Court, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council have concerns that the increase in property size will cause a loss of amenity space and to ensure that the parking provision for the property meets the standards / requirements of a 4 bedroom property rather than the existing 3 bedrooms.</p>
DA/17/01376/FUL	<p>Creation of a balcony at first floor level over existing car port.</p> <p>15 The Dell, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council objects to this application as it creates a first-floor terrace that could result in the occupants overlooking neighbouring properties.</p>
DA/17/01331/CDNA	<p>Submission of details relating to crime prevention and principals of Secure by Design pursuant to condition 4 of planning permission DA/15/01497/REM (as amended by DA/16/01799/NONMAT) for reserved matters relating to 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>Phase 2 Former Empire Sports Ground South Of Knockhall Road Greenhithe.</p>
OBSERVATIONS:	<p>No observations.</p>

Members are advised that the following planning applications had been received from Kent County Council and dealt with during summer 2017 recess.

DA/16/1413/RVAR	<p>Discharge of planning conditions of permission DA/16/1413 in respect of kitchen extension, as follows: Condition 3 – External Materials; Condition 5 – Construction Management Plan; Condition 8 – Ecology; Condition 10 – Surface Water Drainage & Condition 11 – Contamination.</p> <p>Craylands Primary School, Craylands Lane, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council would advise planners to consider imposing a restriction on working hours of 8.00 and 18.00 Monday to Friday, 8.00 to 13.00 Saturdays and no work on Sundays or Bank Holidays to protect the impact on local residential amenities.</p> <p>It is noted that the site labour force will be encouraged to use the neighbouring car park during core teaching periods. This car park falls under the Town Council's ownership and is primarily used for those accessing the adjacent Swanscombe Leisure Centre and other nearby community facilities. To date no arrangements have been made in relation to the use of this car park.</p>

Recommended: That the responses submitted during the summer 2017 recess be noted and endorsed.

**168/17-18. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL /
EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS'
OBSERVATIONS.**

DA/17/01402/COU	<p>Change of use to a micro-brewery with a tap room attached (retrospective application).</p> <p>No Frills Brewery Rear of 20 to 20A Knockhall Road (50 Wakefield Road) Greenhithe.</p>
OBSERVATIONS:	No observations.
EDC/17/0046	<p>Submission of Reserved Matters pursuant to condition 2 of outline planning permission dated 31st March 2014 (DA/05/00308/OUT) for associated works relating to landscape and submission of details relating to detailed design only (Condition 19).</p> <p>Former Northfleet West Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/17/0048	<p>Application for variation of conditions 3 and 4 attached to planning permission reference no. 12/01451/EQVAR for a mixed use development of up to 6,250 dwellings & up to 231,000 square metres of non-residential floorspace with associated infrastructure and open space, to allow for the substitution of approved parametre plans and documents under condition 3 and revised strategies under condition 4.</p> <p>Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	<p>Members noted that the Business Centre was proposed to be moved to the West (closer to Bluewater) which was felt could increase the traffic movements from Swanscombe and Ebbsfleet Green as it would then be further to walk/cycle to from these areas.</p>
DA/17/01201/VCON	<p>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 roads.</p> <p>1A, 1B, 1C Knockhall Road, Greenhithe.</p>

OBSERVATIONS:	Members have concerns regarding the infrastructure and parking arrangements for this proposal and the associated traffic movements that would come out of the development onto London Road and Knockhall Road.
EDC/17/0071	Landscaping details pursuant to Conditions 2 and 25 of extant planning permission 12/01451/EQVAR for the creation of the Central Swale. Castle Hill, Eastern Quarry.
OBSERVATIONS:	No observations.
EDC/17/0110	Residential development of up to 220 dwellings including new vehicular access to Tiltman Avenue, creation of a development platform and associated works. Former Croxton & Garry Site, Tiltman Avenue, Swanscombe.
OBSERVATIONS:	No observations.

169/17-18. **GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/17/00819/FUL	Erection of a two storey side extension, single storey side/rear extension and a front porch. 1 Keary Road, Swanscombe.
DA/17/00912/FUL	Provision of roof lights in front and rear elevations and windows in barn hip in connection with providing additional room in the roof space. 21 Hasted Close, Greenhithe.
DA/17/00869/FUL	Erection of a part two/part single storey side / rear extension and canopy over front entrance. 22 Beaton Close, Greenhithe.
DA/17/01114/FUL	Demolition of existing rear extension and erection of a single storey rear extension. 20 Leonard avenue, Swanscombe.

170/17-18. REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.

The following refused decision notices were noted.

DA/17/00881/FUL	Erection of a single storey rear extension with terrace and balcony over and replacement of first floor rear window with single glazed door to access proposed terrace. 39 Swanscombe Street, Swanscombe.
DA/17/00727/FUL	Demolition of existing dwelling and erection of a detached 3 bed dwelling. Mounts Cottage, Mounts Court, Mounts Road, Greenhithe.
DA/17/00801/FUL	Demolition of existing garage and erection of a detached 3 storey building comprising 3 No. apartments (2 x 2 bed and 1 x 1 bed) and associated parking accessed from vehicle access adjacent 31 Lewis Road. Land Adjacent 115 Milton Road, Swanscombe.

There being no further business to transact, the Meeting closed at 8.00 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 27 SEPTEMBER 2017 AT 7.00PM

PRESENT:

Councillor B R Parry (Chairman)
Councillor K G Basson
Councillor P M Harman (substituting for Councillor Dr J M Harman)
Councillor P C Harris
Councillor Ms L C Howes
Councillor D J Mote
Councillor S J Ryan

ALSO PRESENT:

Graham Blew – Town Clerk

ABSENT:

Councillor Mrs L Manchester
Councillor B E Read

199/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Dr J M Harman, J A Hayes, K M'Kelly and A S Reach.

200/17-18. SUBSTITUTES.

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

201/17-18. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor P M Harman declared a prejudicial interest in application KCC/DA/0268/2017 as he is the Kent County Council Member representing Swanscombe and Greenhithe.

Councillor Ms L C Howes declared a prejudicial interest in application KCC/DA/0268/2017 as she is a Governor of Craylands Primary School.

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

202/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

203/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 SEPTEMBER 2017

Recommended:

The Minutes of the meeting held on 6 September 2017 were confirmed and signed.

TOWN PLANNING:

204/17-18. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.

DA/17/01545/LBC	<p>Application for Listed Building Consent to install a height restrictor barrier between 37a High St and 45 High St (retrospective application).</p> <p>45 High Street, Greenhithe.</p>
OBSERVATIONS:	No observations.
EDC/17/0107	<p>Reserved Matters application for the construction of 332 dwellings and parking along with associated landscaping, infrastructure and earthworks at Parcels B & C, Castle Hill.</p> <p>Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council objects to this application as the Joint Design and Access Statement states "the total number of spaces provided accords and exceeds the total requirement of the Parking Supplementary Planning Document", however using the figures supplied by the applicant this does not appear to be the case., the following figures demonstrate this:</p> <ul style="list-style-type: none"> • Visitor Parking, required 149, provided 113 • Van Spaces, required 50, provided 11 • Unallocated, required 195 (not 194), provided 164 • Allocated, required 536 (not 405), provided 570 • Total Parking, requirement 930 (not 798), provided 862 (not 1053) <p>This application quotes the Parsons Brinkerhoff van survey as used in other applications to the EDC as evidence that van parking is not a requirement. This opinion has been disputed by both Dartford Borough Council and Kent Highways on previous applications.</p> <p>Another concern is that there does not appear to be any provision of disabled parking when the Manual for Streets, by Department of Communities and Local Government and the Department of Transport. States :-</p>

	<p>8.3.24 Spaces for disabled people need to be properly marked and meet the minimum space requirements.</p> <p>8.3.25 It is preferable to provide these spaces in unallocated areas, including on-street as it is not normally possible to identify which properties will be occupied or visited by disabled people. It is recommended that spaces for disabled people are generally located as close as possible to building entrances.</p> <p>8.3.26 in the absence of any specific local policies, it is recommended that 5% of residential car-parking spaces are designated for use by disabled people.</p>
<p>EDC/17/0108</p>	<p>Reserved Matters application for the construction of 164 Dwellings and parking along with associated landscaping, infrastructure and earthworks at Parcels G, H J & K Castle Hill, Eastern Quarry.</p> <p>Eastern Quarry, Watling Street, Swanscombe.</p>
<p>OBSERVATIONS:</p>	<p>The Town Council objects to this application as the Joint Design and Access Statement states "the total number of spaces provided accords and exceeds the total requirement of the Parking Supplementary Planning Document", however using the figures supplied by the applicant this does not appear to be the case, the following figures demonstrate this:</p> <ul style="list-style-type: none"> • Visitor Parking, required 149, provided 113 • Van Spaces, required 50, provided 11 • Unallocated, required 195 (not 194), provided 164 • Allocated, required 536 (not 405), provided 570 • Total Parking, requirement 930 (not 798), provided 862 (not 1055) <p>This application quotes the Parsons Brinkerhoff van survey as used in other applications to the EDC as evidence that van parking is not a requirement. This opinion has been disputed by both Dartford Borough Council and Kent Highways on previous applications.</p> <p>Another concern is that there does not appear to be any provision of disabled parking when the Manual for</p>

	<p>Streets, by Department of Communities and Local Government and the Department of Transport. States :-</p> <p>8.3.24 Spaces for disabled people need to be properly marked and meet the minimum space requirements.</p> <p>8.3.25 It is preferable to provide these spaces in unallocated areas, including on-street as it is not normally possible to identify which properties will be occupied or visited by disabled people. It is recommended that spaces for disabled people are generally located as close as possible to building entrances.</p> <p>8.3.26 in the absence of any specific local policies, it is recommended that 5% of residential car-parking spaces are designated for use by disabled people.</p>
EDC/17/0089	<p>Application for the approval of conditions 20 & 21 attached to planning permission reference no. 20110320 relating to a remediation strategy and closure report.</p> <p>Northfleet Embankment East, Crete Hall Road, Northfleet, Gravesend.</p>
OBSERVATIONS:	No observations.
EDC/17/0101	<p>Application for approval of condition 2 attached to planning permission reference no. EDC/17/0020 relating to external surface materials, hard landscaping materials, boundary treatment and details for the bin store fronting plot 128.</p> <p>Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/17/0105	<p>Application for approval of condition 10b attached to planning permission reference no. DA/05/00308/OUT relating to archaeological field evaluation works.</p> <p>Former Northfleet West Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	No observations.

EDC/17/0106	<p>Application for approval of condition 4, part (c) attached to planning permission reference no. DA/12/01451/EQVAR relating to the public art strategy.</p> <p>Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/17/0102	<p>Application for the variation of condition 2 in respect of landscape drawings (and subsequent amendment of condition 6) attached to planning permission reference no. EDC/17/0003 (Variation of planning permission reference no. 15/01001/ECREM for submission of reserved matters of siting, design, external appearance and landscaping pursuant to conditions 2, 19, 20, 21, 22, 26 and 43 of outline planning permission DA/05/00308/OUT for Phase 1 development of 180 residential units including details of streets, buildings and structures, car parking areas, open spaces, materials, noise mitigation and drainage).</p> <p>Former Northfleet West Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/17/0111	<p>Application for the approval of Reserved Matters pursuant to outline planning permission reference no. 20150155 for the development of land at Ebbsfleet for mixed use up to 789,550m² gross floorspace comprising facilities and provision of car parking, open space, roads and infrastructure, comprising details of siting, design, external appearance, means of access, and landscaping relating to a proposed two form entry primary school and nursery in Springhead Quarter.</p> <p>Land At Springhead Parkway, Northfleet.</p>
OBSERVATIONS:	No observations.
EDC/17/0114	<p>Application for approval of condition 6 attached to planning permission reference no. EDC/17/0049 relating to soft landscaping details.</p> <p>Land West of Springhead Road, Northfleet.</p>
OBSERVATIONS:	No observations.

EDC/17/0115	Application for approval of condition H6 attached to planning permission reference no. 20150155 relating to hard surfacing material details. Land West of Springhead Road, Northfleet.
OBSERVATIONS:	No observations.
EDC/17/0108	Reserved Matters application for the construction of 164 dwellings and parking along with associated landscaping, infrastructure and earthworks. Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.

Having already declared prejudicial interests Councillors' P M Harman and Ms L C Howes left the chamber and took no part in the debate or decision on the following item.

205/17-18 PLANNING APPLICATIONS SUBMITTED BY KCC FOR MEMBERS OBSERVATIONS.

KCC/DA/0268/2017	Retention of a mobile classroom block. Craylands Primary School, Craylands Lane, Swanscombe.
OBSERVATIONS:	No observations.

206/17-18. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION.

The following granted decision notices were noted:

DA/17/00650/FUL	Provision of a vehicle crossing onto B255 and excavation of front garden to create hard standing area for car parking incorporating replacement staircase. 2 Cobham Terrace, Bean Road, Greenhithe.
DA/17/01361/FUL	Erection of a two storey side and single storey rear extension. 20 Reed Court, Greenhithe.

207/17-18. **GRANTED DECISION NOTICES SUBMITTED BY KENT COUNTY COUNCIL.**

The following granted decision notices were noted.

DA/16/1413/RVAR	<p>Partial discharge of planning conditions of permission DA/16/1413 in respect of kitchen extension, as follows: Condition 3 – External Materials; Condition 5 – Construction Management Plan; Condition 8 – Ecology; Condition 10 – Surface Water Drainage & Condition 11 – Contamination.</p> <p>Craylands Primary School, Craylands Lane, Swanscombe.</p>
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There being no further business to transact, the Meeting closed at 7:15 pm.

Signed: _____

(Chairman)

Date: _____

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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 21 SEPTEMBER 2017 at 7.00PM

PRESENT: Councillor K G Basson (Chairman)
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 C Howes
Councillor D J Mote
Councillor B R Parry
Councillor B E Read

ALSO PRESENT: Graham Blew - Town Clerk
Dan Usher – Senior Groundsman / Gardener

ABSENT: Councillor P M Harman
Councillor Mrs M B Kelly

184/17-18. APOLOGIES FOR ABSENCE.

There were none.

185/17-18. SUBSTITUTES.

There were none.

186/17-18. 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.

187/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk informed members that, further to minute 77/17-18 the Adult Gym Equipment had been installed in Broomfield Park, Swanscombe (in the location previously agreed) on 19 September 2017.

Members were also advised that the Recommendation published in the agenda for item 7.4 – Strategic Review of Town Council's Building Portfolio, was incorrect and should have read "To establish a Working Group with clear Terms of Reference".

188/17-18. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 22 JUNE 2017.

Recommended: That the Minutes of the Meeting held on 22 June 2017 were approved and signed as a true record.

189/17-18. SENIOR GROUNDSMAN/GARDENERS REPORT.

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

Swanscombe Park, Manor Park, Broomfield Park, Knockhall Park, Heritage Park, Saxon Court, Valley View, equipment and staff.

Further to minute 78/17-18 members noted that the x4 new/replacement benches had been delivered on 5 September 2017 and would be installed by the Parks Department in due course.

Recommended: That the item be noted.

190/17-18. UNAUTHORISED ENCAMPMENT (UE).

The Town Clerk re-iterated the details contained in the report and confirmed how the issue had been dealt with and the actions that had been taken. Members were informed of the assistance and involvement of the out of hours contractor, Dartford Borough Council Environment Team and Local Police.

Members commended the Town Council Staff, and everyone who had been involved, in ensuring this incident caused the minimum disruption to residents as was possible.

Recommended: That the Town Clerks actions in dealing with the UE be endorsed.

191/17-18. PRUNUS (CHERRY) TREE – BROOMFIELD PARK.

Further to minute 167/14-15 members discussed this matter with the Senior Groundsman/Gardener and agreed that the tree should be replaced with a new one of the same variety and maturity and that once planted, the Parks Staff should monitor the condition of the tree closely.

Recommended: That the tree be replaced with a new one of the same variety and maturity and that once planted, the Parks Staff monitor the condition of the tree closely.

192/17-18. NEW PLAY EQUIPMENT – BROOMFIELD PARK.

Further to minutes 317/16-17, 16/17-18 and 76/17-18 members were informed of the results of the survey undertaken by the students, in the age range the equipment was designed for, of Ebbsfleet Academy.

Members acknowledged the input of the students and were pleased to see the level of responses from them.

The Town Clerk advised members that the installation of the new equipment had been scheduled for w/c 6 November 2017.

Recommended:

That the order being placed for the installation of the "Rota Glide City Adventure Trail and Air Rider" in Broomfield Park (location previously agreed) be endorsed.

193/17-18. STRATEGIC REVIEW OF THE TOWN COUNCIL'S BUILDING PORTFOLIO.

Further to minute 75/16-17 members considered establishing a Working Group and agreed that it was a good time to begin this project and to establish the Working Group.

Members acknowledged that it was vital that the first task of the Working Group should be to set out clear Terms of Reference (ToR).

After discussion it was agreed that the membership of the Working Group should, in line with minute 121/17-18, be made up of 5 members and that the Working Group meetings should be held during the day.

Members agreed that the following would make up the Working Group:-

1. Councillor D J Mote;
2. Clerk to be advised by Secretary of The Swanscombe and Greenhithe Residents Association;
3. Clerk to be advised by Secretary of The Swanscombe and Greenhithe Residents Association;
4. Clerk to be advised by Secretary of The Swanscombe and Greenhithe Residents Association
5. Clerk to be advised by Secretary of The Swanscombe and Greenhithe Residents Association.

Recommended:

1. That the Strategic Review of the Town Councils Building Portfolio Working Group be established as detailed above.
2. That the Working Groups first task be to set out clear ToR.
3. That the Working Group meetings be held during the day.

194/17-18. COUNCIL OFFICE AND CAFÉ CHRISTMAS OPENING ARRANGEMENTS.

Members agreed that the Council Offices and Café should be closed on 27, 28 and 29 December 2017.

Recommended: That the Council Offices and Café be closed on 27, 28 and 29 December 2017 with a notice being displayed in advance, advising Members of the Public and a relevant message being recorded on the Council Office answer machine.

195/17-18. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Mrs A E D Barham and seconded by Councillor D J Mote;

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.

196/17-18. INGRESS PARK COMMUNITY CENTRE – UPDATE.

Members considered the confidential update and confidential notes of the Working Groups meeting with Crest on 20 July 2017.

Councillor D J Mote gave members a synopsis of the meeting held with Crest on 20 July 2017 and the issues/actions that had been identified at the meeting.

Recommended: That the item be noted.

197/17-18. EAGLES ROAD PLAY AREA – UPDATE.

Members considered the confidential update.

Councillor D J Mote advised members of a meeting he had attended at DBC on 15 September 2017 along with Councillor R J Lees, officers of DBC and members of the Eagles Road Park Association.

Recommended: That the item be noted.

198/17-18. GROVE CAR PARK – UPDATE.

Members considered the confidential update.

Recommended: That the item be noted.

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

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 7 SEPTEMBER 2017 at 7.00PM

PRESENT:

Councillor L C Howes (Chairman)
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P M Harman
Councillor P C Harris
Councillor Mrs L Manchester

ALSO PRESENT: Martin Harding – Assistant Town Clerk/RFO

ABSENT: There were none.

171/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' K M Kelly, R J Lees, D J Mote, B E Read and Mrs I A Read.

172/17-18. SUBSTITUTES.

There were none.

173/17-18. 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.

174/17-18. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES:

There were none.

175/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15 JUNE 2017.

Recommended: The Minutes of the meeting held on 15 June 2017 were confirmed and signed as a true record.

176/17-18. 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 2017, and verified by Councillor K G Basson, be noted.

177/17-18. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in June and July 2017.

Recommended: That the bank transfers undertaken in June and July 2017 be approved.

178/17-18. 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 2017.

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

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

179/17-18. SUMMARY OF ACCOUNTS:

Members were provided with details of the Summary of Accounts, balanced to 31 July 2017.

Recommended: That the details of the Summary of Accounts, balanced to 31 July 2017 be noted.

180/17-18. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL.

Members considered the applications and, after discussion, it was agreed that the following funding be awarded from the 2017 – 18 budget:

- Swanscombe Senior Lunch Club - £500.00

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

181/17-18. CAPACITY BUILDING FUND (CBF) AWARD.

Members considered the contents of the report and the actions taken by the Town Clerk. Members felt that the additional work undertaken to update all of the Town Councils street lights to LED constituted Best Value.

Recommended: That the report be noted and the actions of the Town Clerk be endorsed.

182/17-18. ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE.

Members were provided with a copy of the request that had been made, to the Chairman of this Committee, that the Anti-Social Behaviour & Crime (ASB) Sub-Committee be considered as a full Committee.

Councillors discussed the rationale behind this request and the need to raise the profile of anti-social behaviour and crime prevention activities within the community.

The ATC/RFO explained that the current Committee structure and Terms of Reference had been agreed at the Annual General Meeting of the Town Council on 18 May 2017 and, as per Standing Order 16 b), could not be changed for a period of 6 months without a recommendation for either a special resolution or a resolution moved in pursuance of the report or recommendation of a committee put before a meeting of the Town Council.

Members discussed amendments to the Terms of Reference for the ASB Sub-Committee along with the frequency and dates of meetings. This information would form the documents to be put to the next meeting of the Town Council on 12 October 2017 as a recommendation for a special resolution to change the Sub-Committee to a full Committee.

Recommended: That a recommendation be made to the next meeting of the Town Council for a resolution to change the Anti-Social Behaviour & Crime Sub-Committee to a full Committee.

183/17-18. 2016 – 2017 ANNUAL RETURN – EXTERNAL AUDITORS REPORT.

Members were provided with a copy of the report from the Town Councils external auditor for the financial year 2016-17.

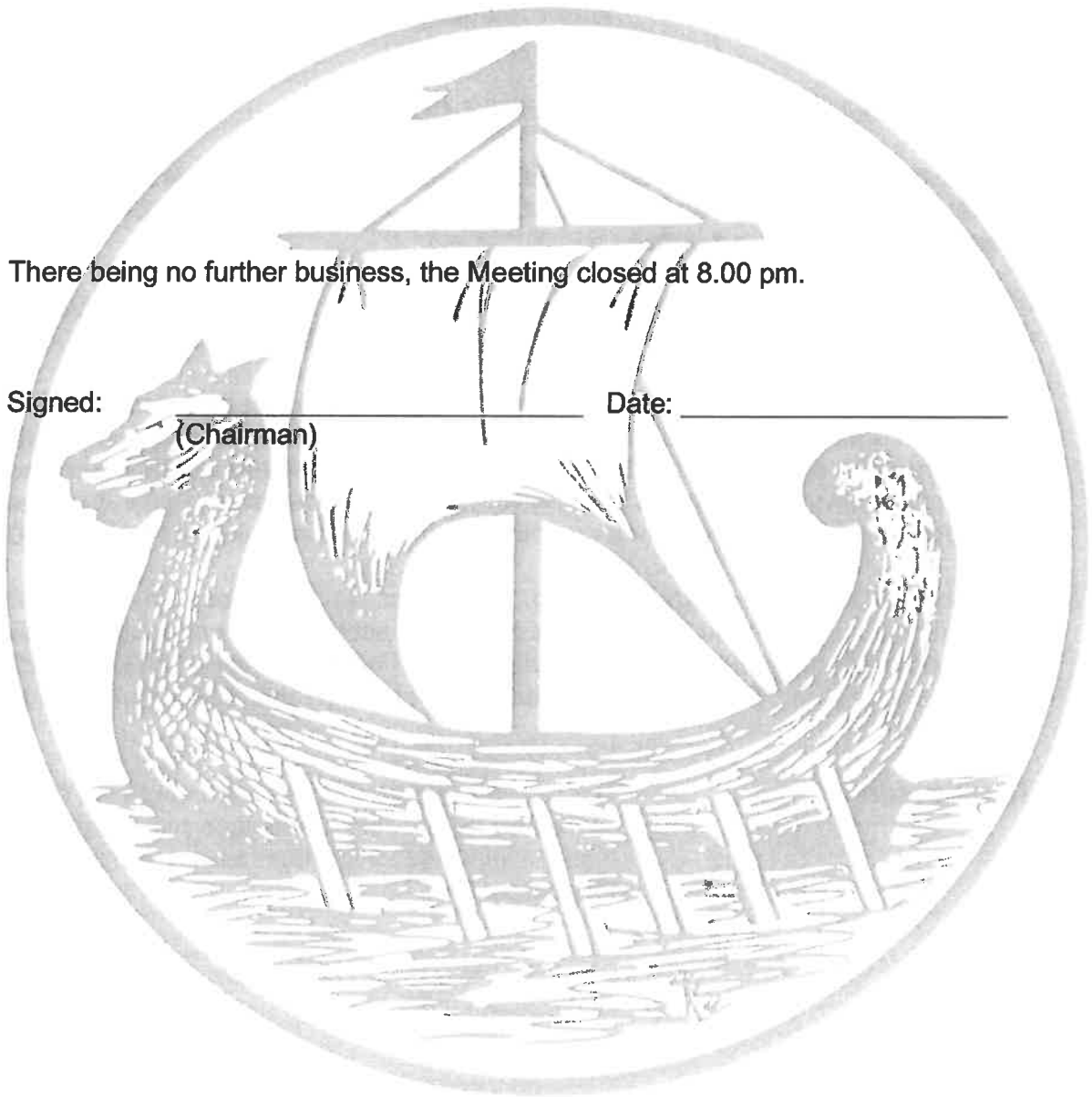
Recommended: That the contents of the report be noted.

There being no further business, the Meeting closed at 8.00 pm.

Signed: _____

(Chairman)

Date: _____



MINUTES of the MEETING of the EXECUTIVE & EMERGENCY COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on TUESDAY 29 AUGUST 2017 at 2.30PM

PRESENT:

Councillor Ms L M Cross (Chairman)
Councillor Mrs A E D Barham (Vice-Chairman)
Councillor P M Harman (substituting for Councillor K G Basson)
Councillor Ms L C Howes (substituting for Councillor Mrs L Manchester)
Councillor K M Kelly
Councillor A S Reach
Councillor B E Read

ALSO PRESENT:

Martin Harding – Assistant Town Clerk/RFO

ABSENT:

There were none

153/17-18. ELECTION OF VICE-CHAIRMAN FOR THE FORTHCOMING YEAR - 2017-2018).

RESOLVED:

That Councillor Mrs A E D Barham be duly elected as Vice-Chairman for the ensuing year 2017 - 2018.

154/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' K G Basson, Mrs S P Butterfill, Mrs L Manchester and S J Ryan.

155/17-18. SUBSTITUTES.

Councillor P M Harman substituted for Councillor K G Basson.
Councillor Ms L C Howes substituted for Councillor Mrs L Manchester

156/17-18. 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.

157/17-18. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

158/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 8 SEPTEMBER 2016.

Recommended:

The Minutes of the meeting held on 8 September 2016 were confirmed and signed as a true record.

159/17-18. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read and seconded by Councillor Ms L C Howes;

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.

160/17-18. PAVILION – CORRESPONDENCE FROM THE PAVILION TRUSTEES.

The Assistant Town Clerk advised members of the correspondence that had been received from the x2 Trustees of The Swanscombe and Greenhithe Pavilion Community Sports and Social Club (The Pavilion). The Assistant Town Clerk detailed the other confidential documents, provided with the report, and their relevance to the information provided by The Pavilion's Trustees.

Members discussed the content of the correspondence and its implications to the Town Council. Questions were raised regarding the history of the building and its importance to the community.

It was noted that, since the original correspondence had been received, The pavilion had requested an informal meeting with the Town Clerk (4pm on 30 August 2017), to discuss this matter further. Members felt it was important that both the Working Group and the Town Councils representatives on The Pavilion Committee should have the opportunity to be present at this informal meeting to gather further information.

Recommended:

1. That an informal meeting be held with The Pavilion on 30 August 2017, and that members of the Pavilion Working Group and the Town Councils representatives on the Pavilion Committee be invited to attend.
2. That clarity be sought from The Pavilion of the clubs continued intentions regarding the operation of the facility.

EXECUTIVE & EMERGENCY COMMITTEE
29 AUGUST 2017

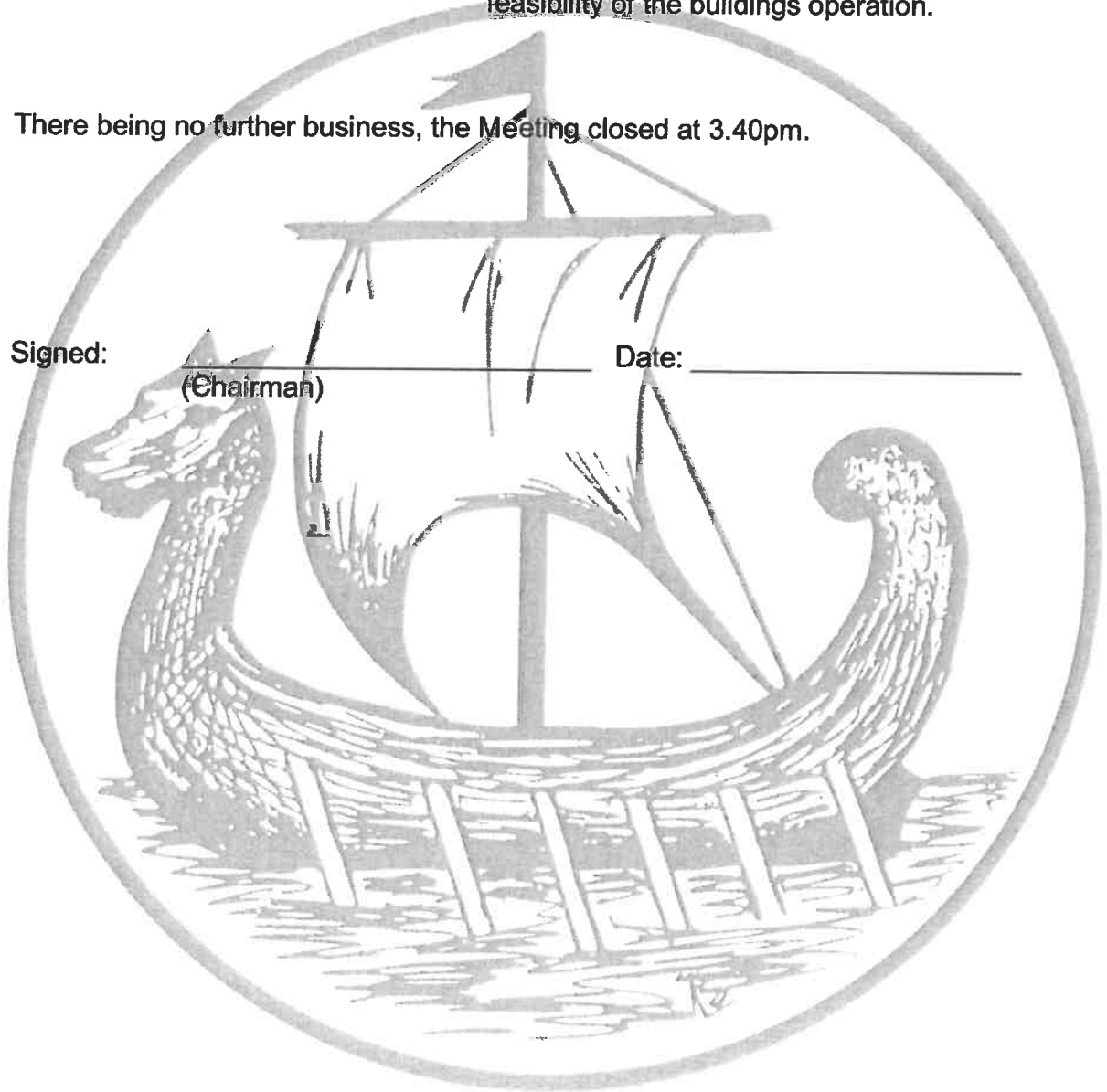
3. That once further information has been provided by The Pavilion a meeting of the Executive and Emergency Committee be held to consider the Town Councils response.
4. That, dependant on the Executive and Emergency Committees considerations (as above) The Pavilion Working Group meet investigate the feasibility of the buildings operation.

There being no further business, the Meeting closed at 3.40pm.

Signed: _____

(Chairman)

Date: _____



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MINUTES of the MEETING of the HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 4 JULY 2017 at 10.10 AM

PRESENT: Councillor Ms L C Howes (Chairman)
Councillor Ms L M Hall
Councillor R J Lees (substituting for Councillor Mrs A E D Barham)

ALSO PRESENT: Martin Harding, Assistant Town Clerk & RFO
Mrs Brenda Bobby, FOSHP
Mrs Shirley Fahy, FOSHP

ABSENT: There were none.

93/17-18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors' Mrs A E D Barham, Mrs S Butterfill, D J Mote and B E Read.

94/17-18. SUBSTITUTES

Councillor R J Lees substituted for Councillor Mrs A E D Barham.

95/17-18. 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.

96/17-18. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

97/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 MAY 2017.

Recommended: That the Minutes of the meeting held on 2 May 2017 be confirmed and signed as a true record.

98/17-18. HERITAGE PARK FUNDING.

The ATC/RFO gave an update on the progress of the digital heritage trail project. Members were given a brief demonstration of the augmented reality software being considered for the project.

The ATC/RFO confirmed that discussions were ongoing with both the developer and now with Ebbsfleet Academy regarding incorporating students with the design process. The ATC/RFO explained that although discussions were ongoing regarding potential funding, incorporating school children within the project would release other funding streams.

The ATC/RFO also updated members on correspondence with Froglife. Froglife are a national organization who work with groups to preserve ponds and areas of conservation in relation to amphibians. The group were keen to get involved with the winter pond within the park as this links into a toad patrol that operates across Alkerden Lane.

Recommended: That the ATC/RFO continue working on the current funding projects and report the progress at the next Sub-Committee meeting.

99/17-18. NATURAL ENGLAND – SWANSCOMBE SKULL SITE NATIONAL NATURE RESERVE AND SITE OF SPECIAL SCIENTIFIC INTEREST – VISUAL MANAGEMENT PLAN.

The ATC/RFO confirmed that progress was being made on the Lease and that a meeting was scheduled with Natural England, at the site, for 15 August 2017 to discuss site management.

Recommended: That the item be noted.

100/17-18. FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.

Brenda Bobby confirmed the next planned event was the Teddy Bears Picnic on the 26 July 2017.

Recommended: That the item be noted.

101/17-18. HERITAGE PARK WEBSITE

This item reminded everyone that any items to be included on the website needed to be forwarded to the ATC/RFO.

Recommended: That the item be noted.

102/17-18. ANY OTHER ITEMS RELATED TO HERITAGE.

The ATC/RFO confirmed that an organisation had been conducting a dormouse survey within the Heritage Park.

The Chairman confirmed that the Local History Group had their open AGM on the 2 September 2017 at the Heritage Community Hall. The event would start at 6.30pm and include a talk regarding the Skull Site and Bakers Hole.

Brenda Bobby confirmed that scrub had now obscured the geological interpretation which showed the land levels at the Heritage Park. The ATC/RFO agreed to feed this back to the Town Councils Parks Department.

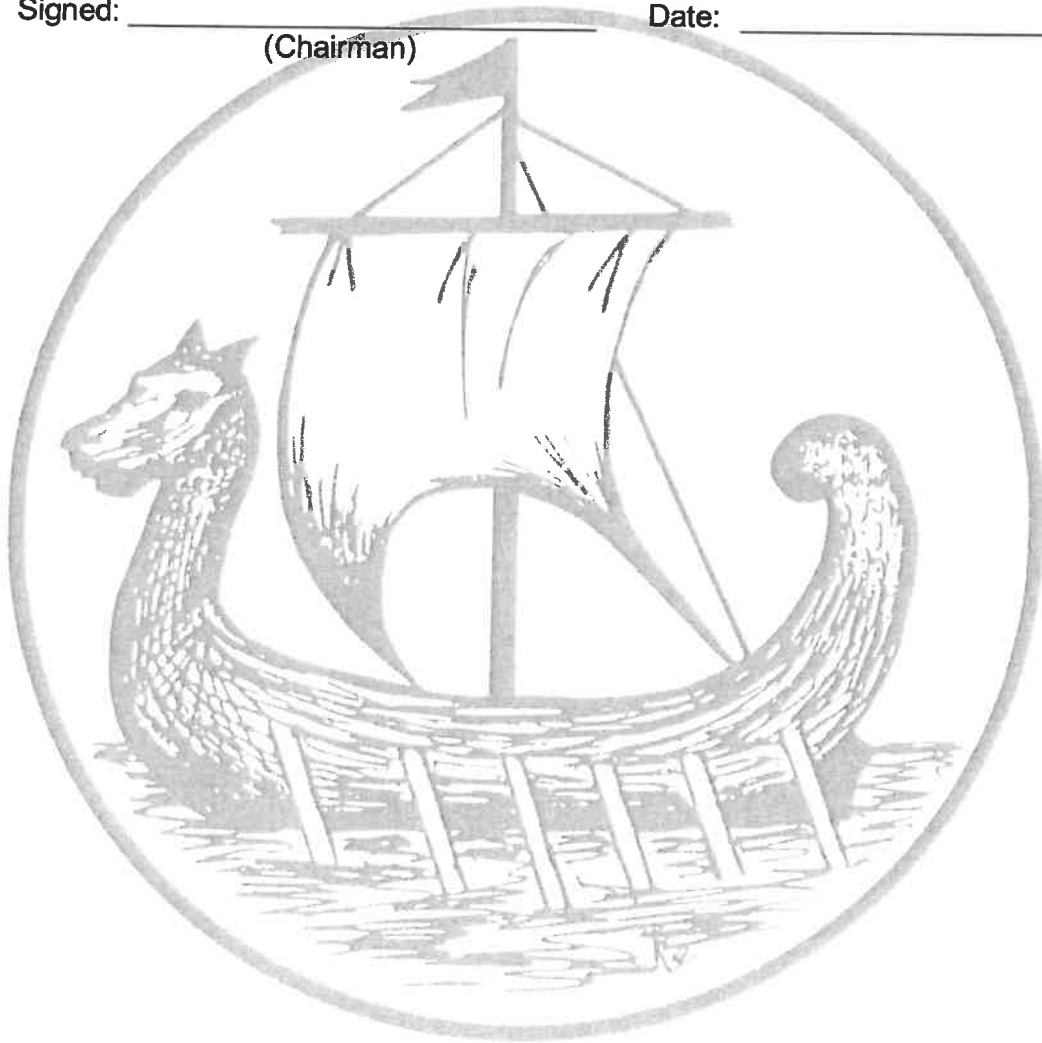
103/17-18. **DATE OF NEXT MEETING.**

Recommended:

That the next meeting be scheduled at the discretion
of the ATC/RFO

There being no further business to transact, the meeting closed at 11.30 am.

Signed: _____ Date: _____
(Chairman)



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MINUTES of the MEETING of the REGENERATION & QUALITY SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on FRIDAY 29 JUNE 2017 at 7.00pm

PRESENT:

Councillor R J Lees (Chairman)
Councillor S J Ryan (Vice-Chairman)
Councillor Mrs S P Butterfill
Councillor P M Harman (substituting for Councillor Ms L C Howes)
Councillor D J Mote
Councillor B R Parry
Councillor B E Read

ALSO PRESENT:

Paul Boughen, Community Building Manager EDC
Mark Pullin, Chief Planner EDC
Caroline Barker, Eastern Quarry Lead EDC
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT:

Councillor K G Basson

83/16-17. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Ms L C Howes.

84/16-17. SUBSTITUTES.

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

85/16-17. 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.

86/16-17. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN - MATTERS ARISING FROM PREVIOUS MINUTES.

The Chairman welcomed the new Sub-Committee members and thanked former members of the Sub-Committee for the work they had undertaken.

The Chairman highlighted the service and guidance that the previous Chairman, Councillor B E Read had given.

87/16-17. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 7 APRIL 2017.

Recommended:

The Minutes of the meeting held on 7 April 2017 were confirmed and signed as a true record.

88/16-17. **SECTION 106 AGREEMENT – EASTERN QUARRY**

The Chairman welcomed the 3 representatives from the Ebbsfleet Development Corporation (EDC).

Mr Pullin briefly summarised some of the key developmental triggers due, these included affordable housing contribution payments, air quality monitoring payments and heritage asset payments.

It was confirmed that regular payments are made to the ongoing transport fund. Issues around transport are discussed at the Transport Review Group which comprised of representatives from developers, Arriva, the EDC and Dartford Borough Council. Issues dealt with were specific to Eastern Quarry and the local bus routes and transport problems within the "redline boundary".

Members enquired about the proposed bus service connecting the new development and Swanscombe High Street which had not been delivered. Mr Pulling agreed that this service should have been implemented as it was clearly part of the Section 106 agreement and he would look into this and ensure this was raised with the Transport Review Group.

Members then raised questions relating to open space management and governance. Mr Boughen confirmed that various models had been studied and investigations were ongoing. Members were also informed that a new officer was due to begin working for the EDC in August and part of their remit would be to deal with governance arrangements and legacy issues.

Members advised that they were concerned because the challenge with community facilities was that maintaining and operating community facilities once developments had installed them often meant that they operated at a loss. Members re-iterated that the Town Council had experience of managing open spaces and were aware of the issues faced with operating community facilities and members asked that the Town Council be the first point of contact for developers to discuss these matters.

Members sought clarity regarding any support for existing schools in relation to students moving to the new Cherry Orchard School. Unfortunately Mr Pullin confirmed that, at present, there was none as the obligation on developers was only to provide the new school. However, the Chief Executive was considering an educational vision for the Garden City.

The Chairman thanked the representatives from EDC for attending the meeting and welcomed continued dialogue with the Town Council.

Recommended: That the item be noted.

89/16-17. **NEIGHBOURHOOD PLAN**

Members discussed the documents provided regarding creating a Neighbourhood Plan (NP). The ATC/RFO re-iterated the advice given to him by an independent planning consultant at the KALC NP training event he had attended

Concerns were expressed over the large amount of time and resources involved with creating a NP. Comparisons were drawn to the work undertaken by a neighbouring Parish Council who were currently 2 years into the process of attempting to produce a NP.

Members discussed the previous work undertaken to create both the Town Councils 2005 Masterplan and its Local Development Framework and what the available alternatives were to a NP. The Chairman clarified that whilst these were very useful pieces of work they were not Supplementary Planning Documents.

Members were conscious that whilst NP were a very good scheme a lot of the areas/land within Swanscombe and Greenhithe would not be appropriate for a NP and that this may mean that it did not warrant the resources required to implement a NP.

After a lengthy discussion it was agreed that the issue of producing a NP required further consideration and that this would be best achieved by the formation of a Working Group to assess whether a NP was required or whether alternative options would better serve the Town Council and residents. It was agreed that this work should be member led to ensure the impact on officer time was minimised. The Working Group membership is to be made up of the following members:-

Councillor R J Lees
Councillor Mrs S P Butterfill
Councillor P M Harman
Councillor B R Parry
Councillor B E Read

Recommended:

1. That a Working Group be formed to assess whether a Neighbourhood Plan is required.
2. That the Working Group membership be as detailed above
3. That the first meeting of the Working Group be held in September 2017.

90/16-17. **COMMUNITY INFRASTRUCTURE LEVY – UPDATE**

Members were provided with an update that the Chairman would meet officers of the Town Council during week commencing 10 July 2017 to review research on forming a strategy.

Recommended: That the item be noted.

91/16-17. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor R J Lees and seconded by Councillor P M Harman;

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.

92/16-17. QUINN ESTATES – UPDATE.

Members had been provided with confidential notes and supplementary information following the meeting held with Quinn Estates on 16 March 2017.

The Town Clerk detailed the information that had been supplied by Quinn Estates and, after discussion members agreed that, at this stage it would not be appropriate to discuss this matter or take any action.

Recommended: That the item be noted.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 12 JULY 2017 at 7.00 PM

PRESENT:

Councillor P C Harris (Chairman)
Councillor Mrs L Manchester (Vice-Chairman)
Councillor Ms L C Howes (substituting for Councillor Mrs A E D Barham)
Councillor A S Reach

ALSO PRESENT:

Martin Harding - ATC/RFO
Billy Unsworth - KCC Community Warden
Sergeant Dave Crompton - Kent Police
Tony Henley - Dartford Borough Council

ABSENT:

Councillor Mrs M B Kelly

137/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Mrs A E D Barham, P M Harman, B R Parry and B E Read.

138/17-18. SUBSTITUTES.

Councillor Ms L C Howes substituted for Councillor Mrs A E D Barham.

139/17-18. 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.

140/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

141/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 APRIL 2017.

Recommended:

That the Minutes of the Meeting held on 5 April 2017 be confirmed and signed as a true record.

142/17-18. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

Sergeant Crompton gave a brief summary of current and future operations in the area. The PCSO's are due to be re-shuffled in September giving a static officer for both Greenhithe and Swanscombe rather than a team. The PC's will revert to a team that can focus on target areas within the community.

Current investigations / issues include issues with nuisance (noisy) cars, Anti-Social Behaviour around The Pier, Greenhithe, and investigations into a car approaching young girls within the wider area.

Sergeant Crompton emphasised the importance of reporting crime via 101 as intelligence passed on from Facebook feeds did not allow for prosecutions to be made

Recommended: That the report be noted and Sergeant Crompton be thanked for his attendance.

143/17-18. 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. Members highlighted an increase in crime from January to April 2017 for Greenhithe, but nothing could be identified that may be causing this.

Mr Henley from Dartford Borough Council Community Safety Unit (CSU) indicated that they are trying to work at an early stage with developers to implement CCTV in new areas. Mr Henley gave a summary of new cameras that the CSU were arranging that are more cost effective at tackling specific areas. Mr Henley offered to attend a future meeting and demonstrate the new cameras and the quality of the images involved.

Recommended: That Mr Henley be invited to the next meeting of this Sub-Committee to provide a CCTV demonstration.

144/17-18. KCC COMMUNITY WARDENS REPORT.

KCC Warden Unsworth gave an update on cases he had been involved with in the area, including issues of several cases of ASB, fly tipping, drugs, animal welfare, parking disputes, abandoned vehicles and Speedwatch.

In addition members were updated on the recruitment of volunteer wardens.

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

145/17-18. CRIME PREVENTION INITIATIVES.

Members focused on initiatives to reduce ASB during summer months linked to young people and a perceived lack of activities.

A discussion was held on the need to include events that appeal to older children. Members suggested contacting Ebbsfleet Development Corporation (EDC) regarding setting up taster days for some of the trades used throughout the Garden City. The Chairman requested the ATC/RFO contact the Community Engagement Officer at EDC to consider this proposal.

Recommended:

That the ATC/RFO contact EDC to further discuss employment taster days as part of summer activities.

146/17-18. OBSERVATION AND REPORTING.

Members were provided with an update on the guidance for when 999 and 101 should be used. Sergeant Crompton confirmed that 999 should be used when life is in danger or the crime was in progress, everything else should be reported via 101.

Members were informed that the online facility for reporting crime to Kent police was due to be available later this year.

Sergeant Crompton urged members to emphasise to residents to expand the content that is provided during calls to the Police. Any background to similar issues in the area or wider concerns that other crimes may be linked should also be included.

Recommended:

That the item be noted.

147/17-18. COMMUNICATIONS.

The Chairman requested that Sergeant Crompton try to ensure that the correct PCSO's attended local groups or Neighbourhood Watch meetings to ensure consistency and local knowledge.

Members felt that continuing liaison with the Police in the current format was more beneficial than the need to conduct a specific meeting with the Police and Crime Commissioner.

Recommended:

That the item be noted.

148/17-18. NEIGHBOURHOOD WATCH GROUPS.

The Chairman gave a brief background of the success of local groups and invited all members to consider setting up groups in each ward.

Members felt that it would be appropriate to invite the Neighbourhood Watch Group (NHWG) Co-Ordinator for the area to the next Town Council meeting to provide a brief for all members to consider setting up groups.

Recommended:

That the NHWG Co-Ordinator be invited to the next full meeting of the Town Council to provide a brief on setting up Neighbourhood Watch Groups.

149/17-18. CURRENT UNRESOLVED ISSUES.

Members were asked to note correspondence from Social Media regarding issues of Anti-Social Mopeds and Motorbikes and Dangerous Driving on Crossways Boulevard.

Sergeant Crompton informed of an intelligence led operation for North Kent that would focus on motorbikes and mopeds.

Mr Henley from DBC CSU confirmed that DBC were currently undertaking a Public Space Protection Order (PSPO) for Dartford Town Centre. Once implemented they would be looking at Crossways Boulevard next.

The Chairman raised Dangerous / Obstructive Parking on Swanscombe High Street. Members felt that the CCTV previously mentioned by Mr Henley may be appropriate but Mr Henley confirmed that this site was not one being considered by DBC.

Members discussed railings, barriers and bollards being placed on the path. It was requested that the ATC/RFO contact KCC Member Mr P M Harman about the possibility of Kent Highways placing barriers along the pathway adjacent to the zig-zag markings around the crossing in Swanscombe High Street.

Recommended: That the ATC/RFO contact KCC Member Mr P M Harman whether Kent Highways would install railings as detailed above.

150/17-18. DATE OF THE NEXT MEETING.

Recommended: That the next meeting be held in 3 months with the date to be set by the ATC/RFO

151/17-18. EXCLUSION OF THE PRESS AND PUBLIC.

It was proposed by Councillor Ms L C Howes and seconded by Councillor A S Reach

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.

152/17-18. CONFIDENTIAL AGENDA ITEMS.

No confidential items were discussed.

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

Signed _____
Chairman Date

EXTRACT OF MINUTES

AGENDA ITEM 6
T/C 12/10/17

148/17-18. **NEIGHBOURHOOD WATCH GROUPS.**

The Chairman gave a brief background of the success of local groups and invited all members to consider setting up groups in each ward.

Members felt it was appropriate to invite the Neighbourhood Watch Group (NHWG) Co-Ordinator for the area to the next Town Council meeting to provide a brief for all members to consider setting up groups.

Recommended:

That the NHWG Co-Ordinator be invited to the next full meeting of the Town Council to provide a brief on setting up Neighbourhood Watch Groups.

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27 SEP 2017

7

The
**Local Government
Boundary Commission**
for England

AGENDA ITEM

T/C 12/10/11



Swanscombe & Greenhithe Town Council
The Town Council Offices
The Grove
Swanscombe
Kent
DA10 0GA

26 September 2017

Dear Sir or Madam,

ELECTORAL REVIEW OF DARTFORD: WARDING ARRANGEMENTS

The Local Government Boundary Commission for England has formally commenced an electoral review of Dartford Borough Council. The purpose of this letter is to inform you of the review and seek your views on future ward boundaries for the council.

The Commission is carrying out a review to deliver electoral equality for voters across the borough. At present, some borough councillors represent many more, or many fewer, electors than their colleagues elsewhere in the borough. The review aims to correct those imbalances.

What is an electoral review?

The electoral review will recommend new electoral arrangements for Dartford Council. It will propose:

- The total number of councillors elected to the council in the future
- The number of wards
- The number of councillors representing each ward
- Ward boundaries
- Names of wards

For parishes, the review can recommend changes to the electoral arrangements of parish and town councils i.e. the number, names and boundaries of parish wards and the number of parish councillors for each parish ward. However, this is only in circumstances where the parished area is to be divided between wards. Even in these circumstances, the Commission will not normally recommend any change to the number of councillors to be elected to a parish or town council. The Commission has no power to consider changes to the external boundaries of a parish or the creation of new parishes.

When?

26 September 2017 is the start of a 10 week public consultation during which the Commission is inviting proposals for new warding arrangements. The consultation will close on 4 December 2017. After considering all representations made during this consultation, the Commission intends to publish draft recommendations in February 2018. There will then

Local Government Boundary Commission for England, 14th Floor Millbank Tower, Millbank, London, SW1P 4QP

Tel: 0330 500 1525; reviews@lgbce.org.uk; www.lgbce.org.uk

be a further period of consultation on the draft recommendations. Final recommendations are expected to be published in June 2018. The new electoral arrangements will come into effect at the local elections in 2019.

How to get involved?

This is a public consultation and we welcome views from individuals and organisations across the borough on where they think new ward patterns should be drawn.

The Commission is minded to recommend that 42 councillors should be elected to Dartford Borough Council in the future. It is now inviting proposals to help it draw up a pattern of wards to accommodate 42 borough councillors.

In drawing up a pattern of electoral wards, the Commission must balance three criteria, which are set out in law, namely:

- To deliver electoral equality where each borough councillor represents roughly the same number of electors as others across the borough.
- That the pattern of wards should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

We are asking local people and organisations for their views as to the best pattern of wards for the borough which meet the requirements set out above.

The Commission will treat all submissions equally and will judge each case on its merits and against the statutory criteria. If you wish to put forward a view, we would also urge you to ensure that evidence supports your submission. For example, if you wish to argue that two parishes should be included in the same electoral ward, make sure you tell the Commission why they should be together, providing evidence about community facilities, ties, organisations, and amenities, rather than simply asserting that they belong together.

There is plenty more advice on our website about how you can get involved in the consultation and put your views forward. Log on to www.lgbce.org.uk to find out more. The website includes the technical guidance that explains the process and our policies as well as guidance on how to take part in each part of the process. We have set up a page on our site which is dedicated to the review of Dartford where you can find all the relevant information.

You can also access interactive maps of the current ward boundaries across the borough on our specialist consultation portal. The portal also allows you to draw your own boundaries, mark areas of interest on the map and upload documents directly to the site. Log on to <https://consultation.lgbce.org.uk> to access the portal or find it via our main website.

Get in touch

We encourage as many people and organisations as possible to get involved with the consultation and we encourage local organisations and parish councils to engage their local networks and communities in the review.

View interactive maps of the borough, draw your own boundaries, and have your say at our specialist consultation portal at: <https://consultation.lgbce.org.uk>.

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Tel: 0330 500 1525; reviews@lgbce.org.uk; www.lgbce.org.uk

Find out more about the review at: www.lgbce.org.uk.

Email your views to: reviews@lgbce.org.uk.

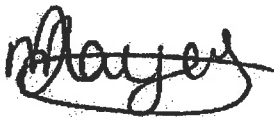
Follow us on Twitter at: [@lgbce](https://twitter.com/lgbce).

Write to: Review Officer (Dartford)
 Local Government Boundary Commission for England
 14th Floor Millbank Tower
 Millbank
 London
 SW1P 4QP

This phase of consultation closes on 4 December 2017. We will write to you again when we open our consultation on draft recommendations.

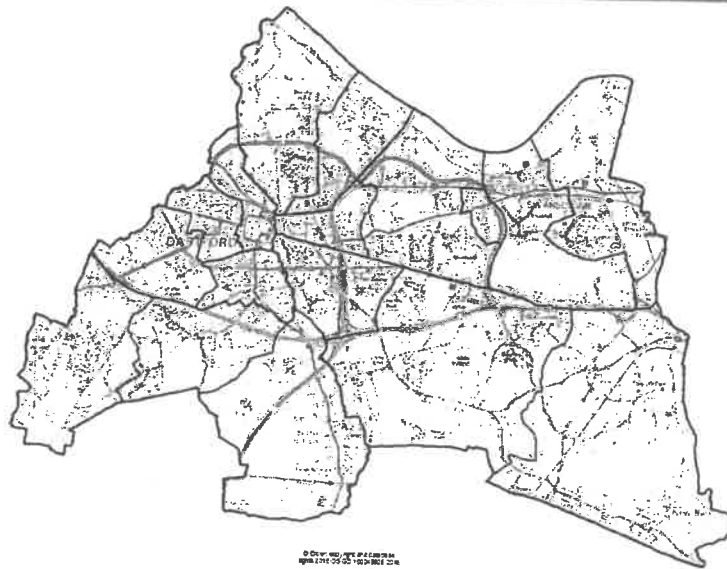
Please note that the interests of transparency, copies of the all representations we receive during this review will be placed on our website. We remove any personal identifying information such as signatures and private residential addresses prior to placing any submissions in the public domain.

Yours sincerely



Mishka Mayers
Review Officer
Reviews@lgbce.org.uk
0330 500 1525

Dartford Council Electoral Review



Tell us what you think

The independent Local Government Boundary Commission for England is asking for your views on its electoral review of Dartford Borough Council. The review will draw new council ward boundaries across Dartford.

- Do you have suggestions about where your ward boundaries should be?
- Where do people in your area go to access local facilities such as shops and leisure activities?
- Which areas do you identify as your local community?

**The consultation
closes on 4
December 2017**

Your opinion matters

For more information and interactive maps, visit:
consultation.lgbce.org.uk and **www.lgbce.org.uk**.

Write to: Review Officer (Dartford), LGBCE, 14th floor,
Millbank Tower, London, SW1P 4QP

Email: reviews@lgbce.org.uk.

Twitter: @LGBCE





EXTRACT OF AGENDA

A G E N D A

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive apologies for absence.
2. Declarations of interest in items on the Agenda.

At the Chairman's discretion the meeting will be adjourned at this point to accept questions from the public.

3. To approve the Minutes of the Meeting held on 16 February 2017 (p).
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).
5. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p):**

- Planning, Major Developments, Transportation & the Environment Committee – 1 March 2017, 22 March 2017 and 12 April 2017.
- Recreation, Leisure & Amenities Committee – 30 March 2017.
- Finance & General Purposes Committee – 9 March 2017.
- Personnel Committee – 30 March 2017
- Regeneration & Quality Sub-Committee – 10 February 2017 and 7 April 2017.
- Heritage Park / Skull Site Sub-Committee – 7 March 2017.
- Allotments & Cemeteries Sub-Committee – 9 March 2017
- Anti-Social Behaviour & Crime Sub-Committee – 5 April 2017.

6. **LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND (LGBCE) – INTERVENTION REVIEW OF DARTFORD BOROUGH COUNCIL (p).**

At the recent Borough and Parish Forum the LGBCE produced the attached presentation regarding the review which will take place from July/August this year with the final recommendations coming into force at the elections in 2019.

Recommended: That the item be noted.

7. **KENT COUNTY COUNCIL VOLUNTEER SUPPORT WARDEN SCHEME (p).**

Further to minute 322/16-17 the Chief Executive of the Kent Association of Local councils (KALC) has supplied the attached update to the scheme.

Recommended: That the item be noted.

**579/16-17. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND (LGBCE) –
INTERVENTION REVIEW OF DARTFORD BOROUGH COUNCIL.**

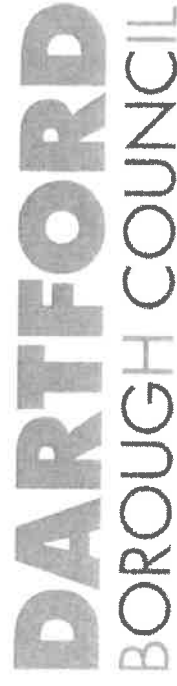
Members received a copy of the presentation made by the LGBCE at the recent Borough & Parish Forum (DBC).

RESOLVED:

That the item be noted.

The
Local Government
Boundary Commission
for England

Dartford Borough Council



Electoral review briefing for Borough and Parish Council Forum

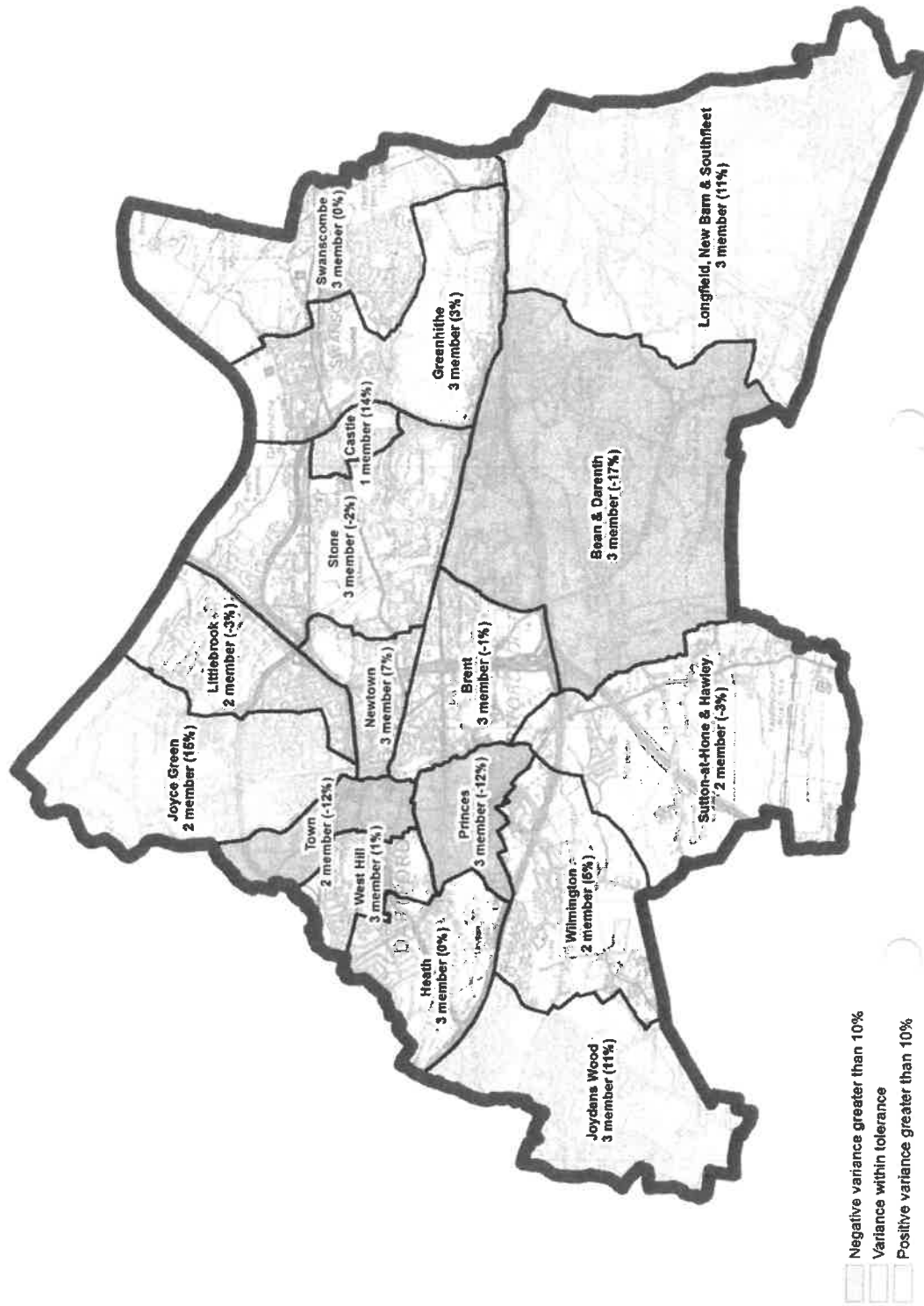
4 April 2017

Website: www.lgbce.org.uk
Have your say: consultation.lgbce.org.uk
Follow us: @lgbce
Contact us: reviews@lgbce.org.uk

Why

- This is an intervention review. The district of Dartford triggers the interventions criteria.
- 7 of 17 wards (41%) have a variance +/- 10%

The Local Government Boundary Commission for England



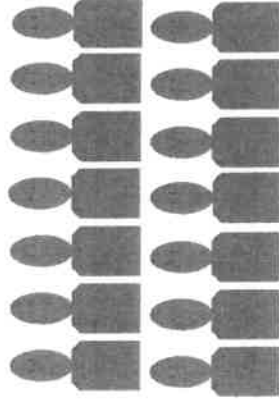
What

An electoral review determines the following 5 things:

- Total number of councillors
- Total number of wards
- BALLOT BOX Boundaries of each ward
- Number of councillors elected to each ward
- Names of each ward

How

PART 1 - Number of councillors



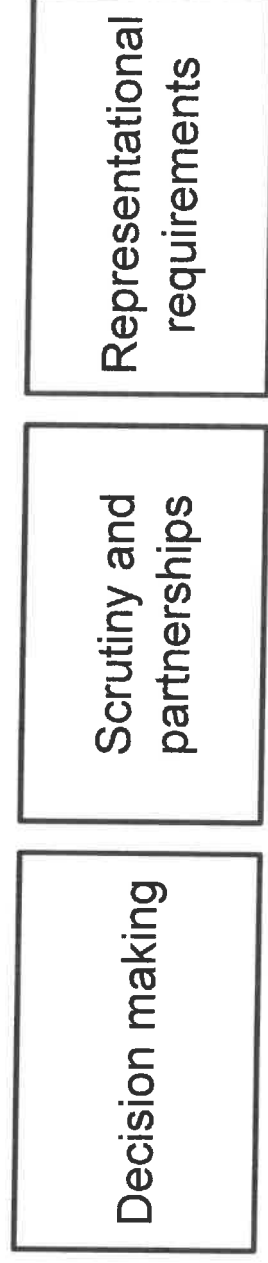
PART 2 - Warding patterns



PART 1

Number of councillors

Effective representations will address:



When

- Final submission – 1st August 2017

PART 2

Warding patterns

Effective representations will address:

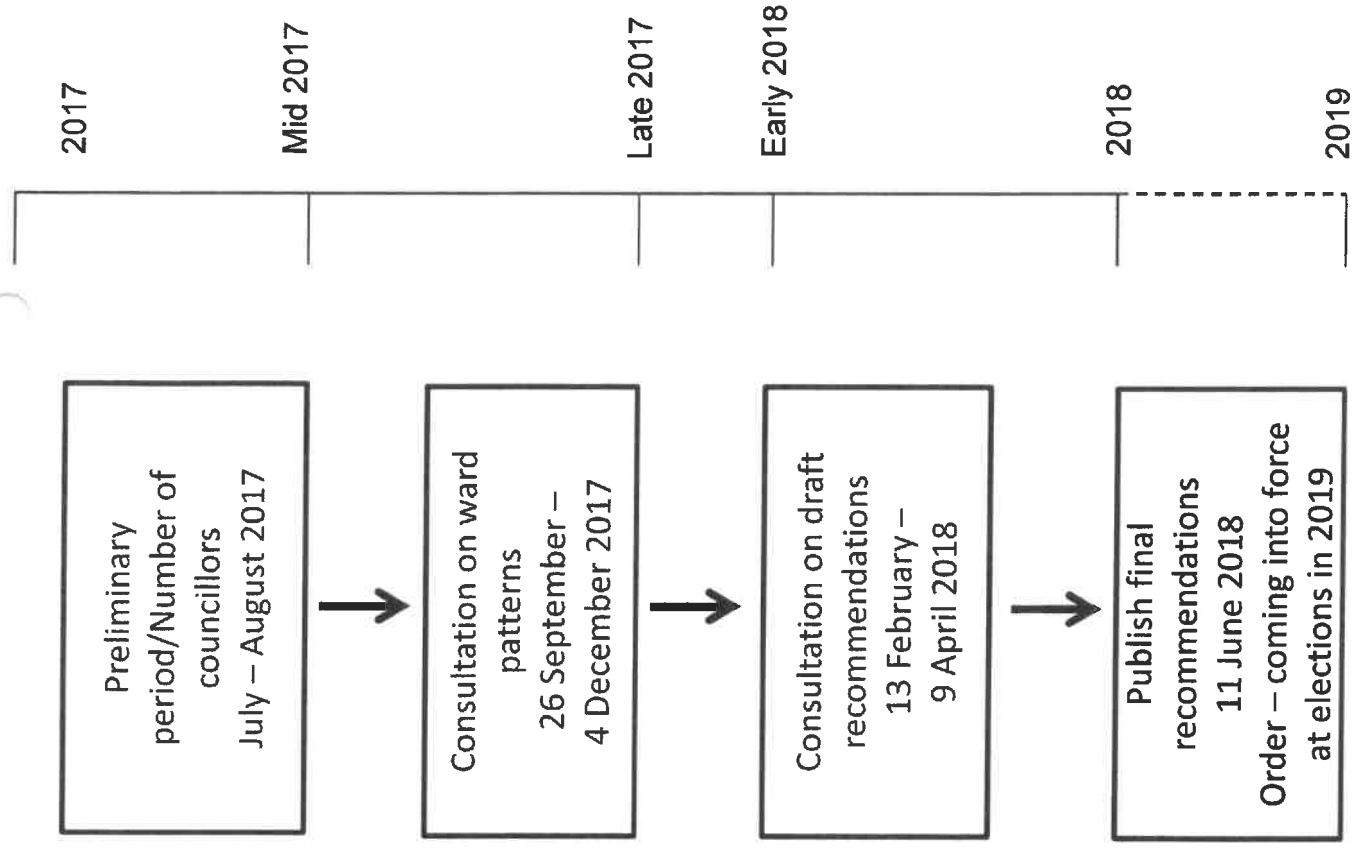


When

- Consultation on warding patterns
26 Sept 2017 – 4 Dec 2017
- Consultation on draft recommendations
13 Feb 2018 – 9 Apr 2018

Website: www.lgbce.org.uk
Have your say: consultation.lgbce.org.uk
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Contact us: reviews@lgbce.org.uk

When



Website: www.lgbce.org.uk
Have your say: consultation.lgbce.org.uk
Follow us: @lgbce
Contact us: reviews@lgbce.org.uk

How you can make a difference

- You know the local community
- Shaping the council for the long-term
- These will be your wards
- Transparent & consultative
- Influence & encourage



Website: www.lgbce.org.uk
Have your say: consultation.lgbce.org.uk
Follow us: @lgbce
Contact us: reviews@lgbce.org.uk

Effective representations

Do not consider:

- Political consequences
- It's not broke don't fix it
- Parliamentary boundaries
- Postcodes or addresses

What we want:

- Rationale not assertion
- What you do and don't like
- Put forward an alternative
- Practical community examples
- Reflect the statutory criteria

Website: www.lgbce.org.uk
Have your say: consultation.lgbce.org.uk
Follow us: @lgbce
Contact us: reviews@lgbce.org.uk

Summary

- An intervention review
- An electoral review determines the following 5 things:
 - Total number of councillors
 - Total number of wards
 - Boundaries of each ward
 - Number of councillors elected to each ward
 - Names of each ward
- Local views will shape the outcome



MONDAY 17 JULY 2017

MINUTES

To call upon NHS England and the Secretary of State for Health to ensure that those powers be used to ensure that funding for local health services in Dartford fully reflects local population growth.

27. URGENT ITEMS

There were no urgent items.

28. REFERENCES FROM OTHER COMMITTEES (IF ANY)

There were no references from other committees.

29. GENERAL ASSEMBLY OF THE COUNCIL WORK PLAN 2017-18

The General Assembly of the Council considered its proposed Work Plan for 2017-18.

RESOLVED:

That the Work Plan attached at Appendix A to the report be approved as the General Assembly of the Council's Work Plan for the 2017-18 Municipal Year.

30. COUNCIL IN COMMITTEE

It was moved by Councillor R M Currans, seconded by Councillor J A Kite and

RESOLVED:

That in accordance with Standing Order 11 (13) the General Assembly of the Council go into Committee and the rules of Procedures for Committees do apply.

THE LEADER, COUNCILLOR J A KITE MBE, IN THE CHAIR

31. ELECTORAL REVIEW - COUNCIL SIZE SUBMISSION

The General Assembly of the Council considered the Council's submission to the Local Government Boundary Commission as part of the Commission's review of the Council's electoral arrangements. The review had been triggered as 7 of the Council's current wards (40%) had developed an electoral disparity of more than 10% from the average electorate per councillor across the Borough and this exceeded the parameters set by the Commission. The Commission carried out periodic reviews of all authorities and had concluded that the Council's electoral arrangements were in need of review. The process would be carried out in two major stages, the first being to establish what the size of the Council should be in terms of the number of Councillors. The Council had been asked to make a submission on the size of the Council, which the Commission would consider along with any submissions received from other organisations and members of the public.

GENERAL ASSEMBLY OF THE COUNCIL

MONDAY 17 JULY 2017

Once the Council size had been determined the review would move into a second stage where detailed work would be undertaken to consider the names, number and boundaries of wards and the number of Councillors to represent each ward. This would take into account geographical features, natural boundaries and communities among other criteria.

A cross-Member Working Party had been set up to work with officers in determining the most appropriate Council size taking into account the needs to operate effective governance, scrutiny and representational functions and taking into account Member workloads, capacity and arrangements operating in similar authorities. It had been felt that some changes in governance would be needed in future in terms of introducing a business enterprise committee, enhancing the role of the Crime and Disorder (Overview and Scrutiny) Committee and promoting the role of Member's as community ambassadors. Taking these factors into account the Working Group had concluded that a reduction in the number of Members from 44 to 42 was the most appropriate size for the Council moving forward.

Members discussed the merits of the Working Group's submission. Some expressed concern at a reduction in the number of Members given the rapid growth of the local population and the increase in electorate and the impact this could have upon their capacity. Concern was also raised about a reduction in Member's representing a reduction in the opportunity for a wide cross-section of people to participate as councillors thereby depleting democratic opportunity and a fear that applicants would be deterred by increased workloads, or that the office of councillor could become elitist. Members appreciated that the Council was subject to review and had to make a submission which would continue to deliver excellent governance and the best possible services. It would be even more important for the voices of all Members to be heard during decision making and for consideration of how the Council communicated with residents. It was also noted that the Commission might have different views on Council size and that it might decide that the number of Councillor's should go up rather than down.

One Member expressed a firm view that the Council should retain its existing number of Councillors but this position was not supported by other Members.

RESOLVED:

That the General Assembly of the Council approves the submission to the Local Government Boundary Commission attached at Appendix A to the report.

Councillor T A Maddison voted against the motion and asked for his opposition to be minuted.

32. ADOPTION OF THE DEVELOPMENT POLICIES LOCAL PLAN

The Council considered the proposed Development Policies Local Plan and new Policies Map for the Borough. It was noted that the plan had been

GENERAL ASSEMBLY OF THE COUNCIL
17 JULY 2017

ELECTORAL REVIEW COUNCIL SIZE SUBMISSION

1. Summary

- 1.1 This report presents the Council's submission to the Local Government Boundary Commission, as part of the Commission's electoral review of the Council, and proposes a reduction in Council size from 44 members to 42.

2. RECOMMENDATION

- 2.1 That the General Assembly of the Council approves the submission to the Local Government Boundary Commission, as attached at Appendix A to the report.

3. Background and Discussion

- 3.1. The Council has triggered an electoral review by the Local Government Boundary Commission as 7 (40%) of the Council's current wards have an electoral variance of more than 10% from the average. The aim of the review is to deliver electoral equality for voters in local elections.
- 3.2. The electoral review examines and proposes new electoral arrangements for the whole local authority as follows:
- The total number of members to be elected to the Council (council size).
 - The names, number and boundaries of wards.
 - The number of members to be elected from each ward.
- 3.3. The review will have two distinct parts:
- Council size – this will determine the number of members to be elected to the Council in the future.
 - Ward boundaries – ward boundaries will be re-drawn to ensure electoral equality for local voters and effective and convenient local government.
- 3.4. The first part of the review will determine the number of members required moving forward. The Commission will make its judgment on council size by considering three broad areas:
- Governance arrangements – how the Council takes decisions across the broad range of its responsibilities;
 - Scrutiny functions – what scrutiny arrangements are in place relating to the Council's own decision making and the Council's responsibilities to outside bodies;

GENERAL ASSEMBLY OF THE COUNCIL

17 JULY 2017

- Representational role – how members engage with their local community, conduct casework and represent the Council on local partner organisations.
- 3.5. The Commission will also consider future trends and developments to ensure that the electoral arrangements they recommend will deliver convenient and effective local government for the long term.
- 3.6. A fully cross-party Member Working Group has been set up, with equal representation from each political group on the Council, to review current arrangements and to prepare a submission to the Commission on council size moving forward. Their submission is shown at Appendix A to this report.
- 3.7. As part of the review, the Working Group have also looked at the current committee structures and the role of Members within their local communities to ensure these best meet the needs of the Council and its growing communities moving forward.
- 3.8. The submission proposes reducing the number of members from 44 to 42. As the submission demonstrates, this will ensure that the Council continues to have robust governance, decision making and scrutiny arrangements in place, whilst also ensuring it can respond to the significant future growth expected within the review period.
- 3.9. The submission, once approved, will be sent to the Commission. The next stage will then be to consider ward patterns and a further report will come to the General Assembly of the Council with the proposals on ward patterns from the Working Group in October 2017. Consultation on ward patterns by the Commission will close in December 2017 with a consultation on the Commission's draft recommendations expected between February to April 2018. Final recommendations will be published by the Commission in June 2018 with the new arrangements coming into force at the elections in 2019.

4. Relationship to the Corporate Plan

The proposed changes will ensure there are adequate member numbers to enable effective decision making moving forward and will ensure that Members can continue to meet the needs of their constituents, including the new, emerging communities. The proposals will therefore support the overall delivery of the Council's Corporate Plan.

5. Financial, legal, staffing and other implications and risk assessments

Financial Implications	None
Legal Implications	This review has been triggered by the Local Government Boundary Commission, an independent body established by Parliament in April 2010. The Commission is not part of

GENERAL ASSEMBLY OF THE COUNCIL
17 JULY 2017

Public Sector Equality Duty	government and is accountable to Parliament through the Speaker's Committee. The electoral arrangements of every principal local authority in England must, by law, be reviewed from time to time. The most common reasons for the Commission undertaking a review are where significant changes in population have resulted in poor levels of electoral equality. The Commission must adhere to Section 56 of the Local Democracy, Economic Development and Construction Act 2009 when conducting reviews which sets out the factors which must be taken into account when the Commission reach their conclusions. None
Staffing Implications	None
Administrative Implications	None
Risk Assessment	No uncertainties and/or constraints

6. Details of Exempt Information Category

Not applicable

7. Appendices

Appendix A – Council Size Submission

BACKGROUND PAPERS

<u>Documents consulted</u>	<u>Date / File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
		Sarah Martin (01322) 343402	Internal Services	N/A

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**Dartford Borough Council
Council Size Submission**

DARTFORD
BOROUGH COUNCIL

EXECUTIVE SUMMARY

An electoral review of Dartford Borough Council has been triggered by the Local Government Boundary Commission as 41% of the Council's current wards have an electoral variance of more than 10% from the average.

Whilst the initial stage of the review is limited to determining the number of elected members required to deliver effective and convenient local government to this community (Council Size), the Council's Leadership committed itself at an early stage to take the opportunity of the review to embed wider and positive change of its own. Like all Councils, Dartford has adopted patterns of working practice over the years that have not, in themselves, always required changes to committee structures or a public reassertion of the culture of the Council and the positive way it does business. The clear focus of the review, and the deadlines which drive it, are seen as a great opportunity to 'reset' the Council and prepare it for the huge challenges of providing community leadership to a Borough experiencing unprecedented growth and change.

To that end, the Leader established a fully-cross-party Working Group bringing together senior Members of not only the leading Conservative Group (of which there are 34 Members) and Labour opposition (7 Members) but the Council's minority Independent group (3 Members) too.

Usual proportionality was abandoned so that each group had equal representation in order to fuel open and frank conversation. The Working Group's conversations were as interesting as they were productive.

At the heart was a clear desire to rebalance the role of Members as truly empowered community advocates and ambassadors with the traditional committee roles at the Civic Centre.

The final submission on Council Size therefore provides evidence not only of the important governance roles undertaken by Members, but also of the current (and increasing) ways in which Members have opportunities to 'connect' with communities - many of which are welcoming new populations and experiencing significant growth and change.

Whilst the Commission has been perfectly clear as to the limits of its review period and horizons, the Council can justifiably point to the inevitability of massive and ongoing change underpinned by national identification of the borough as a high-growth area and by initiatives such as Ebbsfleet Garden City which are driven by national investment. These programmes are substantial and unstoppable.

Taken together, the Working Group have concluded that the need for robust governance, decision making and scrutiny, a response to the significant proportion of future growth falling within the Commission's review period and the rising empowerment of Members in their own communities, leads to an optimum Council size of between 40 and 42.

In truth, the Working Group believes the evidence creates a fair case for both figures, but on the grounds that the higher number provides greater opportunities to serve the Borough's residents and resilience to volatile levels of growth, the submission has been fixed at 42.

INTRODUCTION

The Local Government Boundary Commission provides guidance on the key elements of an electoral review. The key factors for consideration in an electoral review are as follows:

- Governance and Decision-Making – how decisions are taken across the Council and the volume and distribution of responsibility amongst elected members and staff.
- Scrutiny Functions – these must be capable of being administered in a convenient and effective way.
- Representational Role of Councillors – how members engage with communities and how this affects workload and responsibilities.
- The future – known future trends and developments that may affect the issue of Council size.

This submission will consider each of the above factors to support the proposal to reduce the Council size from 44 members to 42.

GOVERNANCE AND DECISION MAKING

The Council moved to the Leader and Cabinet form of local governance in 2001. In 2010 the Council adopted the “new style” Leader and Cabinet model which took effect following the elections in May 2011. This provides for the Leader to be elected by Council for a four year term and for the Leader to be responsible for appointing a Deputy Leader and Cabinet.

The General Assembly of the Council (GAC)

Always Civic, sometimes Political – The whole Council in full flight.

All members sit on the GAC. The GAC is responsible inter alia for:

- Agreeing the Council’s Constitution which contains the key governance documents including executive arrangements
- Agreeing the policy framework and key strategies
- Agreeing the budget
- Appointing Statutory Officers
- Appointing committees to discharge Council functions.

The GAC has six scheduled meetings a year.

The Cabinet

Accountable and responsible for operational decisions.

Cabinet consists of the Leader and six Portfolio Holders.

The Cabinet is responsible inter alia for:

- Proposing the policy framework
- Proposing the budget
- Implementing the policy framework and key strategies

There are eight scheduled Cabinet meetings a year.

The Portfolio Holders are responsible for providing advice on specific issues within their portfolio areas of responsibility to help inform Cabinet decisions. The Portfolio areas are:

- Strategic service provision and town centre;
- Strategic Council finances and major capital projects;
- Community development;
- Frontline services, customer champion and housing;
- Transport and infrastructure;
- Events, leisure and heritage.

The Council has also innovated the use of Lead Members, nine in total, who take specific responsibilities for detailed policy development working to each Portfolio Holder. The structure has proved useful in ensuring that the focus on the delivery of detailed policies does not falter under the pressure upon Portfolio Holders to contribute to wider Council leadership. It has also proved to be a

useful 'first step' for Members with ambition to serve in leadership roles and contributes to credible succession planning.

Cabinet Advisory Panels

Better decisions from wider advice. A timely and influential voice for elected local Members

The majority of decisions are made at Cabinet. However, non-executive Members have an important role to play in the decision making of the Council - sharing in the policy and budget decisions of GAC, suggesting policy improvements and scrutinising the Cabinet's policy proposals and their implementation.

Most importantly though, Dartford Borough Council's local Members are provided with a timely opportunity to advise, to warn and to suggest improvements to ALL Cabinet decisions BEFORE they are taken.

Although the practice is now less rare, Dartford Borough Council was an early innovator of a fully inclusive pre-Cabinet advisory committee – The Cabinet Advisory Panel (CAP)

The entire Membership of the Council, save for Cabinet postholders, serve on one of two CAPs which meet on a Monday before the Thursday's Cabinet (eight times a year). The entire Cabinet agenda is open to their consideration. The common practice of substitution of Members between one Panel and another mean that, in effect, any Member can address issues of local importance or comment where they have experience, or even just an opinion.

The importance of CAP in better, stronger decision making cannot be overstated. In the decade or more since its introduction, the Cabinet has frequently accepted its advice, suggestions or amendments. Local members may draw down ANY Cabinet item and even commission additional information and data to be made available. CAP minutes are presented to each Cabinet meeting and are read alongside the agenda as each meeting progresses. It is common practice, indeed routine, for Cabinet to accept CAP advice into resolutions.

Regulatory Committees/Quasi-Judicial

Planning (Development Control Board)

The majority of planning decisions are delegated to officers. The Development Control Board deals with the major, complex and controversial applications. During the 2016/17 municipal year, a total of 1,372 planning decisions were made. Of these, 1,333 (97.2%) were dealt with by officers under delegated powers.

Licensing Committee

This Committee has responsibility for exercising the Council's licensing and registration functions. The Committee has delegated responsibility for determining some licensing applications to a Licensing Sub-Committee. The sub-committee meets as required.

Committee Meetings

The following Committees were constituted for the 2016/17 Municipal Year. All meetings were quorate.

	2016/2017 No. of meetings	No. of Members	Projected No. of Attendances	Actual No. of Attendances	% of Attendance
GAC (including Budget and Annual Meeting)	6	44	264	234	89%
Cabinet Advisory Panels	7 (one cancelled)	37	130	84	65%
Cabinet	8	7	56	52	93%
Scrutiny Committee	3	17	51	38	75%
Policy Overview Committee	4	17	68	51	75%
Development Control Board	12	17	204	165	81%
Audit Board	4	7	28	24	86%
Hearing Panel	0				
Licensing Sub-committee hearings	2	3	6	6	100%
Licensing Committee	2	15	30	22	73%
Appeals Panel	0				
Joint Transportation Board	4	7	28	21	75%
Deed, Trust and Obligations Committee	3	9	27	21	78%
Resident Involvement Joint Liaison	2	4	8	4	50%

Group					
Electoral Provisions Sub-committee	0				
Crime and Disorder (Overview and Scrutiny) Committee	2	8	16	12	75%
Treasury Management Panel	3	3	9	6	67%
Appointments Panel	0				
Discretionary Housing Payments Panel	0				
Remuneration and Performance Management Panel	0				
Independent Remuneration Panel	0				
Dartford, Gravesham and Swanley Health and Wellbeing Board	5	1	5	5	100%
Parish Forum	3	0			
Total	70	196	930	745	80.10%

As part of this submission, the Boundary Review Working Group have considered the number of members on each committee and type of committees that an effective governance structure would need moving forward. The table below models what committee membership would look like with various levels of reduction to member numbers compared to current size:

Committee	Places	Committee	Places	Committee	Places	Committee	Places	Committee	Places
Cabinet	7	Cabinet	7	Cabinet	7	Cabinet	7	Cabinet	7
Cabinet Advisory	37	Cabinet Advisory	35	Cabinet Advisory	33	Cabinet Advisory	31	Cabinet Advisory	29
Scrutiny	17	Scrutiny	17	Scrutiny	17	Scrutiny	17	Scrutiny	17
Policy Overview	17	Policy Overview	17	Policy Overview	17	Policy Overview	17	Policy Overview	17
Development Control Board	17	Development Control Board	17	Development Control Board	17	Development Control Board	17	Development Control Board	17
Audit Board	7	Audit Board	7	Audit Board	7	Audit Board	7	Audit Board	7
Licensing	15	Licensing	15	Licensing	15	Licensing	15	Licensing	15
Licensing Sub	3	Licensing Sub	3	Licensing Sub	3	Licensing Sub	3	Licensing Sub	3
Joint Transportation Board	7	Joint Transportation Board	5	Joint Transportation Board	5	Joint Transportation Board	5	Joint Transportation Board	5
DTOC	9	DTOC	9	DTOC	9	DTOC	9	DTOC	9
Resident Liaison	4	Resident Liaison	4	Resident Liaison	4	Resident Liaison	4	Resident Liaison	4
Crime & Disorder	8	Public Services Scrutiny	17	Public Services Scrutiny	17	Public Services Scrutiny	17	Public Services Scrutiny	17
Treasury Management Panel	3	Treasury Management Panel	3	Treasury Management Panel	3	Treasury Management Panel	3	Treasury Management Panel	3
		Enterprise Committee	TBD	Enterprise Committee	TBD	Enterprise Committee	TBD	Enterprise Committee	TBD
Total	151	Total	156	Total	154	Total	152	Total	150
Members	44	Members	42	Members	40	Members	38	Members	36
Average	3.43	Average	3.71	Average	3.85	Average	4.00	Average	4.17

The current average committee membership per member is 3.43 places (this excludes GAC and those committees that did not meet in 2016/17 (Hearing Panel, Appeals Panel, Electoral Committee, Independent Remuneration Panel and Appointments Panel)). A number of changes to the current committee arrangements are proposed moving forward:

- The Working Group have concluded that membership of the Joint Transportation Board could be reduced without compromising the decision making process.
- They also recommend a new working group, the Enterprise Working Group – this group will focus on supporting local businesses to promote a growing economy in the Borough and will explore commercial opportunities. At this stage, terms of reference for this Committee have not been agreed and therefore the number of Members required to sit on this Committee cannot yet be determined. It is anticipated though that representation from each of the key parts of the Borough would be required on this Committee.
- As detailed under the Scrutiny section of this report below, it is proposed to widen the remit of the Crime and Disorder Committee and therefore membership of this Committee will be increased to 17 Members, in line with the Policy Overview and Scrutiny Committees.

The table highlights that whilst the committees could still be adequately supported with a reduction in members, reducing the Council size to 36 members would effectively mean that each member would be required to take on membership of an additional committee, with the associated work load that this would involve (this also assumes that the new committee would require a membership of ten members). Significantly increasing attendance required at committee meetings may discourage those in full-time employment or education from considering a role as an elected councillor, thus reducing the diversity of representation and limiting the skills and experience of members.

Outside Bodies

Representation on outside bodies is considered to be important in supporting the community. The table below shows current representation on outside bodies:

Organisational Body	Councillor Membership	Membership Capacity
Dartford Almshouse Charity	4 Members	Trustees (4 yr term)
Action with Communities in Rural Kent	2 Members	Observers
Age UK North West Kent	1 Member	Observer
Becket Sports Centre at Dartford Grammar School – Management Committee	1 Member	Management Committee
Choices	1 Member	Management Committee
Council for Voluntary Service – North West Kent	1 Member	Ordinary Member
Dartford (1051) Squadron Air Training Corps	1 Member	Liaison purposes
Dartford and District Town Twinning Association	2 Members	Observers
Dartford and Gravesham Community Safety Partnership	1 Member	Ex Officio

Dartford and Gravesham NHS Trust	1 Member	1 as Ordinary Member and 1 as substitute
Dartford, Gravesham & Swanley Health & Wellbeing Board	1 Member	Ordinary Member
Dartford Citizens Advice Bureau	2 Members	1 as Ordinary Member and 1 as Trustee
Dartford Local Children's Partnership Group	1 Member	Ex Officio
District Council Network Assembly	1 Member	Ordinary Member
Ebbsfleet UDC Planning Committee	1 Member	Ordinary Member
Eltham Crematorium Joint Committee	1 Member	1 Member and 1 substitute
Family Action North and West Kent	1 Member	Observer
Groundwork South	1 Member	Ordinary Member
Dartford Health Inequalities Group	1 Member	Management Committee
Ingress Park (Greenhithe) Management Ltd	1 Member	Director
Joydens Wood Residents Community Association	1 Member	Ordinary Member
Kent County Playing Fields Association	1 Member	Observer
Kent Thameside Strategic Transport Programme – Steering Group	1 Member	Ordinary Member
Kent Resource Partnership Members Board	1 Member	Management Committee and 1 Substitute
Local Economic Partnership (Essex, Kent & East Sussex)	1 Member	Ordinary Member
Local Government Association General Assembly	1 Member	1 as Ordinary Member and 1 substitute
Mick Jagger Centre for the Performing Arts at Dartford Grammar School – Consultative Committee	1 Member	Ordinary Member
PATROL (Parking and Traffic Regulations outside London) Adjudication Joint Committee	1 Member	1 as Ordinary Member and 1 substitute
Police and Crime Panel for Kent and Medway (Joint Committee)	1 Member	Ordinary Member
Relate Medway & North Kent	1 Member	Ordinary Member
Rural Age Concern Darent Valley	1 Member	Ordinary Member
Samaritans (Bexley & Dartford)	1 Member	Ordinary Member
South East District Leaders Steering Group	1 Member	Ordinary Member
The Tiger Project North Kent Approval Panel	1 Member	Ordinary Member
Town Centre Board	2 Members	Ordinary Members

Membership on these bodies requires little preparation work in advance of meetings so the main time commitment is actual attendance at the meetings themselves. The Working Group considers that more involvement in community groups in the future is important, particularly to support the new emerging communities as new housing developments progress. This would increase member

workload but not significantly and therefore could be supported within the proposed small reduction in Council size.

SCRUTINY FUNCTIONS

The Council currently has three Scrutiny committees: Scrutiny, Policy Overview and Crime & Disorder. Seats are allocated in accordance with political balance rules.

Scrutiny Committee

The Scrutiny Committee is currently chaired by the Leader of the Opposition. No Cabinet member is allowed to sit on Scrutiny.

The Committee may scrutinise the following:

- Decisions made and/or actions taken in connection with the discharge of any of the Council's and/or Cabinet's functions;
- Performance of the Cabinet, Officers, Committees, Boards and Panels whether generally or in relation to service plans and targets, or in relation to particular decisions, initiatives or projects;
- Performance of the Council in relation to policy and budgetary objectives, performance targets and/or particular service areas;
- Any matter which affects the Borough of Dartford and its inhabitants;
- Any matter relating to the planning, provision and operation of health services in the Borough of Dartford by a local health service body;
- The planning, provision, operation and performance of other public bodies/organisations whose services affect the Borough;
- Councillor Calls for Action;
- Local improvement targets.

Draw downs are also allowed for the purposes of scrutinising decisions/actions of the Council, Cabinet and/or the scrutiny of the effects/outcomes of a decision post implementation. Scrutiny can call in Cabinet decisions but very rarely do so. This is difficult due to the current strong majority held by the leading party. In addition, the Council's Cabinet Advisory Panel acts as a sounding board and source of advice to Cabinet, giving backbench and opposition members an opportunity to comment on Cabinet reports before Cabinet make their decision, thus reducing the need for scrutiny of Cabinet decisions.

Preparatory work for Scrutiny requires reading reports and papers in advance of the meeting. Committee reports and supporting information for the committee are collated by the relevant officer who will attend the meeting.

Policy Overview Committee

The Policy Overview Committee is made up of 17 members. Committee membership may include no more than one Cabinet member. It may review the following:

- Council policy development and budgetary framework;
- Local improvement targets;
- Decisions/actions of key local public service providers;

- Performance of the Council in relation to policy and budgetary objectives, performance targets and/or particular service areas;
- Any matter relating to the planning, provision and operation of health services in the Borough of Dartford, by a local health service body;
- The planning, provision, operation and performance of other public bodies/organisations whose services affect the Borough.

Draw downs are allowed following the same format as Scrutiny.

The focus for discussion for this Committee has predominately been around the health agenda with limited focus on policy itself. It is proposed to change the focus of the committee moving forward so that it concentrates on the development of new policy and looking at performance and how things are done elsewhere within the county. The Committee would still meet quarterly.

Crime and Disorder Committee

The Crime and Disorder Committee is made up of 8 members. Its remit is to:

- Review and scrutinise the discharge of the crime and disorder functions of the responsible authorities which comprise the Dartford and Gravesham Community Safety Partnership;
- Review and scrutinise the discharge of any other local crime and disorder matter related to the Council's crime and disorder functions.

It is proposed to make this a Public Services Scrutiny Board moving forward. Full terms of reference will need to be agreed but it is suggested that this could review the role of other public sector bodies in supporting the Council's corporate objectives – the Health Service, Fire and Police – as well as reviewing the discharge of the Council's crime and disorder responsibilities and addressing rural issues. It could also look at the wider health and wellbeing issues of the Council's communities and how these are being addressed.

This Committee currently only meets twice a year but to be effective in addressing its wider remit, it will be necessary to increase the number of meetings to at least quarterly. It is also considered that the membership of the Committee would need to be increased to 17 members to reflect its wider remit and to bring it in line with both the Scrutiny and Policy Overview Committees.

The development of a more strategic role for the scrutiny committees may lead to pressures on the work programme which in turn may require more frequent meetings or at least minimum reductions to the membership of these committees. A reduction in member numbers below 40 may limit the support and therefore the effectiveness of the scrutiny role, whilst setting the Council size at 42 would ensure that Members can undertake their roles thoroughly.

REPRESENTATIONAL ROLE OF MEMBERS

The role of a member is very much more than just attending committee meetings. A significant proportion of their time and a very important part of their role is spent representing and engaging with their local constituents. This involves engaging with the local communities, representing their views, responding to casework from constituents, liaising with other tiers of local government, proactively addressing local issues, supporting local community events, involvement in community meetings, awarding of community grants etc.

The amount of work currently depends on the degree of visibility that each member chooses to have. The way in which members undertake this engagement again varies per member though will involve surgeries, blogs, meeting residents face-to-face etc. Members will also attend local community meetings, such as Parish Council meetings and meetings organised through resident associations or local community groups. The main purpose of this is to listen to the views of the residents and, where appropriate, represent those views within the Council.

The role of members within the community has changed over time. The public can now more readily find the answers to some of their queries on the internet so will now 'self-serve' to a greater extent. However, they will still engage with their local councillor on more general issues, where there is a need for liaison with other tiers of government, or in relation to community events etc. Whilst the use of social media has reduced the need for face to face contact with residents, the increased use of emails and social media has resulted in the public expecting their councillor to be instantly contactable which means that members have less ability to directly manage their time. The nature of enquiries may have changed but the view of the Working Group is that the demand on councillors' time has not reduced.

The Working Group sees the profile of a member changing still further in the future. They will become more engaged with the community, rather than just addressing constituents' individual issues. They will be community ambassadors, empowered to support their constituents in addressing local concerns. For example, this may be in being more active in supporting community events or through supporting residents with local campaigns such as an anti-litter campaign to address a litter problem within their ward. Members will also be more involved in supporting and allocating grants to local community groups. These changes will enable Members to connect with their local community and to have a more visible and active presence.

Moving forward, the electorate is expected to increase significantly and new communities will emerge and this too will have an impact on the amount and complexity of community work that members do.

Whilst a small reduction in member numbers is not expected to have a significant impact on the number of hours that members will be required to devote to this element of their representational role, a larger reduction could have a detrimental impact with regard to ward work and engagement with local communities, particularly at a time when the population is growing at a fast pace.

THE FUTURE

The Council has faced significant funding reductions in recent years and these reductions are continuing. Significant growth in the area will place additional strains on resources as the demand for services increases. The Council must meet the challenges for the future of the area whilst retaining its focus on key services and customer satisfaction, but with greater innovation and less cost. It will be necessary to explore new ways of working, whilst continuing to strive for ever-increasing levels of efficiency and value for money.

The Council already works in partnership with Sevenoaks District Council for the delivery of its Revenues & Benefits, Audit and Environmental Health functions. This has provided greater resilience at a lower cost. However, the two Councils still maintain their own separate policies in respect of these functions and therefore this has had little, if any, impact on the role of members in relation to these services. No changes are proposed with regards to these shared service arrangements moving forward.

The Council has also passed what services it can to its parish councils and there are very limited opportunities for community-based organisations to take on local assets or provide services on the Council's behalf.

Members' priority is now to continue to protect frontline services by finding efficiencies and savings from within and maximising income generation. With no planned reductions or deletions to discretionary services, no significant changes are anticipated with Members' workload in support of these services. However, the Council may need to consider investing in assets or other income generating initiatives moving forward, and such initiatives will need both member involvement and scrutiny.

The allowance paid to each member is currently £5,075 per annum. A reduction in two members would therefore result in an annual saving of £10,150. Whilst the aim of the review is not about savings, in times of limited resources, such a saving clearly sends a signal to staff and the public that members are making a small but necessary contribution towards the savings requirements of the Council.

However, there is a balance to be met between becoming leaner and fitter whilst also meeting the needs of a growing population. A significant increase in the electorate is anticipated over the next few years. Whilst this increase is dependent on the speed of development, current projections indicate that the current electorate of 77,884 is expected to rise to around 87,900 by 2023. As the population of Dartford grows, the needs of residents will continue to grow with increased demand for some services. Members will need to work with residents to ensure they continue to provide support and representation to all sections of the community. This growth will increase the complexity of the work of Members as they look to work with the new communities to integrate them into the wider Borough.

The following table shows the electorate numbers of those 15 other councils with the most similar statistical characteristics in terms of social and economic features to Dartford Borough Council (this is according to the Chartered Institute of Public Finance and Accountancy (CIPFA)).

CIPFA STATISTICAL NEIGHBOURS

	No. of electors at Dec. 2016	No. of wards	No. of members	Electors per Cllr	Last review
Dartford	76205	17	44	1732	2001
Rushmoor	66900	13	39	1715	2011
Watford	69666	12	36	1935	2015
Worcester	75150	15	35	2147	2002
Gloucester	90788	17	39	2328	2015
Broxbourne	72067	10	30	2402	2011
East Staffordshire	84690	21	39	2172	2000
Preston	95206	22	57	1670	2000
Rugby	78221	16	42	1862	2011
Cheltenham	87081	20	40	2177	2000
Stevenage	63664	13	39	1632	1998
Cherwell	113151	16	48	2357	2015
Exeter	86678	13	39	2223	2015
Crawley	76751	15	37	2074	2002
Basildon	133845	16	42	3187	2000
Kettering	72823	17	36	2023	2006
Average				2102	
	No. of electors at 2023				
Dartford	87900		42	2093	

This shows that the current average number of electors per member for this group is 2,102. Dartford's current average is 1,732 which is 17.6% away from the average and is one of the lowest in the group. As highlighted above, by 2023 Dartford's electorate is expected to rise to around 87,900. By reducing the number of members to 42, the average number of electors per member would be 2,093 which is only 0.4% away from the average. This therefore demonstrates that the Council size proposed within this submission is comparable to Dartford's statistical neighbours.

CONCLUSIONS

Taking account of the information and evidence set out in this submission, it is the view of the Working Group that the current number of members should be reduced from 44 to 42.

The proposed number of members will be able to support the committee structure as identified within this report without this having a significant impact on workloads. A greater reduction in member numbers would result in a more noticeable increase in the number of committee meetings each member is required to attend. Recognising the need to ensure diversity of representation amongst members, workloads must be reasonable and not discourage those in full-time employment or education.

The Scrutiny functions of the Council have been reviewed as identified within this report. Extending the remit of one of the Scrutiny committees will result in increased workloads. Whilst this could be accommodated within a small reduction to member numbers, a more significant reduction would again put increasing pressure on members.

The role of members within the wider community is very important. The role has changed over time as more constituents self-serve and communicate electronically with their ward member. The Working Group, however, see this role being expanded in the future and Members becoming empowered community ambassadors. New developments will have a significant impact on electorate numbers and will see the emergence of new communities. It is important that the Council retains sufficient Members to support both their stronger role within the community and the new communities themselves.

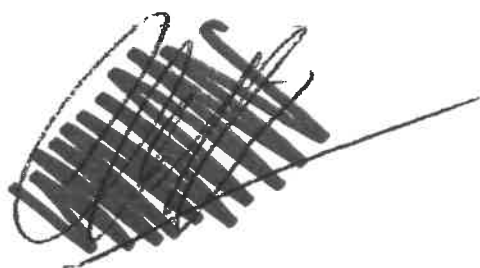
The Council has concluded that a reduction in the Council size by two would not impact on its ability to deliver its services or adversely affect the needs of and engagement with residents. A Council size of 42 would enable the Council to continue to deliver its decision making and scrutiny functions effectively whilst responding to the demands of a growing electorate.

On behalf of the Working Group:

A handwritten signature in dark ink, consisting of several slanted, parallel strokes.

Councillor Jeremy Kite, MBE

Leader of the Council

A handwritten signature in dark ink, featuring a series of slanted, parallel strokes with a long, sweeping line extending to the right.

Councillor Chris Shippam

Deputy Leader of the Council

A handwritten signature in dark ink, composed of slanted, parallel strokes with a long, thin line trailing off to the right.

Councillor Jonathon Hawkes

Shadow Leader

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Councillor Richard Lees

Swanscombe & Greenhithe Residents' Association

The
**Local Government
Boundary Commission**
for England



Mr Graham Harris
Civic Centre
Home Gardens
Dartford
Kent DA1 1DR

26 September 2017

Dear Mr Harris,

ELECTORAL REVIEW OF DARTFORD: WARDING ARRANGEMENTS

I am writing to inform you that the Commission has, today, opened its consultation inviting proposals for a new pattern of electoral wards for Dartford.

The Commission is minded to recommend that 42 borough councillors should be elected to Dartford Borough Council in future. The Commission now invites proposals from the council, interested parties and members of the public on a pattern of electoral wards to accommodate those councillors.

Publicising the review

I would be grateful if you could bring the consultation to the attention of elected members. Furthermore, a copy of the Commission's press release and posters advertising this stage of the review are being sent to your Council. It would be much appreciated if you could publicise the consultation by arranging for copies to be placed on display at local information points, and by taking such other steps as you consider appropriate to bring the review to the attention of the public and other interested parties. We would appreciate it if you could promote the consultation online, via social media and any other channels you would normally use to engage residents.

Further details about the review are available on our website at www.lgbce.org.uk where there is information about how to get involved and the kind of evidence the Commission is seeking in support of any proposed ward patterns.

In addition, the Commission's consultation portal allows visitors to interact with online maps of the current electoral wards, draw their own boundaries and feed views into the consultation process directly. The portal is available at <https://consultation.lgbce.org.uk>.

Submissions can also be made by email to reviews@lgbce.org.uk and by post to the address at the end of this letter.

Review timetable

This phase of consultation closes on **4 December 2017**.

Once the Commission has considered all the proposals received during this phase of consultation, it plans to publish draft recommendations for new electoral arrangements in February 2018. Public consultation on the draft recommendations is scheduled to take place between February 2018 and April 2018. Once the Commission has considered the representations and evidence as part of that consultation, it intends to publish final recommendations in June 2018.

New electoral arrangements for the borough are scheduled to come into effect at the borough council elections in 2019.

Creating a pattern of wards

In drawing up a pattern of electoral wards, the Commission must balance its three statutory criteria, namely:

- To deliver electoral equality where each borough councillor represents roughly the same number of electors as others across the borough.
- That the pattern of wards should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

The Commission will test proposals against the criteria before drawing up draft recommendations. Accordingly, all proposals should demonstrate how they meet the three requirements. The Commission will take decisions based on the strength of the evidence presented to it and not merely on assertion. For example, details of community interests such as the location and use made of local facilities, services and local organisations demonstrating how a community manifests itself will carry greater weight than submissions that simply assert that an area has community identity.

The Commission will consider all submissions on their merit. A well-evidenced submission from an individual which addresses the three statutory criteria will be more persuasive than one which does not, even if the latter is from an elected individual or body.

Further information on drawing up a pattern of electoral wards is available in our guidance document: *Electoral reviews: technical guidance* which can be found at <http://www.lgbce.org.uk/policy-and-publications/guidance>. We also publish a practical guide for putting forward submissions called *How to propose a pattern of wards* which is available at http://www.lgbce.org.uk/data/assets/pdf_file/0008/25694/Proposing-new-wards-guidance-2015-08-04.pdf.

Our website includes information about previous electoral reviews of borough councils where you can see how the Commission came to its conclusions and how other counties, districts and parishes built their own pattern of wards.

Please feel free to contact us at any time should you have any questions. Officers at the Commission will be happy to assist with technical aspects of your ward scheme

either in person or via email or telephone.

Correspondence and enquiries

Correspondence relating to this review should be addressed to:

Review Officer (Dartford)
Local Government Boundary Commission for England
14th Floor Millbank Tower,
Millbank
London
SW1P 4QP

or direct to your main contacts at the Commission who will be:

- Mishka Mayers, Review Officer, with specific responsibility for the day-to-day running of the review
- Alison Evison, Review Manager, who leads the team dealing with this and other reviews

Yours sincerely



Jolyon Jackson CBE
Chief Executive
reviews@lgbce.org.uk
0330 500 1525

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T/C 12/10/17

25. ADVISORY COMMITTEES – WORKING GROUPS.

- a) The Council may create advisory committees, whose name, and number of members (between 3 and 5) and the bodies to be invited to nominate members shall be specified.
- b) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- c) An advisory committee may make recommendations and give notice thereof to the Council.
- d) An advisory committee may consist wholly of persons who are not members of the Council.
- e) That quorum for a Working Group to meet is 3 members.
- f) That substitutes be permitted and have to be nominated by the Working Group member that cannot attend.
- g) That at the creation of any Working Group it should be specified whether or not the Working Group is expected to act as a delegation to discuss matters and gather information on behalf of the Town Council.

EXTRACT OF MINUTES**121/17-18. WORKING GROUPS - REVIEW**

Members received a list of the current Working Groups and their memberships.

Members briefly discussed the different Working Groups and the need to have clear guidelines on membership and attendance.

The ATC/RFO confirmed that any specified guidance would formulate an adjustment to Standing Order 25 and stand adjourned to the next full meeting of the Town Council.

RESOLVED:

1. That Councillor B E Read fill the vacancy on the Financial Risk Assessments Working Group.
2. That the following adjustments to Standing Order 25 stand adjourned to the next full meeting of the Town Council:
 - That Working Groups consist of between 3 – 5 members.
 - That quorum for a Working Group to meet is 3 members.
 - That substitute be permitted, and have to be nominated by the Working Group member that cannot attend.
 - That at the creation of any Working Group it should be specified whether or not the Working Group is expected to act as a delegation to discuss matters and gather information on behalf of the Town Council.



181/17-18. CAPACITY BUILDING FUND (CBF) AWARD.

Members considered the contents of the report and the actions taken by the Town Clerk. Members felt that the additional work undertaken to update all of the Town Councils street lights to LED constituted Best Value.

Recommended: That the report be noted and the actions of the Town Clerk be endorsed.

182/17-18. ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE.

Members were provided with a copy of the request that had been made, to the Chairman of this Committee, that the Anti-Social Behaviour & Crime (ASB) Sub-Committee be considered as a full Committee.

Councillors discussed the rationale behind this request and the need to raise the profile of anti-social behaviour and crime prevention activities within the community.

The ATC/RFO explained that the current Committee structure and Terms of Reference had been agreed at the Annual General Meeting of the Town Council on 18 May 2017 and, as per Standing Order 16 b), could not be changed for a period of 6 months without a recommendation for either a special resolution or a resolution moved in pursuance of the report or recommendation of a committee put before a meeting of the Town Council.

Members discussed amendments to the Terms of Reference for the ASB Sub-Committee along with the frequency and dates of meetings. This information would form the documents to be put to the next meeting of the Town Council on 12 October 2017 as a recommendation for a special resolution to change the Sub-Committee to a full Committee.

Recommended: That a recommendation be made to the next meeting of the Town Council for a resolution to change the Anti-Social Behaviour & Crime Sub-Committee to a full Committee.

10/17-18. **TO APPOINT COMMITTEES AND SUB-COMMITTEES.**

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

The Town Clerk detailed the nominations that had been provided and Members put forward their suggestions for the memberships of the Committees and Sub-Committees which included:

- a) Vacancy on Allotments & Cemeteries Sub-Committee. To be filled by Councillor. Mrs A E D Barham.
- e) Heritage Sub-Committee – Vice-Chairman to be elected at first meeting.
- g) Personnel Committee – Councillor P M Harman to be replaced by Councillor Mrs I A Read

MOVED by Councillor Mrs A E D Barham and seconded by Councillor R J Lees.

RESOLVED:

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

11/17-18. **TERMS OF REFERENCE OF THE COMMITTEES AND SUB-COMMITTEES.**

Members were provided with the Terms of Reference of the Committees and Sub-Committees to be approved. Members noted the changes to the Terms of Reference of the Heritage Sub-Committee, the Planning, Major Developments, Transportation and Environment Committee and the Personnel Committee.

The Town Clerk advised members that the Regeneration & Quality Sub-Committee Terms of Reference would include "Exercise the functions of the Council in meeting with developers to negotiate planning gain for the community".

After lengthy debate this was:

MOVED by Councillor R Lees and seconded by Councillor B R Read.

RESOLVED:

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



TERMS OF REFERENCE THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 18 May 2017.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of twelve Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council ~~(or any other appointed person)~~ shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet on a nine weekly cycle on a Wednesday at 7.00pm at the Town Council's offices as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee at a date and time to suit the Sub-Committee membership.

➤ **COMMITTEE FUNCTIONS:**

~~The Sub-Committee shall:~~

To Exercise the functions of the Council in working with the Police, the PCSO's and any other authorities, outside groups and agencies to alleviate the problems experienced by the local population with anti-social behaviour, and crime, crime prevention and wider public safety issues.

➤ **REFERRED FUNCTIONS:**

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

①

DATES OF MEETINGS 2017 - 2018

F & G P	R & L A	ASB & C	TOWN COUNCIL	P, MD, T & E
15 June 2017	22 June 2017	12 July 2017	6 July 2017	14 June 2017
7 Sept 2017	21 Sept 2017	4 Oct 2017	12 Oct 2017	5 July 2017
2 Nov 2017	23 Nov 2017	6 Dec 2017	14 Dec 2017	6 Sept 2017
11 Jan 2018 **	1 Feb 2018	14 Feb 2017	15 Feb 2018	27 Sept 2017
8 March 2018	22 March 2018	18 April 2017	26 April 2018	18 Oct 2017
				8 Nov 2017
** Special Town Council after FGP				29 Nov 2017
				20 Dec 2017
				17 Jan 2018
				7 Feb 2018
				28 Feb 2018
				21 March 2018
				11 April 2018
				2 May 2018

10 May 2018 - Annual Open Town Meeting
17 May 2018 - Annual General Meeting

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

Executive & Emergency Committee
 Personnel Committee

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

Heritage
 Allotments / Cemeteries
 Leases & Legal
 Regeneration & Quality
 Anti-Social Behaviour & Crime



SWANSCOMBE AND GREENHITHE TOWN COUNCIL

DRAFT

Council Name: Swanscombe and Greenhithe Town Council
Date of application:
Award level applied for: Foundation

Local Council Award Scheme application form

This document is a resource for Local Councils taking part in the Local Council Award Scheme

My council has not registered to take part in the scheme – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

My council has the relevant criteria in place and has already registered with NALC – you can complete this document and submit it to your local accreditation panel. This will help them find the necessary information and make sure they don't miss any details by mistake.

Tip – providing a web link to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. So instead of <http://www.nalc.gov.uk> use <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

Tip – some information and documents are not required to be published online. To keep things simple email these to the panel coordinator at the same time as providing this document. That way they have all the information in one place.

Tip – Don't forget to read the full criteria in the Local Council Award Scheme guide. This form just has the summary, but there is further essential information in the guide which can be downloaded from <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

What criteria do I need to meet for each award level?

If you are applying for Foundation – just the Foundation criteria

If you are applying for Quality – both Foundation and Quality criteria

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria

If you are unsure what criteria you are required to submit please check with your County Association.

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Council Name: Swanscombe and Greenhithe To Council
 Date of application:
 Award level applied for: Foundation



The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders and financial regulations	Yes	http://swanscombeandgreenhithe.towncouncil.gov.uk/publications/policies-procedures/
2 Its Code of Conduct and a link to councillors' registers of interests	Yes	http://swanscombeandgreenhithe.towncouncil.gov.uk/publications/policies-procedures/
3 Its publication scheme	Yes	http://swanscombeandgreenhithe.towncouncil.gov.uk/publications/policies-procedures/
4 Its last annual return	Yes	http://swanscombeandgreenhithe.towncouncil.gov.uk/publications/financial-information/
5 Transparent information about council payments	Yes	http://swanscombeandgreenhithe.towncouncil.gov.uk/homepage-one/your-councillors/
6 A calendar of all meetings including the annual meeting of electors	Yes	http://swanscombeandgreenhithe.towncouncil.gov.uk/council/council-overview-2/
7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	http://swanscombeandgreenhithe.towncouncil.gov.uk/publications/minutes/
8 Current agendas	Yes	http://swanscombeandgreenhithe.towncouncil.gov.uk/publications/agendas/
9 The budget and precept information for the current or next financial year	Yes	http://swanscombeandgreenhithe.towncouncil.gov.uk/publications/financial-information/

Council Name: Swanscombe and Greenhithe Town Council

Date of application:

Award level applied for: Foundation

10	Its complaints procedure	Yes	http://swanscombeandgreenhithe town council.gov.uk/publications/policies-procedures/
11	Council contact details and councillor information in line with the Transparency Code	Yes	http://swanscombeandgreenhithe town council.gov.uk/
12	Its action plan for the current year	Yes	http://swanscombeandgreenhithe town council.gov.uk/publications/financial-information/
13	Evidence of consulting the community	Yes	http://swanscombeandgreenhithe town council.gov.uk/swanscombe-heritage-park-survey/
14	Publicity advertising council activities	Yes	http://swanscombeandgreenhithe town council.gov.uk/
15	Evidence of participating in town and country planning	Yes	http://swanscombeandgreenhithe town council.gov.uk/publications/minutes/

Council Name: Swanscombe and Greenhithe To, Council
Date of application:
Award level applied for: Foundation

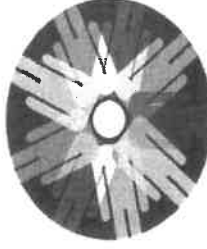
The council also confirms by resolution at a full council meeting that it has:

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
16 A risk management scheme	Yes	http://swanscombeandgreenhithe.towncouncil.gov.uk/publications/policies-procedures/
17 A register of assets	Yes	Yes
18 Contracts for all members of staff	Yes	Yes
19 Up-to-date insurance policies that mitigate risks to public money	Yes	Yes
20 Disciplinary and grievance procedures	Yes	http://swanscombeandgreenhithe.towncouncil.gov.uk/publications/policies-procedures/
21 A policy for training new staff and councillors	Yes	http://swanscombeandgreenhithe.towncouncil.gov.uk/publications/policies-procedures/
22 A record of all training undertaken by staff and councillors in the last year	Yes	Yes
23 A clerk who has achieved 12 CPD points in the last year	Yes	Yes

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Record of Continuous Professional Development

Name: Graham Blew
Council: Swanscombe and Greenhithe Town Council
Position: Town Clerk
Covering the period from: December 2016
To: December 2017



The National Training Strategy
for Town & Parish Councils

Key dates	What did you do?	What did you learn from this?	How have/will you use this? How will your council change or improve?	Points allocated
Dec 2016	KALC Allotment Conference	Attendance at conferences and training events		3
Jan 2017	KALC Media & Communications Conference	Attendance at conferences and training events		3
April 2017	SLCC Regional Conference	Attendance at conferences and training events		2.5
Sept 2017	KALC Clerks Conference	Attendance at conferences and training events		3
Throughout the year	Read all 6 editions of Clerk magazines and Allotment Book	Reading and e-learning		Max. 6
Quarterly Meetings	Member of the KALC Dartford Area Committee	Contributing/developing the Sector		Max. 4

Total

All clerks whose councils seek a Local Council Award, are required to demonstrate that they have achieved at least 12 CPD points in the 12 months immediately preceding the council's application for an award. For this there are some types of activity that carry a maximum point allowance per year. Plus, at least three points must come from a qualification, in-house assessment or a training event.

The grid below can help you assess how many points you have achieved and clearly illustrate this to the accreditation panel if you choose to apply for a Local Council Award.

	Maximum points	Points achieved
Qualifications	12	
In-house assessment	12	
Learning at work	6	
Attendance at conferences and training events	12	11.5
Reading and e-learning	6	6
Developing the sector	4	4
Total CPD points		21.5
At least three points have come from a qualification, in-house assessment or a training event?		Yes

MEMBERS SUGGESTIONS FOR 2018 - 2019 ESTIMATES.

At the full Council meeting held on 6 July 2017 Members were asked for suggestions in relations to projects/items to be considered for the 2018-19 Estimates (agreed deadline of 31 August 2017). I would like to take this opportunity to thank members for the information/suggestions provided.

Below is the list of the projects/items received, for each of these I have attempted to gain costings and also any wider factors for members' consideration.

Suggestion:	Cost:	Implications:
Replacement of benches and bins within Town Council parks (Review following RLA 22 June 2017)	£400 per bench £360 per bin	These costs are based on the amount paid for recent purchases of bins and the benches procured through funding for the Heritage Park, Valley View and Broomfield. Following review the amount required is 22 benches and 22 bins. The total cost of purchase in one year would be £8,800 benches and £7,920 bins = £16,720 combined.
Install CCTV cameras within the high street.	£1,500 per camera + ongoing costs.	These are viper cameras supplied by DBC and are lamppost mounted. They are stand alone and not attached to DBC CCTV office. They would be downloadable for incidents with a cost per download for DBC officers to come out and extract the data. NB. The cameras are NOT Home Office approved so they are unable to be used in relation to driving or parking offences.
Further investment in Youth Services / Activities	£6,500	This estimated cost is based on providing either an Arts or Get Active programme for 2 hours per week for 38 weeks per year. This costing is an indicative cost from a current single supplier. Before any finalised costing can be confirmed the Town Council would need a better understanding of the type of provision it would like.

Digital Mapping Software. Review of all asset, CIL and Planning Mapping and heritage projects.	£2,020 one off with an ongoing annual fee of £275 per annum.	<p>This product would allow the Town Council to map its own assets and land.</p> <p>In addition the product could be used to map areas of interest for whatever reason the Town Council should wish to highlight them.</p>
Sports Open Days – Full day sporting activities hosted by clubs.	£3,600	<p>This figure is based on hosting 6 full days of sport (Football, Rugby, Cricket, Athletics, Tennis and Boxing/Martial Arts).</p> <p>The cost is based on what we currently pay for summer entertainment on average per hour.</p> <p>Early enquiries have indicated that some organisations would be like to run these events to promote both the sport and their club (to increase membership).</p>
Skills Taster Days – One day work experience hosted by local employers and providers.	£1,500	<p>This project would be working directly with Ebbsfleet Academy to promote a series of events hosted by local employers or training providers.</p> <p>Each event would be promoted to be free of charge to the participants and also voluntary from the employer (no fee from the Town Council).</p> <p>The Town Council would be expected to provide administrative support and venues for some of the events. These along with potential equipment have been costed for the project.</p>
Continuation of Open Air Cinema Events.	£6,000	<p>This is the cost to continue to run 2 open air cinema events for 2018-19 given the known costs associated with running the events in 2017-18.</p>
Continuation of the 'In Bloom' flowers in both High Streets.	£4,300	<p>This is the cost to continue to have 18 half round lamp post planters installed and fully maintained from May to October.</p>

Small Enhancement Projects for Swanscombe Heritage Park.	£1,500	This expenditure relates to the installation of small enhancements to the park including wildlife cameras, bug hotels and any associated contractor costs with improving conservation facilities.
Total	£43,915	This is based on the following: Replacing all 22 bins and 22 benches Installing 1 CCTV camera

Recommended:

To discuss and finalise the projects/items for inclusion in the 2018 – 2019 Estimates.

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PARISH NEWS

TEL: 01304 820173 | E-MAIL: KALC@KENTALC.GOV.UK | WEB: WWW.KENTALC.GOV.UK

What's Inside?

- Front Page
- Page 2: Important News - Our Website!
- Page 3: Learning and Development
- Page 4: The Voice of the Councillor
- Page 5: Came and Company Advertisement
- Page 6: Kent Fire and Rescue Service
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- Page 8: Missing From Your Inbox
- Page 9: KALC - 70 Years Young!
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- Page 11: Transparency Fund - Get Your Application in!
- Page 12: Chalara Dieback - What You Should Know
- Page 13: In Your Neck of The Woods
- Page 14: Back Page.

Summer Breaks All Round...

We hope that you are enjoying the traditional August "quiet time" and we look forward to hearing from you in September! On 17 June, we were very proud to attend the Tenterden Armed Forces Day, which was organised by the Armed Forces and Tenterden Town



Covenant and receive the Certificate.

If your council would like to know more about the Employer Recognition Scheme, then please contact us. Some Councils have already signed the Covenant, which is an excellent way of showing community support for our Armed Forces.



Council. The Kent Association of Local Councils signed the Armed Forces Covenant and also received the Bronze Award under the Employers Recognition Scheme at Tenterden Town Hall. Our Chairman, Sarah Barker, along with our Chief Executive, Terry Martin were at the event to sign the



LEADING YOUR LEARNING... OUR LEARNING AND DEVELOPMENT GEARING UP AFTER THE SUMMER BREAK...

Our Learning Programme traditionally slows down over the summer as Councils generally do not meet over the month of August. We like to start off again in September and this year is no exception. We have a full schedule of events already arranged right up until the end of 2017. Of course, our 70th Annual Meeting takes



place in November and we are hoping that amongst the

usual business that takes place, that we will also have cause to celebrate the suc-

cesses that our members have achieved over the last seventy years too. It is really important that Councils "save the date" for that, as we would love to share that success with you. In the meantime, enjoy your Summer Break, and make the most of the clement weather we seem to be experiencing this year!

EVENTS WITHIN KENT THAT MIGHT FIT THE BILL...

- The Kent Resilience Team is holding a Flood Warden Workshop at the East Malling Conference Centre on Saturday 7 October 2017. Further details are available from Kent Resilience and you must book through them to secure a place

by emailing: krf@kent.fire-uk.org

- West Kent Communities is running several workshops on the subject of making effective applications for fundraising purposes. A half day session, the events are taking place in

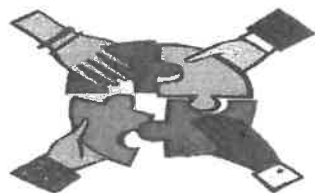
various different areas of Kent in late August and September - further details can be found by looking at this link: <http://www.kentcan.org/improving-your-grant-applications,-new-locations/>

OUR PROGRAMME - AUTUMN 2017

- Annual Clerks Conference, The Chelsman Pavilion, Kent Cricket Ground 14 September 2017
- Chairmanship Information Day, Elham Village Hall 23 September 2017
- Social Media Learning Event, Lenham Community Centre, 27 September 2017
- The Dynamic Councillor, Downswood Parish Council, 7 October 2017
- Annual Finance Conference, Dilton Community Centre, 12 October 2017
- Effective Communication and Improved Performance for Local Councils, Lenham Community Centre, 14 October 2017
- The Dynamic Councillor, Dymchurch Parish Council, 20 October 2017
- 70th Annual Meeting Of The Kent Association of Local Councils Dilton Community Centre, 18 November 2017
- Crime Prevention and Safety Conference, Dilton Community Centre, 7 December 2017.

A COUNCILLOR FOR ALL SEASONS -

"THE VOICE OF THE COUNCILLOR" REPORT IS PUBLISHED.



Just what does it mean to be a Councillor? Good question! We all like to think we know what the job involves, but the truth is that it is a varied role, and no two days are the same. It can be a challenge to some, but it can also be one of the most rewarding positions you might ever take on. Parish and Town Councils have a marvellous cross section of people who want to make a difference. This has been recognised by many and now a comprehensive report has been published regarding the roles and responsibilities of the Councillor, and how they are changing in the 21st Century. It is no secret that our tier (as well as colleagues in district, borough, unitary and county) are facing challenges both with their time and focus. This report highlights those challenges, and has some innovative responses to them. It is a report that looks at the role of the councillor at all levels, but is extremely relevant to our tier of local government.

A Long Time Coming...

The Local Government Research Unit at De Montfort University, in partnership with the Municipal Journal, launched a Commission to conduct an independent review of the role and work of the Councillor and of the contribution made by councillors to the governance of their communities and the country.

It conducted an independent review of the role and work of the Councillor and their contribution to the governance of their communities and to their county. With the current push for devolution, and more community involvement in local matters generally, the position of the Councillor has never been more important or, some might argue, more challenging.

So What's It All About?

The report concentrates on the role of the councillor from all three tiers of local government. A large part of the report is devoted solely to the subject of our tier and comes up with some interesting conclusions. Notably, that you all experience similar issues to those councillors from other types of local government. The report identified a number of key findings with regard to Parish or Town Councillors:

- It is very clear that parish and town councillors experience similar pressures to those at the principal level in terms of the tensions in their roles, the work that they undertake, the expectations they face, the increasing time demands made upon them and the increasing complexity of their work.
- Parish and town councillors require the same support mechanisms, training, research and administrative infrastructure as principal authority councillors but parish and towns, like all of local government, are facing resource demands that place a strain on meeting those support needs.
- Parish and town councillors face an equally complex set of external relationships with organisations that they must seek to influence and hold to

account, but among those bodies are also the principal councils themselves.

- The relationships parish and town councillors are able to develop with principal authority councillors and officers require the investment of time and of resources but are among the most important set of relationships that need to be nurtured beyond the parish and town council.
- There is a need for more research into:
 - o what is needed to support parish councils in their work and to assist in developing their capacity to govern
 - o understanding how double devolution can be best structured, designed and delivered to improve the quality of life of local communities
 - o the merits and processes of extending parish government to un-parished parts of the country, including urban areas
 - o what can be done to encourage more people to stand for election to parish level government.
 - o relationships between parish government and principal authorities and how to strengthen working relationships between parish and town councils and principal authority partners.
- There is considerable appetite among parish and town councillors for double devolution and for being part of the negotiation of devolution deals. The variation in size and resources across parish and town councils however, means that such an appetite is tempered in some cases by what it is practically possible for the parish or town council to receive from devolution.
- The existence of councillors who sit on a parish and town councils as well as a district and or county councils means that loyalties can be strained for that councillor. Strained loyalties can and do mean that twin and triple hatted councillors may often be operating with the policies and decisions of another council in mind when they conduct parish and town business.
- As with principal authority councillors there is a need for a national review of remuneration for parish and town councillors.



Kent Fire &
Rescue Service

In our last issue of
the Parish News,
Kent Fire and Rescue

launched its dedicated "Thatch Alert" service. The initiative was to let Kent Fire and Rescue Service know where thatched properties are situated within the county so that any potential harm that may come to them is quickly identified. A thatched roof is generally made by one of three materials: long straw, combed wheat reed and water reed. All of these will burn quickly in the event of a fire. Kent Fire and Rescue Service believe that there are around three hundred thatched properties in the county. Around one hundred properties have signed up for the service so far, so if your Council knows of any particular property that needs to be on the KFRS radar, now is the time to publicise the initiative.

Relevant parties can find further information on the subject at : <http://www.kent.fire-uk.org/your-safety/home-safety/fire-safety-in-thatched-properties/>

Please spread the word
to the thatched
property dwellers in
your community...it
could make all the difference.



Flower Power

Charlotte Cleans up with some assistance from Kent County Council and Tonbridge and Malling Borough Council



Waste and recycling dept
KCC
County Hall
Maidstone, ME14 1XQ

Dear Kent County Council

I'm quite serious about the environment and want to start a litter picking club at my school. So I thought I'd ask you if you'd supply the bags and litter picker upper things. I'd really appreciate it, as I think helping the environment is something everyone should be. The amount of bags and litter-pickers is around 10 for both. Thank you.

from Charlotte Flower age 9
5PD Sussex Road School
Tonbridge

Charlotte's original letter



How do you feel when you see litter in your local area? A Kent schoolgirl is getting involved in helping her community to help change attitudes towards littering. Charlotte Flower, aged 9, wrote to Kent County Council in May asking for black waste sacks and 'litter picker upper things' to aid her in starting a litter picking club at her primary school in Tonbridge. Her ambition is to raise awareness of the environmental impact of littering and to set an example to the other children at her school.

Kent County Council, in partnership with Tonbridge & Malling Borough Council, arranged with Charlotte's school in June to turn up and present her with 15 litter pickers, a box of black sacks, small hi-vis jackets and 15 rubbish bag hoops. Charlotte, along with her younger sister Clara (8), was speechless as the equipment was handed over.

Charlotte was then provided with a litter picking checklist which highlighted the equipment needed and provided a 'write-up' section to detail the success of the litter picking event. Charlotte has always thought of the impact of littering. She once placed "No Littering" posters above a grit bin in her area as there were boys sitting on it and leaving litter behind. Charlotte stated: "I think it's difficult to change people's opinions about littering, sometimes you can't change people's opinions, but I think the posters have done some good as there's only a bit of litter there now."

In her letter from 6th July, Charlotte explains she is currently in the process of setting up the litter picking with her headmistress. She has also been out placing more stickers on litter bins to encourage the public to take responsibility for their waste.

We are now committed to following Charlotte's progress and how much influence one child can have on their community. We'll be checking back in with Charlotte later on in the year to see how much waste her and her litter picking team have collected in an effort to clean up Kent's streets!

... And one day I had got round the corner
I saw two people. Two of which were my friends and
the other three were complete strangers. So suddenly
one of the lads said "hi" and I thought what is this?
And the other lady then said "hi we are from
Kent County Council and are here to give you your litter picker.
I have sworn you could have fitted a gobsticker in
my mouth it felt right open. Um... I thought I
don't think I really spoke at all. Until the guy asked
me some questions. I really thought that they had forgotten
me so I got really very excited and shocked. They blew
my mind! I was so excited the next day I went
up and put up my bin stickers!! I am now
planning on doing the litter picking club with my
headmistress.

Charlotte!!

Charlotte's follow up letter

MISSING FROM YOUR INBOX

NEWS FROM OUR NATIONAL
ASSOCIATION

nalc

National Association
of Local Councils

NALC is supporting the Tree Charter. This is a national initiative that will be launched on 6 November 2017 - which also happens to be the 800th anniversary of the Charter of the Forest. The Charter is officially named "The Charter for Trees, Woods and People" and works on the principle that our population should have a right to the benefits brought by trees and woodlands. The Charter will recognise and protect this right. Take a moment to sign the Charter here. You can also find out further information on the Tree Charter Website, which can be found at:
<https://sign.treecharter.uk/page/6023/petition/1>

NALC ANNUAL CONFERENCE 30 OCTOBER 2017

NALC's Annual Conference will take place in Milton Keynes this year and is also celebrating its 70th year anniversary. It promises to be a big event if last year is any comparison, when the Association welcomed 250 delegates to the Conference.

If you wish to book a place at the event, you should visit the NALC webpage dedicated to doing so here:

<https://www.surveymonkey.co.uk/r/NALCANNUALCONF17>

KALC

70th Annual Meeting - 18 November 2017

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

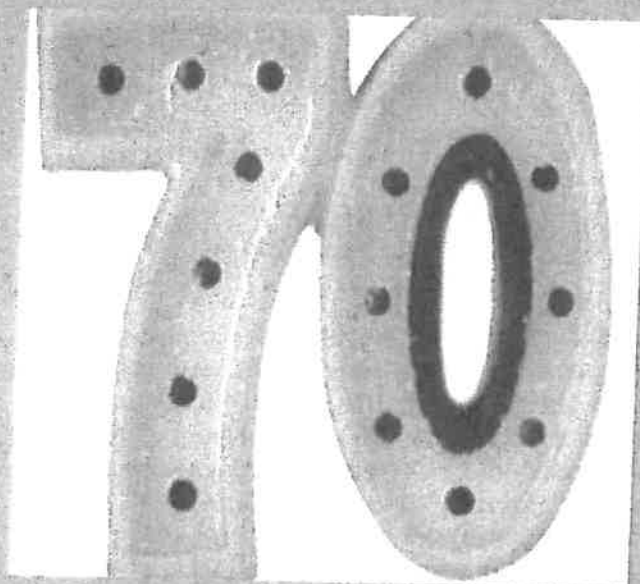
whether it is sufficiently important to warrant being put forward for urgent debate at the Annual General Meeting."

Submissions to be received by 22 September 2017



KALC CELEBRATES 70 YEARS...

LET'S DO IT IN STYLE!



Councillor Ray Evison, our Immediate past Chairman and member of the Executive Committee writes...

"This year the Association is celebrating 70 years of service to the Local Councils across the county and the Executive Committee has decided to set up a photographic archive, - an electronic archive rather than a paper one, of what we have been doing over those 70 years.

We are therefore inviting you to rustle through your photograph albums and files to find instances of important and perhaps even trivial events in your town or parish recorded for posterity. There must be all sorts of events that were photographed which show how our communities have been served over the years.

Perhaps you have photos of a newly elected council all smart in their Sunday best, or perhaps a photo of a visit of a dignitary opening a new parish hall or making an award to a long serving individual.

Which reminds me that may be you have photos of presentations of our Awards Scheme ? There have been more than 100 of them made in the last few years.

There are more than 300 parishes in membership of the Association and it would be good to have at least image from each parish. So, please have a look through your parish archives and please send any sparkling examples of local council activity that could fit into our new county archive to

Tricia Casey-Green at communications.officer@kentalc.gov.uk

Where you can, please provide a brief description of who and what is in the picture. If you are a real image wizard please incorporate it into anything you send.

We hope to put on a moving display of images received at the Annual Meeting in November 2017".

BACK PAGE

Dover District Council Offices | White Gills
Business Park
Whitfield, Dover | CT16 3PU



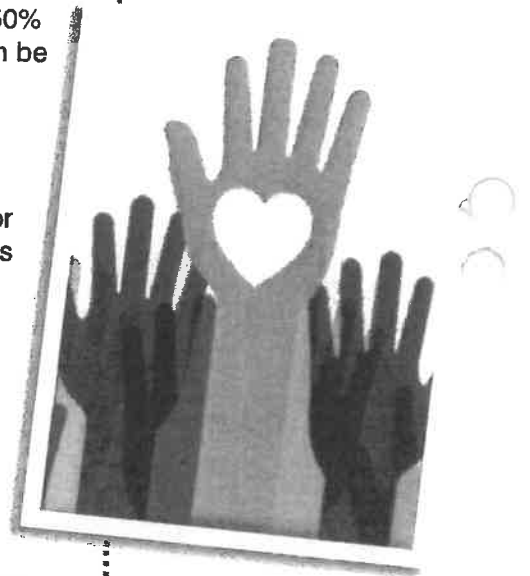
Tel: 01304 820173
kalc@kentalc.gov.uk
www.kentalc.gov.uk

FUNDRAISING IDEAS



• Kent County Council (KCC) are able to offer grants of up to £50000 to improve an existing village/community hall or build a new one. The grant is conditional upon match funding. The Council can offer a pound for every pound raised, up to 50% of eligible project costs. Further information on the scheme can be found by visiting: <http://www.kent.gov.uk/leisure-and-community/community-grants-and-funding/village-and-community-hall-grant-scheme#tab-1>

- The Big Lottery Fund is a rolling programme and offer grants for voluntary, community and social enterprise sector organisations in England. The amounts available range from £10000 and £50000 for eligible projects. Take a look at their criteria for funding by visiting their website: <https://www.biglotteryfund.org.uk/funding>
- Parks For People - Heritage Lottery Fund Initiative. Historic public parks and cemeteries are places at the centre of local communities. The Heritage Lottery Fund can offer grants to conserve such places so if you have a project in mind which fills that criteria, your community may wish to apply for funding: <https://www.hlf.org.uk/looking-funding/our-grant-programmes/parks-people>



Kent Resilience Team - Flood Warden Training ...Book Your Place!



Kent Resilience are holding a training session for flood wardens in the Autumn.

The event will take place on Saturday 7 October 2017 at The Orchards Venue, East Malling

Research, New Road,
East Malling, ME19
6BJ.

This session is being organised by the Kent Resilience Team and if you would like to book a place (or several!), You should contact the team directly.

You can do so by emailing Steve Scully at:



Stephen.scully@kent.gov.uk

Who will be happy to give you further details.

VACANCIES

We are always happy to advertise any vacancy you might have at your Council for a new employee. Likewise, if you are looking to apply for a new employment, our dedicated page can be found by following this link:

<http://www.kentalc.gov.uk/page-1172115>