

T/C 16/10/14

TOWN COUNCIL
10 JULY 2014

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 10 JULY 2014 at 7.00 PM

PRESENT:

Councillor Mrs S P Butterfill – Town Mayor
Councillor Ms L M Cross
Councillor A Harvey
Councillor Mrs A R Harvey
Councillor J B Harvey
Councillor B R Parry
Councillor Mrs I A Read
Councillor P J Scanlan

ALSO PRESENT:

2 x members of the public
Greenhithe Borough Councillor, D J Mote
Graham Blew, Town Clerk

ABSENT:

Councillor J M Harman

106/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' K G Basson (family commitments), Ms L M Hall (holiday), P M Harman (work commitments), P C Harris (work commitments), J A Hayes (holiday), Ms L C Howes (family commitment), R J Lees (school governors meeting), Mrs C K Openshaw (family commitments), V Openshaw (family commitments), B E Read (unwell) and P A Read (work commitments).

An apology for lateness was submitted and accepted from Councillor A Harvey.

107/14-15. 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.

108/14-15. MINUTES OF THE MEETING HELD ON 21 MAY 2014.

Members were provided with a copy of the Minutes of the Meeting held on 21 May 2014.

RESOLVED:

That the Minutes of the Meeting held on 21 May 2014 be confirmed and signed as a true record.

109/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

110/14-15. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 8 MAY 2014 AND 11 JUNE 2014.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 8 May 2014 and 11 June 2014 be confirmed and the recommendations made therein be adopted.

111/14-15. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 26 JUNE 2014.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 26 June 2014 be confirmed and the recommendations made therein be adopted.

112/14-15. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 12 JUNE 2014.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 12 June 2014 be confirmed and the recommendations made therein be adopted.

113/14-15. LIST OF REGULAR PAYMENTS – REVIEW.

Further to minute 16/14-15 members reviewed the list of regular payments which included: 1) Regular Payments, 2) Online banking payments and direct debit payments (requires authorising by resolution) and 3) Variable direct debit payments (requires authorising by resolution).

RESOLVED:

1. That the regular payments, as listed, be authorised
2. That the online banking payments and direct debit payments, as listed, be authorised
3. That the Variable direct debit payments as listed, be authorised.

114/14-15. TOWN COUNCIL CREDIT/DEBIT CARDS.

Further to minute 16/14-15 members discussed the advantages of the Town Council issuing/using credit cards as opposed to debit cards.

RESOLVED:

That the Town Clerk and Responsible Financial Officer be issued with credit cards for the Town Council and that these have limits set at £500.00 for each card.

115/14-15. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)).

Members were pleased to receive confirmation that the Town Councils 2 applications to the fund had been submitted and in receiving the update noted that Councillor R J Lees and Councillor Mrs N Salway (Southfleet Parish Council) had both been accepted as panel members for the fund.

RESOLVED:

That the item be noted.

116/14-15. REPRESENTATIVES ON OUTSIDE BODIES VACANCIES.

As per minute 13/14-15 members were asked to consider filling the 2 vacancies as per the list supplied.

It was proposed, seconded and duly agreed:

RESOLVED:

That vacancies be filled as indicated:

Greenhithe Community Association – Councillor B R Parry.

The Pavilion Community Sports and Social Club – Councillor Ms L M Cross.

117/14-15. AMENDMENTS TO STANDING ORDERS.

Members were asked to consider amending Standing Order 20 and Standing Order 37 as indicated in the report. At this point the Town Mayor sought Greenhithe Borough Councillor D J Mote's view regarding the proposed amendment to Standing Order 37 and he advised that he had no problems with the proposal.

RESOLVED:

That Standing Order 20 and Standing Order 37 be amended as indicated in the report.

118/14-15. INSURANCE CLAIM/S – UPDATE.

Members were informed that claim refs: 27140000270 and 27140000272 had both been settled subject to an excess of £250.00

RESOLVED:

That the item be noted.

119/14-15. REQUEST TO USE BROOMFIELD PARK FOR FAMILY FUN DAY ON 24 MAY 2015 – THE PAVILION.

Members considered the request submitted by The Pavilion and noted the conditions placed by the Town Council for the previous Family Fun Day (2014). Members agreed that the request should be granted subject to the conditions previously placed and also subject to the Town Council sports hirers taking precedence over the use of the field and that the areas used for the sports hires must be kept clear, clean and undamaged.

RESOLVED:

That the request should be granted subject to the conditions previously placed and also subject to the Town Council sports hirers taking precedence over the use of the field and that the areas used for the sports hires must be kept clear, clean and undamaged.

120/14-15. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS (ISSUE 376 MAY/JUNE 2014).

RESOLVED:

That the item be noted.

121/14-15. 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.

Dartford Youth Advisory Group (DYAG)

Councillor Ms L C Howes is the Town Council's representative on the DYAG. As previously agreed the agenda for the 10 July 2014 meeting, including the minutes from the 9 April 2014 meeting were available in the Chamber for inspection.

Borough and Parish Councils Forum (BPCF).

The Town Mayor and the Town Clerk are the Town Councils representatives on the BPCF. As previously agreed the agenda for the 1 July 2014 meeting was available in the Chamber for inspection.

Greenhithe Community Association (GCA).

Councillors' Mrs S P Butterfill was currently the only Town Council representatives on GCA. As previously agreed the agenda for the 20 May 2014 meeting, including the minutes from the 4 February 2014 meeting and also the agenda for the 17 June 2014 AGM, including the minutes from the 26 June 2013 meeting were available in the Chamber for inspection.

Bluewater Forum (BF).

Councillor Ms L C Howes substituted for the Town Mayor and attended the meeting held on 27 March 2014. As previously agreed the minutes from this meeting were available in the Chamber for inspection.

Dartford District Children's Centres (Swanscombe & Knockhall) – Surestart (DDCC).

Councillor R J Lees is the Town Council's representative on the DDCC. As previously agreed the minutes from the 19 March 2014 meeting were available in the Chamber for inspection. Councillor R J Lees had submitted the following information: *As you may be aware, Kent Children's Centre services are undergoing a restructure. With this in mind and following discussions with the District Advisory Board members, it has been decided to postpone all future Steering Group meetings and Parents' voice meetings until the end of July.*

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

Councillor R J Lees and the Town Clerk are the Town Council's representatives on the KALCDAC. As previously agreed the agenda for the 5 June 2014 meeting, including the minutes from 20 February 2014, was available in the Chamber for inspection.

Advice Service Dartford Partnership (ASDP).

The agenda for the partners meeting held on 13 May 2014, including the minutes from the 11 February 2014 meeting, were available in the Chamber for inspection.

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. Unfortunately both were unable to attend the meeting but Councillor P C Harris submitted the following information:

After much discussion and confirmed refusal to contribute by both Consort and Crest to the cost of the repairs to the flint wall after 10 years of no maintenance by the managing agent, it was decided by a majority vote to proceed with the repairs at accost of circa £30k. Both myself and Cllr Harman voted against the proposal. The boulevard lights have been replaced and the owner of the abbey has decided to light up the building during the hours of darkness. This has helped with security and the visibility of the steps up to the abbey. In addition the steps leading to the Fastrack route from Calcroft Avenue will be lit by a PIR solar powered light to prevent late night commuters from attack and finally it would appear that repairs to the Fastrack route near its junction to Ingress Park Avenue may be complete by October 14. And finally it would

appear that the new development team are bedding in slowly but surely and the signs are largely positive.

122/14-15. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman was unable to attend the meeting and had submitted the following report.

The Members Highway Fund and Members Community Grants have been combined this year. I have received a number of applications already for the former, but there are still funds available for this financial year. I would be pleased to receive any suggestions for proposed Highways improvements in the Town Council area, or for Castle Ward at Stone.

I am promoting having a new school crossing patrol in Eynsford Road, which I believe will improve road safety and may assist traffic flow to some extent. The previous school crossing patrol for Knockhall School was in London Road, so this proposal requires a full process and set of risk assessments due to the new location. In addition I understand that the school are planning to introduce a "walking bus" between the Royal British Legion car park and the school.

KCC meetings due shortly:

16th July - Planning

17th July - Full Council

If there any KCC matters that you feel need to be addressed at these meetings or elsewhere please let me know.

With regards the Planning meeting next Wednesday (16th), the Teal Energy planning application is still not listed (it keeps being postponed). I have arranged to meet with the KCC Head of Planning (Sharon Thompson) prior to this application being listed. I am informed that there is very little interest in this application by local people, as there have been very few letters and emails sent to KCC giving their observations by residents (whether for or against). There is still time for Councillors and others to make their views known to KCC by letter or email, in their role as local residents.

I have also been working on a number of personal matters involving local residents which have been referred to me.

RESOLVED:

That the item be noted.

123/14-15. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

- Councillor Mrs S P Butterfill informed the meeting that, as members were aware, the London Paramount Resort consultations had begun and that this was a very important opportunity for individuals as well as organisations to become involved in a hugely important project for the Town.
- Greenhithe Borough Councillor D J Mote advised that the Alice in Wonderland event being held at Ingress Park on 27 July had proved extremely popular and was believed to be fully booked. Members were reminded that the re-launch of the Greenhithe Community Association was taking place on 12 July 2014.

RESOLVED:

That the item be noted.

124/14-15. SEALING OF DOCUMENTS.

Members were advised that the following documents had been received from Fields in Trust (FIT) and required signing and sealing:

- Deed of Rectification – Swanscombe Park – pursuant to a Deed of Dedication dated 15 February 2013.

RESOLVED:

That, in accordance with Standing Order 21 a) and b), the Town Mayor and Town Clerk be authorised to sign and seal the documents.

125/14-15. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor advised members of the following engagements/events:

10 August 2014 – Ingress Park Family Fun Day

24 September 2014 - Arm Chair Talk about Swanscombe - to be arranged .

17 September 2014 - Arm Chair Talk about Greenhithe – to be arranged.

28 November 2014 – Town Mayors Murder Mystery Evening with Fish and Chip Supper @ The Pavilion.

17 January 2014 – Town Mayors Tea Dance with music at the Town Council offices Community Hall.

24 January 2015 7.30 pm until 11 pm .

Play – Al a Carte - Lamour at the Greenhithe & Swanscombe Royal British Legion, 7.30 until 10. 30 pm £6 per ticket with nibbles on the table.

14 February 2014 – Town Mayors Vintage Valentines Dance with Brenda Shaw and his orchestra.

28 March 2015 – Town Mayors Civic Reception at Swanscombe Leisure Centre – Swing Along.

11 April 2015 - 7.30 until 10.30 £10 per ticket with nibbles on the table: Play - The Importance of Being Ernest - The Glow, Bluewater (to be confirmed).

126/14-15. QUESTIONS.

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

127/14-15. **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, and in consultation with the Chairman, the Town Clerk be delegated to conduct with the normal business of the council during the recess period.

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

Signed: _____ Date:- _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 10 SEPTEMBER 2014 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor P J Scanlan
Councillor Mrs S P Butterfill
Councillor P M Harman
Councillor R J Lees (substituting for Councillor Mrs A R Harvey)
Councillor B R Parry
Councillor P A Read

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: There were none

141/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' K G Basson (holiday), P C Harris (work commitments), Mrs A R Harvey (holiday), J B Harvey (holiday), J A Hayes (family commitments) and V Openshaw (unwell).

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

142/14-15. SUBSTITUTES.

At the invitation of the Chairman, Councillor R J Lees substituted for Councillor Mrs A R Harvey.

143/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor P M Harman declared a prejudicial interest in items 8 – Kent Minerals & Waste Local Plan (MWLP) – Document Consultation and 9 – Kent County Council (KCC) Safe and Sensible Street Lighting Scheme – Update, as he is the Kent County Councillor for Swanscombe and Greenhithe and also a member of the KCC Regulation Committee.

Councillor P M Harman declared a prejudicial interest in item 11.4 - KCC/DA/0201/2013 as he is the Kent County Council Member for the area (Swanscombe and Greenhithe) this application is in.

Councillor Mrs S P Butterfill declared a personal interest in application DA/14/00645/FUL as she had been involved in the original application in a previous role as Director of IPGM.

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

144/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

145/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 11 JUNE 2014.

Recommended: The Minutes of the meeting held on 11 June 2014 were confirmed and signed.

146/14-15. EBBSFLEET DEVELOPMENT CORPORATION – PUBIC CONSULTATION.

The Department for Communities and Local Government (DCLG) had issued the consultation on 11 August 2014 with an end date of 6 October 2014. A hard copy of the document (32 pages) had previously been issued to each individual member. A presentation had been arranged, and held, in the Town Council chamber on 8 September 2014 and was attended by representatives from DCLG, Camland, Land Securities, LaFarge Tarmac, DBC Planning and Curtin & co.

Members had also been invited to attend a briefing by the DCLG on the Urban Development Corporation at Dartford Borough Council on 31 July 2014 at 6.00pm.

Members discussed the Consultation document in detail and compiled responses to the questions contained within the document.

Recommended: That the responses compiled by the Committee to the questions contained in the Consultation document be submitted.

147/14-15. EBBSFLEET STEERING GROUP.

The Town Council had been invited, by The Account Executive, Curtin & Co. to appoint a representative from the Town Council to attend these meetings.

Recommended: That Councillor P J Scanlan be appointed as the Town Council's representative on the Ebbsfleet Steering Group.

148/14-15. KENT MINERALS & WASTE LOCAL PLAN (MWLP) – DOCUMENT CONSULTATION.

Members were made aware of the consultation which ran from 31 July to 12 September 2014 with the documentation being available online aty <http://consult.kent.gov.uk/portal/mwcs/mwlp-submission>

Recommended: That the item be noted.

149/14-15. KENT COUNTY COUNCIL (KCC) - SAFE AND SENSIBLE STREET LIGHTING SCHEME - UPDATE.

Members considered the letter from the KCC Cabinet Member for Environment and Transport which had been included on the agenda for the Dartford Borough Council (DBC) Scrutiny Committee meeting on 8 July 2014.

Recommended: That the item be noted.

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

150/14-15. CLAIMED AMENDMENT (DS10) AND CLAIMED PUBLIC FOOTPATH (HIGH STREET TO FORESHORE ADJACENT TO SIR JOHN FRANKLIN PH).

Members were informed that both these applications had now been assigned to a Public Rights Of Way Officer at KCC and were in the process of being investigated.

Recommended: That the item be noted.

TOWN PLANNING:

151/14-15. 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 38/14-15).

DA/14/00838/FUL	Conversion of existing integral garage into habitable room together with associated alterations to front elevation. 78 Pentstemon Drive, Swanscombe.
OBSERVATIONS:	The Town Council strongly object to the application on the grounds that it will reduce the level of off street parking arrangements giving rise to indiscriminate on-street parking and difficulties in terms of pedestrian access to and from the building contrary to policies T23 & T27 of the Adopted Local Plan and the Parking Standards supplementary Planning Document. The Development Control Board are respectfully reminded that this estate is only a few years old and received approval which included parking arrangements as indicated for each property, any changes to this would possibly increase on street

	parking, giving rise to indiscriminate on-street parking and difficulties in terms of pedestrian access to and from the building contrary to policies T23 & T27 of the Adopted Local Plan and the Parking Standards supplementary Planning Document.
DA/14/00850/TPO	Application to carry out various works to various trees/groups of trees within Ingress Park subject to Tree Preservation Order No.11 1990. Ingress Park Site, Ingress Park, Greenhithe.
OBSERVATIONS:	No observations, but we would request that a condition be included, should permission be granted, that all neighbouring properties are consulted prior to the decision of the application, for safety reasons.
DA/14/00502/FUL	Erection of a detached 4 bedroom house with associated parking involving demolition of existing buildings on the site. Neptune Slipway, Pier Road, Greenhithe.
OBSERVATIONS:	The Town Council object to the application for the following reasons:- <i>1. The proposal would give rise to an increase in on street parking in an area where there is very limited capacity, contrary to Policies T22 and T23 of the Dartford Local Plan, Policy T11 of the Dartford Local Plan Review Second Deposit Draft and Policy TP19 of the Kent and Medway Structure Plan 2006.</i> <i>2. The proposal would be out of character within the existing conservation area.</i> <i>3. The proposal does not comply with the Greenhithe Riverfront Urban Design Strategy Supplementary Planning Guidance Approved June 2004 (also contained in the Town Council's Local Development Framework :Minute 136, DBC Cabinet 22 January 2009) with regard to:-</i> <i>a)The continuation and enhancement of the PROW footpath along the riverfront;</i> <i>b)The site was listed for community /recreational use;</i> <i>c)Protecting existing views and vistas of the</i>

	<p><i>conservation area from the river and the park;</i> <i>d)Should use traditional materials and building techniques;</i> <i>e)Retain established building heights;</i> <i>f)Pier Road is a low key and intermittent environment;</i> <i>g)Should be an opportunity for small scale development in an important part of Greenhithe Village that protects and enhances the qualities of the village;</i> <i>h)It should protect the conservation area and not compromise its character;</i> <i>i) It should be a small, carefully detailed community building.</i></p>
DA/14/00906/FUL	<p>Demolition of existing rear conservatory and erection of a single storey rear extension.</p> <p>14 Gunn Road, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/14/00957/COU	<p>Change of use from Class B8 (storage or distribution) to B1(C) (light industry).</p> <p>Unit R3 Northfleet Ind. Estate, Lower Road, Northfleet.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/14/00958/FUL	<p>Erection of a part two/part single storey rear extension and a front porch.</p> <p>49 Maritime Close, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/14/01056/FUL	<p>Erection of a satellite dish (retrospective application).</p> <p>15 Bere Close, Greenhithe.</p>

OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/14/1010/FUL	<p>Demolition of existing outbuildings and erection of a two storey side extension to main building to create an attached 2 bedroom house and erection of a pair semi-detached two and three bedroom houses, together with amended parking and soft landscaping.</p> <p>Vetinary Practice 41 – 43 Swanscombe Street, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council object to this proposal as it would constitute an over intensive development of the site, by reason of the number of dwellings and the amenity of future residents. We believe the proposed density of the development will result in over-intensive development of the site with inadequate amenity and parking space, detrimental to the character of the surrounding area and would therefore be contrary to the objectives of Policies CS15 and CS17 of the adopted Dartford Core Strategy and Policy B1 and Appendix 9 of the Dartford Local Plan.</p> <p>The Town Council considers that the dwellings to the rear of the proposal would be back land development, it is also noted that refuse bin storage is not included in the proposal and would seek clarification on this. Members of the Development Control Board are asked to bear in mind the fact that this proposal is very close to a junior schools pedestrian access way and is located in a busy narrow road/bus route and that this proposal would add vehicular movements to this area.</p>
DA/14/01022/COU	<p>Change of use amenity land to residential garden and re-siting of boundary fence (retrospective application).</p> <p>27 St Peters Close, Swanscombe.</p>
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council would ask if a

	<p>condition could be made on any permission should it be granted that the fence be stained to match the surrounding buildings i.e.) red brick, so red cedar would seem appropriate. The Planning Authority are requested to confirm the land ownership of this site as it is believed that Dartford Borough Council originally owned this park and sold it to Crest for them to develop although some areas may still be theirs or Crests?</p>
<p>DA/14/01035/OUT</p>	<p>Outline application (approval sought for access only) for the erection of up to 32 new homes (including 10 affordable homes), comprising 21 x 2 bedroom and 11 x 1 bedroom flats; and new medical centre and crèche together with associated access and parking.</p> <p>Land North of railway line and East of Station Road, Greenhithe.</p>
<p>OBSERVATIONS:</p>	<p>The Town Council supports the concept of a health centre being provided in Greenhithe. Unfortunately we feel that this being linked with a housing development makes this proposal an over-development of the site. Therefore we must register an objection to the proposal on the following points :-</p> <ol style="list-style-type: none"> 1. <i>Access Site Ingress is via the Station Approach. This is an extremely busy link built specifically for the train and bus interchange. The application design code for the site states bus timetable times but does not appear to take into account that buses come in and out, thus making the amount of bus movements double. Pedestrians going to the health centre would need to cross this busy road and would require pedestrian lighted crossings; this would be needed to assist both the disabled and those with young children in push chairs. Access Site Egress is via Station Road and Station Approach. In Station Road it is close to the current pedestrian crossing which would mean a requirement for traffic lights to ensure safety. On the station approach it is on the bus routes (a bus approx. every minute) and as this would be from the health centre this is also likely to be very busy at certain times requiring a traffic light junction.</i>

	<p>2. <i>The proposal is for a total of 32 flats on a very small area which we believe will be overbearing on the neighbouring properties North of the site. Added to this is the very close proximity to the adjacent road roundabout; this junction is one of the busiest in the area and the proposed flats would have an overbearing effect which could have an adverse effect on the safety of people and vehicles using the junction.</i></p> <p>3. <i>The overall site is in close proximity to a mainline train station as well as a main bus interchange but the proposal did not appear to cover the issue of soundproofing which we feel should be included to a high specification due to the amount of journeys and almost 24 hour operation of the train and bus services.</i></p>
DA/14/01122/FUL	<p>Erection of a single storey rear extension.</p> <p>33 Sara Crescent Greenhithe.</p>
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
20130923 (Neighbouring Authority Application)	<p>Consultation on an application for the development of a memorial park including a cemetery, woodland burial, crematorium and wildlife area with new access off Rochester Road and ancillary works within Gravesham Borough Council.</p> <p>Land East Of St Marys Church Chalk Rochester Road Gravesend.</p>
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/14/01120/ADV	<p>Display of 5 Replacement externally illuminated fascia signs in existing positions. 1 externally illuminated and 2 No. non illuminated additional fascia signs and 1 No. externally illuminated pole sign.</p> <p>The George And Dragon London Road Swanscombe.</p>

OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
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Members were advised that the following planning applications had been received from Kent County Council and dealt with during summer 2014 recess.

KCC/DA/0029/2014	Demolition of existing dining hall and kitchen with the erection of a new two storey 6 classroom block with associated ancillary accommodation. Erection of a new single storey dining hall and kitchen. Provision of 33 additional car parking spaces and new access with drop-off facility from Eynsford Road. Knockhall Primary School, Eynsford Road, Greenhithe.
OBSERVATIONS:	No observations at this stage and await further consultation.
KCC/DA/0230/2014	Section 73 application for the variation of conditions 4 and 6 of planning permission DA/14/108 (granted for a new 2 storey detached building, etc.) to remove the requirements for the drop-off pick up facility. Manor Community Primary School, Keary Road, Swanscombe.
OBSERVATIONS:	The Town Council strongly objects to any relaxation in the parking and drop-off arrangements/provision that were previously submitted and agreed. Local Councillors have been and still are receiving many complaints from the adjacent area regarding parking problems and dangers encountered by parents and children due to the school drop-off/pick-ups occurring in local streets. The Town Council would like to remind the KCC that KCC decided not to proceed and utilise the school facility within Ingress Park, Greenhithe which has resulted in the expansion of both the Manor and Knockhall Schools. Due to the distances now involved this has resulted in more and more cars being used to get children to and from the schools

	<p>which has caused very serious traffic and parking issues in an area already experiencing problems.</p> <p>The Town Council would re-iterate its original comments and ask that very serious consideration be given to creating a new entrance to the school at the top end of Keary Road (by the flats) which could incorporate a more appropriate drop-off facility. Whilst appreciative of the land ownership issues this would involve it is felt that this should be properly investigated to see if land ownership could be resolved to enable this to happen. With regards to non-compliance with Department for Education and Sport England requirements these must be weighed up against the severe and dangerous situations that are being experienced on a daily basis regarding parking and traffic in this area.</p>
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Members were advised that the following Granted Decision Notices had been received from Dartford Borough Council during the summer 2014 recess.

DA/14/00564/FUL	<p>Erection of a single storey rear extension and conversion of existing integral garage into habitable room together with associated alterations to front elevation.</p> <p>17 Caspian Way, Swanscombe.</p>
DA/14/00525/FUL	<p>Erection of a two storey side extension/single storey front extension with provision of velux windows oin front and rear elevations in connection with providing additional rooms in the roof space.</p> <p>59 Caspian Way, Swanscombe.</p>
DA/14/00645/FUL	<p>Erection of a detached building to provide a sales office at Ingress Park for temporary use for a period of up to 5 years (retrospective application).</p> <p>Crest Sales Office, Stonely Crescent, Greenhithe.</p>

Recommended:

That the responses submitted during the summer 2014 recess be noted and endorsed.

152/14-15. **APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/14/01147/VCON	Variation of Condition 2 (approved plans and documents) of planning permission DA/12/01404/FUL to permit variation of dwelling types for a development comprising 187 dwellings (132 houses and 55 flats) extending between 2 and 3 storeys in height together with the provision of associated public realm and landscaping, parking and infrastructure works. Land at St Clements Way.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/14/01212/FUL	Erection of a single storey/rear extension and a detached building. 6 Fiddlers Close, Greenhithe.
OBSERVATIONS:	The Town Council have concerns as the proposal would result in no access being available to the rear of the property which raises health and safety issues and also means that all refuse storage would need to be at the front of the property which was not originally the case.
DA/14/011449/FUL	Erection of a single storey rear extension. 74 Milton Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

153/14-15. **WITHDRAWN APPEAL NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.**

DA/14/00096/FUL	Erection of a single storey front extension, a side porch and a two storey rear extension 12 Ivy Villas, Greenhithe.
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154/14-15. **PLANNING APPLICATION COMMITTEE (10 SEPTEMBER 2014) NOTIFICATION HAS BEEN SUBMITTED BY KENT COUNTY COUNCIL FOR MEMBERS' INFORMATION.**

The Chairman of Planning, Major Developments, Transportation & the Environment Committee was scheduled to attend this meeting on behalf of the Town Council.

The Chairman informed the Committee that KCC had approved the application but that subsequently the Government had called the application in and had 28 days to decide if they wished formally take over the decision making.

The following planning committee notification was noted.

KCC/DA/0201/1013	Construction of a renewable energy facility using advanced conversion technology with a potential capacity to deliver combined heat and power at Land at Manor Way Business Park, Swanscombe, Kent.
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155/14-15. **GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/14/00958/FUL <i>This granted decision notice was received just before the meeting and was not included on the agenda.</i>	Erection of a part two/part single storey rear extension and a front porch. 49 Maritime Close, Greenhithe.
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There being no further business to transact, the Meeting closed at 8.20 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 1 OCTOBER 2014 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor P J Scanlan
Councillor P C Harris
Councillor Mrs A R Harvey
Councillor B R Parry
Councillor P A Read

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor V Openshaw

182/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' K G Basson (work commitments), Mrs S P Butterfill (family commitments), P M Harman (work commitments), J A Hayes (other commitments) and J B Harvey (other commitments).

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

183/14-15. SUBSTITUTES.

There were none.

184/14-15. 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.

185/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

186/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2014.

Recommended: The Minutes of the meeting held on 10 September 2014 were confirmed and signed.

187/14-15. **CAMLAND DEVELOPMENTS LIMITED.**

The Managing Director of Camland Developments Ltd had approached the Chairman of Planning, Major Developments, Transportation & the Environment Committee inviting him and a couple of members of the Committee to meet to discuss the contents of the "DISCUSSION DOCUMENT. Leisure and Recreation Opportunities in and around Eastern Quarry, May 2004".

Recommended: That the Chairman of Planning, Major Developments, Transportation & the Environment Committee and Councillors' J B Harvey, P J Scanlan arrange to meet with the Managing Director of Camland Developments Ltd to discuss the contents of the "DISCUSSION DOCUMENT. Leisure and Recreation Opportunities in and around Eastern Quarry, May 2004".

TOWN PLANNING:

188/14-15. **APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/14/01001/EQLDO	Local Development Order granting reserved matters approval for residential Development (Use Class C3) on two discrete parcels of land adjacent to Fastrack within Castle Hill. Land at Castle Hill, Eastern Quarry, Watling St., Swanscombe.
OBSERVATIONS:	No observations.
DA/14/01259/CPO	Consultation on an application for operation of an aggregates recycling facility to accept 150,000pa of construction and demolition waste including a fixed processing plant to utilise certain fractions of the recovered materials in order to produce hydraulically bound materials (HBM). Land to south of Manor Way, Swanscombe.
OBSERVATIONS:	Members strongly object to the application on the following grounds: Firstly, members strenuously oppose the application because they are seriously concerned about the environmental impact this site would have on the local area.

	<p>Members also object to the application because it is in the vicinity of the proposed Paramount Resort and could interfere with the needs of the resort which could in turn prejudice the objective of achieving a vibrant mixed use development on Swanscombe Peninsula and is contrary to Policy CS6 of the Planning Authorities adopted Core Strategy.</p> <p>Members are also concerned about the Heavy Goods Vehicles (HGVs) that will to and from form the site and the need for them to be directed away from the town's inner roads. Members request that, if planning were to be granted, that a condition should be made on the operator to only utilise the main roads to the site and not use the town's inner roads. Operators generally employ contracting firms that would not necessarily follow road signage stating "no HGVs" etc and therefore unless KCC is to marshal all of these roads, it must be made an obligation on the contractor to keep to the proper routes if there is a chance that the operator could lose its licence.</p> <p>Members do not feel that the proposed location of the facility is sustainable, particularly as all materials delivered is to arrive by road.</p>
DA/14/01280/FUL	<p>Erection of a part two/part single storey side extension, a rear conservatory and provision of dormer windows in rear elevation and window in side elevation at 2nd floor level in connection with providing additional rooms in the roof space.</p> <p>3 Beaton Close, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/14/01325/EQCHC	<p>Addendum to the approved Public Art Strategy for Eastern Quarry (2007) pursuant to condition 4 of DA/12/01451/EQVAR.</p> <p>Eastern Quarry, Phase 1, Castle Hill Village.</p>
OBSERVATIONS:	<p>No observations.</p>

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 25 SEPTEMBER 2014 at 7.00PM

PRESENT: Councillor K G Basson - Chairman
Councillor Ms L M Hall
Councillor A Harvey
Councillor Mrs A R Harvey
Councillor J B Harvey
Councillor J A Hayes
Councillor Ms L C Howes
Councillor B R Parry
Councillor B E Read
Councillor P J Scanlan

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

ABSENT: Councillor J M Harman
Councillor P M Harman

162/14-15. APOLOGIES FOR ABSENCE.

An apology for lateness was received and accepted from Councillors' Ms L M Hall and J A Hayes.

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

163/14-15. SUBSTITUTES.

There were none.

164/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor J A Hayes declared a prejudicial interest in agenda item 8.11 – he Pavilion – Boilers and Showers, as he is one of the Town Councils representatives on the Pavilion Committee.

Councillor Ms L C Howes declared a prejudicial interest in agenda item 8.3 – Alkerden Lane Allotments (New Burial Ground) – Rent Review, as she is an allotment plot holder on this site.

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

At this point the Chairman welcomed Mr Jepp to the meeting and invited him to discuss the problems he encountered with children playing football in the area of Broomfield indicated in the report for this item. This is minuted under the Ball Games in Broomfield Park item below.

165/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

Councillor B E Read asked if the matter of the Grove Car Park could be discussed at a future meeting as it had been noted that it appeared to be regularly full and was suspected of being used by commuters and commercial vehicles.

166/14-15. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 26 JUNE 2014.

Recommended: That the Minutes of the Meeting held on 26 June 2014 were approved and signed as a true record.

167/14-15. BALL GAMES IN BROOMFIELD PARK.

Further to the Vice-Chairman meeting with one of the two residents, that had raised this matter, on 4 June 2014 and also further to minute 59/14-15 a site meeting was held on 3 July 2014 which was attended by Cllr's Mrs S P Butterfill, J A Harvey, P J Scanlan, Mr Jepp, the Town Clerk and the Senior Groundsman/Gardener. At this meeting it was agreed that the Recreation, Leisure & Amenities Committee be asked to consider replacing a Prunus (Cherry) tree that had died with a similar variety and sized tree but that this replacement be located between two other trees to discourage these being used as a "goal" by children playing football in that area of the park.

Since 5 July 2014 the Parks Department had been monitoring this area and the data collated was considered by members.

After discussing the matter with Mr Jepp it was proposed that the recommendation contained in the report be agreed.

On behalf of the Committee the Chairman thanked Mr Jepp for attending the meeting.

Recommended: That the dead Prunus (cherry) tree be replaced with a similar species and size and that the replacement be located between the two trees as was agreed and marked at the site meeting held on 3 July 2014.

168/14-15. SENIOR GROUNDSMAN/GARDENER'S REPORT.

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

Childrens Summer Entertainment, Swanscombe Park, Manor Park, Broomfield. Knockhall, Heritage Park, Valley View, Saxon Court and equipment.

Members were informed that, although no official correspondence had been received, it was highly likely that the current gang mowing contractor would be retiring at the end of this season. The Town Clerk detailed the implications if this were the case and advised that investigative steps had already been undertaken with the companies that had submitted quotations previously.

After discussion it was agreed that a letter be sent to the Police, regarding the incident of the theft of the strimmer, highlighting the concern over the safety of the staff and the general public and that this letter be copied to the Police & Crime Commissioner.

The Senior Groundsman/Gardener detailed the need for a replacement ride-on mower and advised that the cost would be from £5,000.00 upwards. The Town Clerk advised members that due to the amount involved the Recreation, Leisure & Amenities Committee would be required to authorise this expenditure, as per Financial Regulation 4.1. Members agreed that this was a necessary and appropriate expense and that the Town Clerk, in consultation with the Chairman of Finance and General Purposes Committee and the Responsible Financial Officer, be delegated to proceed with the purchase of a new ride-on mower.

Recommended:

- 1 That the item be noted.
- 2 That a letter be sent to the Police, regarding the incident of the theft of the strimmer, highlighting the concern over the safety of the staff and the general public and that this letter be copied to the Police & Crime Commissioner.
- 3 That in accordance with Financial Regulation 4.1 the Recreation, Leisure & Amenities Committee authorise the purchase of a new ride-on mower as detailed above.

169/14-15. DISPOSAL OF OLD TRACTOR.

As was previously agreed the old tractor was disposed of, in accordance with S/O 14.2, by sealed bid (6 were received) and in consultation with the Chairman and Vice-Chairman of the Recreation, Leisure & Amenities Committee. It had been agreed to exchange the old tractor for a set of second hand gang mowers as the Senior Groundsman/Gardener felt that these would be more advantageous to the Town Council than the monetary bids received and therefore gave best value.

Recommended: That the item be noted and the Town Clerks actions in disposing of the old tractor be endorsed.

170/14-15. LEISURE CENTRE CAR PARK – CCTV COVERAGE.

Members considered the issue of the CCTV coverage at the Leisure Centre Car Park, the Town Clerk informed members that he had raised this matter with the Leisure Centre who had advised that they may be considering relocating the cameras next year.

After discussion it was agreed that this matter be deferred pending the Leisure Centres possible relocation of the cameras next year.

Recommended: That this matter be deferred pending the Leisure Centres possible relocation of the cameras next year.

171/14-15. ALKERDEN LANE ALLOTMENTS (NEW BURIAL GROUND) – RENT REVIEW.

As per the Lease of the site Dartford Borough Council reviews the rent is every three years in line with the increase in the Retail Prices Index. This had resulted in the rent increasing from £55.00 to £59.93 which the Town Clerk, on behalf of the Town Council had signed a memorandum for.

Recommended: To note and endorse the actions of the Town Clerk in dealing with this matter.

172/14-15. DISPLAY ENERGY CERTIFICATE (DEC).

Members were informed that the DEC tests and inspection of Air Conditioning Systems had been undertaken and had resulted in the Council Offices building and the Heritage Hall receiving Energy Performance Operational Ratings well above the typical ratings and that the certificates were displayed in both halls.

Recommended: That the item be noted.

173/14-15. HERITAGE COMMUNITY HALL - BLINDS.

Members considered the quote received and agreed for the work to be undertaken as per the quotation.

Recommended: That the work to be undertaken as per the quotation.

174/14-15. LOCAL WILDLIFE SITES IN KENT – ALKERDEN LANE PIT, SWANSCOMBE.

Members received the letter from Kent Wildlife Trust which confirmed they still regarded the site's status as a Local Wildlife Site.

Recommended: That the item be noted.

175/14-15. COMMUNITY HALLS – CHRISTMAS EVE AND NEW YEARS EVE.

Members considered the report and after discussion it was agreed that it be Town Council Policy not to accept hall hire bookings for Christmas Eve or New Year's Eve. This Policy could be reviewed in the future should demand dictate.

Recommended: That it be Town Council Policy not to accept hall hire bookings for Christmas Eve or New Year's Eve.

176/14-15. CRAYTOTS PRE-SCHOOL – SMALL POND.

Members received the letter and photograph submitted by Craytots Pre-School and after discussion it was agreed that due to the hall being used by other organisations and individuals that the location of the pond was not appropriate and that Craytots be requested to remove it as a matter of urgency.

Recommended: That due to the hall being used by other organisations and individuals that the location of the pond was not appropriate and that Craytots be requested to remove it as a matter of urgency

177/14-15. REQUEST FOR SITE CLEARANCE AT SWANSCOMBE NATIONAL NATURE RESERVE.

Natural England (NE) had requested to carry out clearance work (two sections) for a Quaternary Research Association meeting (as had been done for a previous visit in 1995). In the Clerk's absence, and in consultation with the Chairman of the Recreation, Leisure & Amenities Committee, the Responsible Financial Officer had signed the consent form on behalf of the Town Council.

Recommended: To note and endorse the actions taken in agreeing to the request.

178/14-15. EXCLUSION OF THE PRESS AND PUBLIC.

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

RESOLVED:

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

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

179/14-15. RIGHT OF ACCESS TO REAR OF HERITAGE COMMUNITY HALL AND CRAYLANDS LANE ALLOTMENTS – UPDATE.

The Town Clerk advised members that this item had been placed on the agenda in error and was due to be considered by full Council at its meeting on 16 October 2014.

Members asked that the covenant on the site be investigated with Workman and Dartford Borough Council,

Recommended: That the item be considered by full Council at its 16 October 2014 meeting.

Having already declared a prejudicial interest Councillor J A Hayes left the chamber and took no part in the discussion or decision of the following item.

180/14-15. THE PAVILION – BOILERS FOR SHOWERS AND HOT WATER SUPPLY FOR MAIN BUILDING.

The Town Clerk detailed the situation with the boilers for the showers and the water heating boiler for the main building. Members were informed that due to the urgency of the matter, and in consultation with the Chairman of Finance and General Purposes Committee and the Responsible Financial Officer that the Town Clerk had begun proceeding with the works as detailed in Quotation A (1) and (3).

It was also noted that confirmation had been received that the Town Councils application for funding for this project, to the Dartford Borough Council Capacity Building Fund, had been successful.

Recommended:

- 1 That the item be noted and the actions of the Town Clerk in proceeding with the works be endorsed.
- 2 That the Recreation, Leisure & Amenities Committee authorise the expenditure, as per Financial Regulation 4.1, detailed in Quote A (1) and (3).

181/14-15. COMMUNITY CAFÉ – COMPUTERS.

Members considered the information supplied by the IT Contractor and after discussion it was agreed for the PC's to be de-commissioned as detailed in the email from the IT Contractor.

Recommended: That the PC's to be de-commissioned as detailed in the email from the IT Contractor.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 4 SEPTEMBER 2014 AT 7.00PM

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

ALSO PRESENT: Graham Blew – Town Clerk
Sara Stapleton – Responsible Financial Officer (RFO)

ABSENT: None

128/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were submitted and accepted for Councillors' K G Basson (work commitments), Mrs A R Harvey (holiday), V Openshaw (unwell) and Mrs I A Read (other commitments).

129/14-15. SUBSTITUTES.

There were none.

130/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor R J Lees declared a DPI interest in item 8 – Applications for funding under Section 137 of the LGA 1972, as he is a Director and Trustee Board Member of the applicant (Citizens Advice Bureau).

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

131/14-15. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

132/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 12 JUNE 2014.

Recommended: The Minutes of the meeting held on 12 June 2014 were confirmed and signed as a true record.

133/14-15. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

Members were provided with details of all receipts and payments for authorisation for May, June and July 2014.

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 May, June and July 2014, as per the annexed list, be approved.

134/14-15. SUMMARY OF ACCOUNTS.

Members were provided with details of the Summary of Accounts, balanced to 31 July 2014.

Recommended: That the details of the Summary of Accounts, balanced to 31 July 2014 be noted.

Having already declared a DPI interest Councillor R J Lees left the chamber and took no part in the discussion or decision of the following item.

135/14-15. APPLICATIONS FOR FUNDING UNDER SECTION 137 OF THE LGA ACT 1972.

Members were provided with a copy of the application for consideration. Members were asked to decide on the applications received and if successful, any amounts of funding to be awarded.

Application – Citizens Advice Bureau (Outreach Service in Greenhithe)

After an in-depth discussion it was agreed;

Recommended: That £500 from the 2014 - 15 Section 137 budget be awarded.

136/14-15. AUTOMATIC DOORS TO THE OFFICE.

Members considered the report detailing the need to replace the broken mechanism.

Recommended: That the item be noted and the Town Clerks actions in having the work undertaken be endorsed.

137/14-15. ANTI-SPAM SOFTWARE.

Members noted the contents of the advice received from the Council's IT Contractor.

Recommended: That the item be noted and the Town Clerks actions in having the work undertaken be endorsed.

138/14-15. RADIATORS AND BOILER AT HERITAGE COMMUNITY HALL – UPDATE.

Members discussed the work and financial implications and noted the 2 pending applications for funding that the Council had yet to receive notification of decisions. The RFO confirmed that she would submit details of the necessary virements to the committee once these decisions had been received.

Recommended: That the item be noted and the Town Clerks actions in having the work undertaken be endorsed.

139/14-15. INSURANCE POLICY REVIEW / ADDITION.

Members agreed that the addition to the Policy, of the Axe Head Sculpture was required.

Recommended: That the item be noted and the addition of the Axe Head Sculpture, as detailed, to the Policy be endorsed.

140/14-15. EXTERNAL AUDITOR CERTIFICATE AND OPINION 2013 – 2014.

Members welcomed the external auditors' certificate and opinion that "no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met".

Recommended: That the item be noted.

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

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 2 JULY 2014 at 7.00 PM

PRESENT: Councillor P C Harris (Vice-Chairman in the Chair)
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor Mrs C K Openshaw
Councillor P J Scanlan

ALSO PRESENT: Sara Stapleton, Responsible Financial Officer (RFO)
PC Robert Payne, Beat Officer for Swanscombe, Greenhithe, Stone and Castle Wards
Sgt Sarah Tyler, Kent Police
Christine Bates, KCC Community Warden for Greenhithe and Stone
Billy Unsworth, KCC Community Warden for Swanscombe
Colin Newmarch (Community Safety Unit (CSU) Dartford Borough Council)
Keith Frenchum (Licensing Enforcement Officer, Dartford Borough Council)
Esther Osborne (Trading Standards)
1 x member of the public

ABSENT: Councillor Ms L C Howes.

71/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' P M Harman (work commitments) and B E Read (unwell).

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

72/14-15. SUBSTITUTES.

There were none.

73/14-15. 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.

74/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

75/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 23 APRIL 2014.

Recommended: That the Minutes of the Meeting held on 23 April 2014 be confirmed and signed as a true record.

76/14-15. **KENT COMMUNITY ALCOHOL PARTNERSHIP (KCAP).**

The Chairman welcomed Esther Osbourne, Kent Trading Standards, to the meeting. Esther gave members an overview of the aim of the partnership, which involved Kent Police, Kent County Council (KCC), Trading Standards, the KCC Community Wardens and Dartford Borough Council (DBC) who would work together to ensure that on and off licences avoided underage sales and proxy sales with the aim being to reduce anti-social behaviour. Eight schemes had been launched across Kent already and Swanscombe had been identified as an area to launch the scheme within the borough of Dartford. Once the appropriate pre-meetings and training had been undertaken with the on and off licences, there would be an official launch of the scheme which would involve the youths of the area and the local schools. Esther advised that where this scheme was already in operation in other areas of Kent, it had reduced anti-social behaviour by 40% over a 6 month period. It was explained how the scheme would be monitored and how any issues experienced would be dealt with; if the scheme proved successful it could be rolled out in other areas of the Borough.

Recommended: That the item be noted.

77/14-15. **TOWN COUNCIL'S PROBLEM LOG.**

Members were provided with a copy of the incidents reported to the Town Council since the last meeting. Members were reminded that the Town Council should be made aware of any incidents reported to the police, in order for them to be added to the problem log. The RFO advised that the problem log is emailed monthly to the CSU at DBC and also to the Police. PC Payne confirmed that he would try and provide updates, where possible, on the items contained in the report. Councillor Mrs S P Butterfill advised that there had been another incident of youths jumping into the river off of the concrete barge at Greenhithe foreshore. Christine Bates advised that the Port of London Authority (PLA) had undertaken works to the barge to improve its safety. However, she would contact the PLA to advise them that there were still safety issues with the barge and arrange another meeting and report the results back to the Town Council.

Recommended: That the incident log be noted and the KCC Community Warden for Greenhithe and Stone contact the PLA regarding further safety issues with the concrete barge.

78/14-15. **BEAT OFFICER AND POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.**

PC Rob Payne and Sgt Sarah Tyler provided members with a written report and updated, in more, detail the matters that had been dealt with since the last meeting. Sgt Tyler confirmed that Kent Police had recently undergone another restructure but that they had been unaffected, with the plan being to expand the CSU. She

confirmed that another PCSO had been secured and was currently undertaking training and a further four police officers were being employed. The restructure was mainly related to changes to investigations and also call handling.

The Police gave the positive news that many new Neighbourhood Watch Groups had been set up in Greenhithe, particularly Ingress Park, and it was hoped similar groups would be set up in Swanscombe as they had proved to be of particular benefit to the police for disseminating information.

Members also discussed issues surrounding nuisance parking in the area and issues with parking at schools. Colin Newmarch explained the approach that DBC had taken to address this and the council's future plans for enforcement.

Recommended: That the police be thanked for attending the meeting, and the report be noted.

79/14-15. **ANTI-SOCIAL BEHAVIOUR VIA DARTFORD BOROUGH COUNCIL, DARTFORD HOUSING SERVICES (DHS).**

Members were provided with a written report that had been supplied by DHS.

Recommended: That the item be noted.

80/14-15. **DARTFORD BOROUGH COUNCIL (DBC) – MULTI AGENCY MEETINGS.**

Councillor Mrs S P Butterfill advised that there had not been any meetings, but that she was always advised of any issues relevant to Swanscombe and Greenhithe. She confirmed that she was attending the Dartford Against Crime meeting on the 16 July 2014 at 11.00 am and would report this back to the sub-committee.

Recommended: That the item be noted.

81/14-15. **KCC COMMUNITY WARDENS REPORT.**

Billy Unsworth, the KCC Community Warden for Swanscombe reiterated the issues experienced with nuisance parking. He confirmed that he continued to deal with issues in relation to anti-social behaviour and fly-tipping. He had organised for the Community Pay Back team to undertake a clear up in Swanscombe Street, Sun Road and Vernon Road and he hoped to arrange for them to do another one. He had been involved with issues regarding underage proxy sales at off licences. Christine Bates, the KCC Community Warden for Greenhithe and Stone advised that she had been dealing with issues in relation to theft from vehicles, and drugs. She was still receiving calls regarding motorbikes in the Swanscombe Heritage Park and advised that youths were congregating in both car parks in Eagles Road. She had also been involved in a lot of community work; danger/stranger talks at the local infant schools and involvement with the community care at St Mary's Church, Greenhithe. She also made members aware that there were several homeless people in the area at the present time.

Recommended: That the KCC Community Wardens be thanked for attending the meeting and their report be noted.

82/14-15. MINUTES OF THE COMMUNITY CRIME MEETING HELD ON 4 APRIL 2014.

Members had been supplied with the minutes from the meeting arranged by Swanscombe Borough Councillor, Steve Doran. A second meeting had also taken place on 21 June 2014 and Councillor Ms L M Cross and P J Scanlan who attended the meeting, advised on matters discussed. The KCC Community Warden for Swanscombe and also Councillor Mrs S P Butterfill advised that they had requested that Steve Doran change future meetings from a Saturday evening, to a week day evening, as it was thought that this would increase public attendance

Recommended: That the item be noted.

83/14-15. DATE OF THE NEXT MEETING.

Recommended: That the next meeting be held on Wednesday 8 October 2014 at 7.00 pm, unless there was a requirement to call a meeting earlier and that the RFO, when dispatching the agendas to the outside representatives, also asks them to confirm their attendance.

84/14-15. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor P Scanlan and seconded by Councillor L M Cross;

RESOLVED:

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

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

85/14-15. ANTI-SOCIAL BEHAVIOUR – CAR PARK – SOUTHFLEET ROAD.

Members discussed the email correspondence between the Kent County Councillor for Swanscombe and Greenhithe, Mr Peter Harmen, and a local resident. The KCC Community Warden for Swanscombe and the Beat Officer were not aware of any issues at this car park and the RFO was requested to forward the correspondence to them in order for them to deal with it accordingly.

Recommended: That the RFO forward the email correspondence to the Beat Officer and the KCC Community Warden for Swanscombe.

86/14-15. **LOCAL RESIDENT SUFFERING CONTINUED ANTI-SOCIAL BEHAVIOUR.**

Members were concerned to hear of the issues experienced by a local resident regarding continued anti-social behaviour. It was noted from the report supplied by DHS that this issue had been dealt with and resolved.

Recommended: That the item be noted.

There being no further business to transact, the Meeting closed at 8.22 pm.

Signed _____
Chairman Date

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MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 10 JULY 2014 at 11.35 AM.

PRESENT: Councillor Mrs S P Butterfill (Chairman)
Councillor Ms L M Cross
Councillor V Openshaw
Councillor Mrs I A Read
Councillor P J Scanlan

ABSENT: There were none

ALSO PRESENT: Graham Blew, Town Clerk

94/14-15 APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' P J Harman (work commitments) and B E Read (unwell).

95/14-15. 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.

96/14-15. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

97/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 18 DECEMBER 2013.

Recommended: That the minutes from the meeting held on 18 December 2013 be confirmed and signed.

98/14-15. STAFF APPRAISALS.

Members were informed that the Town Clerk had given all the appropriately experienced staff the opportunity to undertake an annual appraisal for the 2013 – 2014 period.

Recommended: That the staff appraisals 2013 - 2014 be endorsed.

99/14-15. NEW LOCAL GOVERNMENT PENSION SCHEME REGULATIONS 2013.

Members discussed the report which detailed the need to adopt the new regulations.

Recommended: That the adoption of the Employer Policies, labelled B in the report, be agreed and endorsed.

100/14-15. **PENSIONS AND AUTO-ENROLEMENT.**

Members discussed the options, detailed in the report, for continuing to offer the Local Government Pension Scheme or ceasing this option/providing an alternative scheme.

Recommended: That the LGPS be closed to new employees (and existing employees not already in the scheme) and an alternative pension scheme be provided (the RFO is to submit the options/details for consideration).

101/14-15. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor V Openshaw and seconded by Councillor Ms L M Cross;

RESOLVED:

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

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

102/14-15. **PAY CLAIM 2014 – 2015.**

Members were reminded that the Estimates for 2014 – 2015 included the provision for awarding cost of living pay rises up to 2.5%.

Recommended: That a 2.5% pay rise, back dated to 1 April 2014, be awarded to all the Town Council staff.

STAFFING MATTERS.

103/14-15. **PART – TIME CAFÉ ASSISTANT.**

The Town Clerk updated members on the vacant Café Assistant position and Members were pleased to be informed that this vacancy was due to be filled on 14 July 2014.

Recommended: That the item be noted and the actions taken by the Town Clerk in filling the vacant post be endorsed.

104/14-15. **SENIOR GROUNDSMAN / GARDENER.**

The Town Clerk detailed the implications of a Spinal Point Increase (SPI) and reminded Members that the Estimates for 2014 – 2015 included the provision of awarding an SPI for all staff. Members discussed the report and, in concurring with the Town Clerks comments, agreed that a SPI was justified.

Members were pleased to note that the Appraisal Scheme had been a valuable and beneficial tool in assisting to recognise and highlight the merits, and appropriateness, of this matter.

Recommended: That the Senior Groundsman / Gardeners salary be increased to Spinal Point 19 from 1 August 2014.

105/14-15. **TOWN CLERK.**

Further to minute 14/14-15, the Personnel Committee had been tasked with undertaking the Annual Appraisal for the Town Clerk. To assist members a template listing the 10 main competences and skills, as well as an overall assessment for the past year had been provided.

The Town Clerk left the Chamber whilst the Personnel Committee discussed and completed the appraisal. On returning to the Chamber the Town Clerk was informed of the contents of the appraisal.

Members also discussed the length of Notice Period currently contained in the Town Clerks Contract of Employment and agreed that, after consultation with the Town Clerk and provided he agreed, this should be amended/varied as per the report.

Recommended:

1. That the Annual Appraisal of the Town Clerk be agreed;
2. That, after consultation with the Town Clerk and provided he agreed, the Notice Period in the Town Clerks Contract of Employment be amended/varied as per the report.

There being no further business, the Meeting closed at 12.05pm.

Signed: _____ Date: _____
(CHAIRMAN)

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MINUTES of the MEETING of the ALLOTMENTS & CEMETERIES SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on THURSDAY 10 JULY 2014 at 11.00 AM

PRESENT: Councillor Mrs S P Butterfill (Vice-Chairman in the Chair)
Councillor Mrs C K Openshaw
Councillor Mrs I A Read (substituting for Councillor B E Read)
Councillor P J Scanlan

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: There were none.

87/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' P M Harman (work commitments), J A Hayes (holiday) and B E Read (unwell).

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

88/14-15. SUBSTITUTES.

Councillor Mrs I A read substituted for Councillor B E Read.

89/14-15. 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.

90/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

91/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 1 AUGUST 2005.

Recommended: That the Minutes of the Meeting held on 1 August 2005 be confirmed and signed as a true record.

92/14-15. ADMINISTRATION OF ALLOTMENTS – ALLOTMENT ASSOCIATION.

The Town Clerk detailed the issues encountered with the current administration of the allotments and members discussed the possible options available.

Members agreed that the first step to improving the administration of the allotments was to invite the Allotment Association Committee to attend a meeting to discuss the matter.

Recommended: That the Allotment Association Committee be invited to attend a meeting with the sub-committee to discuss the administration of the allotments.

93/14-15. **REQUEST TO KEEP BEES, CHICKENS AND HAVE A SMALL POND ON NEW BURIAL GROUND ALLOTMENT.**

Members were provided with the request. After discussion it was agreed to agree to the request to keep no more than 8 rescue chickens, a hive of bees and a small pond area. Members requested that a condition of agreeing to the small pond area would be that it was not to be any deeper than 5 inches and that the plot holder be responsible for ensuring it was safe and not any danger to humans or animals.

Recommended: That the request be agreed, as detailed above.

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

Signed _____
Chairman Date

MINUTES of the MEETING of the ALLOTMENTS & CEMETERIES SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on THURSDAY 18 SEPTEMBER 2014 at 11.00 AM

PRESENT: Councillor B E Read – Chairman
Councillor Mrs S P Butterfill
Councillor R J Lees (substituting for Councillor J A Hayes)
Councillor Mrs C K Openshaw
Councillor P J Scanlan

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: There were none.

156/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' P M Harman (Kent County Council meeting) and J A Hayes (other commitments).

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

157/14-15. SUBSTITUTES.

At the Chairman's' invitation Councillor R J Lees substituted for Councillor J A Hayes.

158/14-15. 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.

159/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

160/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 10 JULY 2014.

Recommended: That the Minutes of the Meeting held on 10 July 2014 be confirmed and signed as a true record.

161//14-15. ADMINISTRATION OF ALLOTMENTS – ALLOTMENT ASSOCIATION.

The Town Clerk advised members that since the letter (minute 92/14-15) inviting the Allotment Association Committee to attend a meeting to discuss the administration of the allotments news had been received of the serious ill health of the Allotment Association Chairman and Secretary. The Town Clerk clarified that it was impossible for the Town Council to administer the allotments itself and that a volunteer had

been carrying out the duties since news of the Allotment Associations Chairman and Secretary's ill health.

Members requested that their sincere thanks and gratitude be passed to the volunteer.

Members discussed the importance of involving the allotments holders, as per the Council's Community Engagement Policy, on how best to proceed with the Administration of the Allotments. It was felt that this was a good opportunity to review and update both the agreement between the Town Council and the Allotment Association as well as the individual plot hire agreement and that it was vitally important to seek the assistance of the allotment holders in undertaking this.

After lengthy debate Members agreed that invitations should be sent to all the allotment holders, and the Allotment Association, to attend a Consultation Meeting on a weekday evening (7pm) in one of the Council's Community Halls. This meeting would be to inform the allotment holders of the current problems with the administration of the allotments and to enlist the allotment holders help in how best to move forward.

Recommended:

That invitations should be sent to all the allotment holders, and the Allotment Association, to attend a Consultation Meeting on a weekday evening (7pm) in one of the Council's Community Halls. This meeting would be to inform the allotment holders of the current problems with the administration of the allotments and to enlist the allotment holders help in how best to move forward.

There being no further business to transact, the Meeting closed at 12.10 am.

Signed _____
Chairman Date



SWANSCOMBE AND GREENHITHE TOWN COUNCIL

COUNCIL OFFICES
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Matthew Prescott
Ebbsfleet Delivery Team
3rd Floor, Fry Building
2 Marsham Street
London
SW1P 4DF

MINUTE 146/14-15
RE 10/9/14.

11 September 2014

Dear Matthew

**RE: EBBSFLEET DEVELOPMENT CORPORATION CONSULTATION 11
AUGUST 2014 – 6 OCTOBER 2014.**

The Town Council would like to submit the following response to the consultation:-

Question 1 : Do you agree with the proposal to create a Development Corporation at Ebbsfleet Kent ?

Yes, provided it takes into account the constructive views of the Town Council and embraces the local communities' wishes and aspirations and that an appropriate level of local community involvement is engaged.

Question 2 : Are you satisfied with the proposed boundary of the Ebbsfleet Development Corporation as set out in Annex A?

Question 3 : Do you think there are any areas which should be added into the area of the Ebbsfleet Development Corporation?

Question 4 : Do you think there are any areas which should be taken out of the area of the Ebbsfleet Development?

The Town Council would like to seek further clarification as to why the suggested area/boundaries contained in Annex A have been identified and why other areas are not included. The Town Council feel that some examples of significant development areas that should have been included to ensure a coherent strategic approach for the whole area are:

*The Biffa Pit;
Empire Bowls/Sports Ground;*

1a, 1b, 1c Knockhall Road;
The land across from St Clements Way (St Clements Lake development);
The area at Charles Street (accessed from Steele Avenue);
Ingress Park (remaining sections).

Question 5 : Do you agree with the proposals to give Ebbsfleet Development Corporation the planning powers as set out in the consultation document?

Yes although there are concerns that democratic accountability and representation is being taken away from decisions on planning matters.

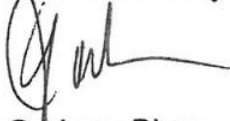
Question 6 : Do you agree with the proposal for the Ebbsfleet Development Corporation to have 11 Board members?

The Town Council feels that there should be accountability and representation from the Swanscombe and Greenhithe Town Council in addition to Dartford Borough Council, Gravesham Borough Council and Kent County Council.

The Town Council hosted a meeting/presentation with DCLG and the land owners etc. on 8 September 2014 and would hope that the discussions held at this meeting are taking into account.

Please do not hesitate to contact the Town Council if we can be of any assistance.

Yours sincerely



Graham Blew
Town Clerk

T/C 16/10/14

Graham Blew

From: administrator <administrator@kentalc.gov.uk>
Sent: 06 August 2014 15:17
Subject: Open and Accountable Local Government
Attachments: Open and accountable local government - Plain English Guide.pdf

Dear Member Councils

Earlier today, DCLG issued a press release on the new law to make councils, including parish and town councils and other local government bodies such as the fire and rescue authorities, more transparent and accountable to their local communities (see <https://www.gov.uk/government/news/press-freedom-boosted-by-new-right-to-report>). The new law allows the press and public to film, tweet and blog public meetings. Alongside this press release DCLG has published a guide for the press and public on attending and reporting meetings of local government which is attached and will also be of help to member Councils, particularly Parts 1, 4 and 5.

The Guide is structured as follows:

- **Part 1** focuses on the use of various communication tools for reporting the proceedings of any meeting of a local government body which is open to the public.
- **Part 2** explains how the public can access meetings of a council's executive, its committees and sub-committees, and records of executive decisions taken by individual members or officers.
- **Part 3** explains how the public can access all other meetings of a local government body, other than parish and town councils, and records of certain other decisions taken by officers.
- **Part 4** explains how the public can access meetings of parish and town councils, parish meetings and the Council of the Isles of Scilly, and records of certain decisions taken by those councils' officers.
- **Part 5** focuses on other rights that the public have to access information.

Kind Regards

Terry Martin
County Secretary
Kent Association of Local Councils
01304 820173

AMENDMENT TO NALC's 2013 MODEL STANDING ORDERS (ENGLAND)

Local Councils Explained (© 2013 NALC)*, published in October 2013, includes a set of model standing orders for parish councils to use as they wish.

The set of model standing orders includes those which confirm the requirements of the Public Bodies (Admission to Meetings) Act 1960 ('the 1960 Act'). Until 5 August 2014, the 1960 Act provided that members of the public had no statutory right to film, take photographs or record full council or committee meetings.

NALC's model standing order 3I, on page 181 of Local Councils Explained, states:

'Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's [prior written] consent.'

On 6 August 2014, the 1960 Act was amended by the Openness of Local Government Bodies Regulations 2014 ("the 2014 Regulations"). The amended 1960 Act provides that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) film, photograph or make an audio recording of a meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

The new amendments to the 1960 Act mean that a parish council cannot continue to use model standing order 3I or a similar standing order after 5 August 2014. Councils who have adopted model standing order 3I or standing order(s) with similar requirements cannot use them and must therefore suspend their application at council and committee meetings. Councils may update their standing orders to incorporate the new provisions in the 1960 Act in due course.

A detailed explanation of new provisions in the 1960 Act is available in Legal Topic Note 5 – Parish and community council meetings.

This briefing was issued by Jane Moore, Solicitor

* Every effort was made to ensure that the content of book was correct at the time of writing.



Department for
Communities and
Local Government

Open and accountable local government

A guide for the press and public on attending and reporting
meetings of local government

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August 2014

ISBN: 978-1-4098-4301-6

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About this Guide

The national rulesⁱ have been changed to make councils, including parish and town councilsⁱⁱ, and other local government bodies such as fire and rescue authorities, more transparent and accountable to their local communities. A full list of bodies to which the rules apply is at **annex A**.

This plain English Guideⁱⁱⁱ gives practical information about what these new rules mean for members of the public attending meetings of local government bodies, including meetings of a body's committees, sub-committees and any joint committees involving two or more bodies. The Guide also covers meetings of any council's executive (i.e. the council's cabinet^{iv}), including any committees and sub-committees of the executive.

In particular, this Guide gives practical information about how members of the public can use modern technology and communication tools to report on meetings they are attending, and about how to access information on decisions taken by a body's officers or individual members. This Guide will also help the public to know when they can attend meetings of local government bodies, and what documents and information are available to them. It should also help councillors and officers to comply with the new rules.

As the Guide explains, different rules apply to different meetings, particularly meetings of a parish council or parish meeting, and the meetings of a council's executive, its committees or sub-committees.

- **Part 1** focuses on the use of various communication tools for reporting the proceedings of any meeting of a local government body which is open to the public.
- **Part 2** explains how the public can access meetings of a council's executive, its committees and sub-committees, and records of executive decisions taken by individual members or officers.
- **Part 3** explains how the public can access all other meetings of a local government body, other than parish and town councils, and records of certain other decisions taken by officers.
- **Part 4** explains how the public can access meetings of parish and town councils, parish meetings and the Council of the Isles of Scilly, and records of certain decisions taken by those councils' officers.
- **Part 5** focuses on other rights that the public have to access information.

This Guide now replaces the Guide titled "Your council – going to its meetings, seeing how it works" that the department issued in June 2013.

All footnotes are listed at the end of the Guide.

Part 1 Your rights to attend and report meetings

This part of the Guide applies to all the local government bodies listed at annex A.

Why are there new national rules?

We now live in a modern, digital world where the use of modern communication methods such as filming, tweeting and blogging should be embraced for enhancing the openness and transparency of local government bodies. This will ensure we have strong, 21st century, local democracy where local government bodies are genuinely accountable to the local people whom they serve and to the local taxpayers who help fund them.

Who do these rules help?

These rules help any members of the press and public who want to know about, view or report the work of local government bodies. The “press” is defined in the widest terms – including traditional print media, filming crews, hyper-local journalists and bloggers.

The new national rules^v have increased your rights to film, audio-record, take photographs, and use social media such as tweeting and blogging to report the proceedings of all such meetings that are open to the public.

Are all meetings of a local government body open to the public?

All meetings must be open to the public except in limited defined circumstances where the national rules require or allow the meeting to be closed to the public – see Part 2 for the rules for a council's executive, Part 3 for the rules for other local government bodies, other than parish and town councils, and Part 4 for the rules for parish and town councils.

Can I film or audio-record the meeting?

Yes, councils and other local government bodies are required to allow any member of the public to take photographs, film and audio-record the proceedings, and report on all public meetings. While no prior permission is required to carry out this activity, it is advisable that any person wishing to film or audio-record a public meeting let their local government staff know so that all necessary arrangements can be made for the public meeting. This is important because the rules require local government bodies only to provide reasonable facilities for any member of the public to report on meetings.

There is no legal requirement for councils to webcast their meetings, but where councils and other local government bodies webcast any of their public meetings, they should, as a matter of good practice, notify the public.

Do I need to have advance permission to report the meeting?

No. Whilst we would encourage people to contact staff in advance if they want to film or record, equally, we would discourage any system which “vetted” journalists or restricted reporting to “approved” journalists. Councils should support freedom of the press within the law and not seek to restrict those who may write critical comments.

Can I film or audio-record a private meeting^{vi}?

The rules on the use of communication methods, such as filming and audio-recording, only require local government bodies to allow the reporting of meetings open to the public. The relevant council or local government body may not allow you to film or audio-record its private meetings. You may also not be allowed to leave recording equipment in the room where a private meeting is held for the purpose of reporting on the meeting.

Can I tweet or blog a council or local government body meeting?

Yes, the new rules^{vii} allow for reporting of meetings via social media of any kind. Therefore bloggers, tweeters, and for example, Facebook, YouTube users and individuals with their own website, should be able to report meetings. You should ask your council for details of the facilities they are providing for reporting.

If I am a councillor, can I tweet or blog during council meetings?

The national rules do not prevent councillors from tweeting and blogging at meetings, so they should be able to do so provided it is not disruptive and does not detract from the proper conduct of the meeting. Whilst councillors are expected to comply with their body's code of conduct, this should not prevent councillors from tweeting or blogging when appropriate.

What sort of facilities will my council or local government body provide?

Councils or local government bodies are required to provide “reasonable facilities” to facilitate reporting. This should include space to view and hear the meeting, seats, and ideally a desk. Councils and local government bodies should use their common sense to determine the range of reasonable facilities they can actively provide to support the free press in all its forms.

To facilitate public scrutiny and public reporting, local authorities should not conduct their meetings in foreign languages.

Will I be allowed to film, tweet, blog or audio-record the meetings of other bodies not listed in annex A?

The Government message is that all public bodies should adopt maximum openness and transparency. This is also essential for bodies or groups making decisions for their local area because they are expected to be open and transparent in their decision-making. While the new national rules do not apply to some local groups such as neighbourhood forums and Local Enterprise Partnerships, such groups are encouraged, when having public meetings, to embrace the use of modern technology and should allow the same filming, audio-recording, taking of photographs, tweeting and blogging as applied to local government bodies, particularly if they are in receipt of public funds. This will give local people the opportunity to see how decisions are being made that affect their community.

Are there any limits to what I can say in a tweet or video I publish?

The law of the land applies – including the law of defamation and the law on public order offences (see the Crown Prosecution Service guidance on social media^{viii}).

Freedom of speech within the law should also be exercised with personal and social responsibility – showing respect and tolerance towards the views of others.

Are there other limits that I should be aware of?

The council or local government body should consider adopting a policy on the filming of members of the public, and ensure that they protect children, the vulnerable and other members of the public who actively object to being filmed, without undermining the broader transparency of the meeting.

Will I be able to provide commentary during the meeting?

Any person can provide written commentary during a meeting, as well as oral commentary outside or after the meeting. The new rules do not permit oral commentary to be provided during a meeting as this would be disruptive to the good order of the meeting.

Can I be asked to leave a meeting because I'm taking photographs, filming or audio-recording the meeting or using social media?

Generally, people attending public meetings must be readily able to film, audio-record, take photographs or use social media. Councils and other local government bodies must take steps to ensure this is the case. However, those undertaking these activities must not act in a disruptive manner, which could result in being excluded from the meeting.

What is disruptive behaviour?

Essentially, this could be any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see, hear or film etc the proceedings. Examples can include:

- moving to areas outside the areas designated for the public^{ix} without the consent of the Chairman,
- excessive noise in recording or setting up or re-siting equipment during the debate/discussion,
- intrusive lighting and use of flash photography; and
- asking for people to repeat statements for the purposes of recording.

You may be excluded from a meeting if you act in a disruptive manner.

Can I leave recording equipment in a public meeting room and record without being present?

There is no legal prohibition, however, under the national rules, the local government body may require any such recording to stop if at any stage the meeting becomes a private meeting.

But the local authority says reporting is a breach of its Standing Orders?

It is a legal duty for the local government body to follow the new provisions. If a local government body's existing Standing Orders are not fully in line with the new legislation, in the short-term, we recommend they simply waive the relevant provisions of those old Standing Orders which could be taken to inhibit the new reporting rules, and then take steps to update formally its Standing Orders.

Part 2 Access to meetings and documents of a council's executive

This Part explains how the public can access meetings of a council's executive, its committees and sub-committees, and records of executive decisions taken by individual members or officers. A council's executive (i.e. the council's cabinet) is its main decision making body consisting of an elected mayor or leader and a number of councillors. This Part applies to councils with either a leader and cabinet or elected mayor and cabinet. It does not apply to councils operating the committee system or other local government bodies listed in Annex A.

What are the national rules for access to meetings and documents of a council's executive?

The national rules are principally provided by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 which introduced significantly greater transparency and openness into the meetings of a council's executive, its committees and sub-committees. The rules also strengthen the rights of councillors to access information about items to be discussed at a public or private meeting of their council's executive.

Who can make an executive decision in my council?

The decision maker can be the executive, its committees and sub-committees, joint committees, joint sub-committees, individual councillors, and officers who have delegated responsibility from the executive to make executive decisions. Your council may have local rules^x that will explain who may make a decision.

Attending the meetings of your council's executive

How will I know about a forthcoming public meeting of my council's executive?

Your council must give a notice of the meeting at least 5 clear days before it takes place. The details of the meeting must be published at your council's offices and on its website where practicable. The agenda must be published with any background papers. No item can be considered if the item is not available for inspection by the public with 5 clear days' notice.

Where an item is added to the agenda within 5 days before the meeting is scheduled to take place, a revised agenda, public report and background papers must be published as soon as the item is added to the agenda. In some circumstances, the whole or part of a

report may not be available for public inspection because it contains either confidential or exempt information. In this case, the report should bear the phrase 'not for publication' and state that it contains confidential information or set out the description of the exempt information.

Can I obtain a copy of the agenda and other relevant papers for a public meeting of my council's executive?

Yes, your council must provide you with a copy of the agenda, and other relevant papers once you have made payment of postage and/or copying charge. There are also additional legal rights to access information, outlined in Part 5 of this Guide.

Can a council's executive choose to meet in private?

All meetings of an executive including meetings of its committees or sub-committees must be open to the public, except in limited defined circumstances where the national rules require or allow the meeting to be closed to the public.

The rules require a meeting of an executive to be closed to the public in two specific circumstances:

- If the presence of the public is likely to result in the council breaching a legal obligation to third parties about the keeping of confidential information; or
- a lawful power is used to exclude the public in order to maintain orderly conduct or prevent misbehaviour at a meeting.

In addition, a meeting can also be closed to the public where the executive so decides (by passing a resolution of its members) because exempt information would otherwise be likely to be disclosed. It is open to the executive if it chooses to consider in public matters involving exempt information. There is no over-riding legal requirement forcing councils to discuss exempt information in private.

What is confidential information?

Confidential information means:

- information provided to the council by a Government department on terms which forbid the disclosure of the information to the public; and
- information which is prohibited from being disclosed by any enactment or by a court order.

What is exempt information?

The descriptions of exempt information are set out in Schedule 12A to the Local Government Act 1972. The descriptions are listed at **Annex B** of this Guide.

Can I be asked to leave a public meeting?

Yes. As a member of the public you can be asked to leave a meeting so that the executive, its committees or sub-committees can discuss matters in private, but only in the limited circumstances that are already explained.

How will I know about a private meeting of my council's executive?

Prior to holding a private meeting, your council must have published on its website and at its offices at least 28 clear days' notice of its intention to consider a matter in private and the reasons for the private meeting. This is to ensure that members of the public have reasonable opportunity to make representations as to why the proposed private meeting should not be held in private.

At least 5 clear days before the meeting, your council must confirm its intention to go ahead with the private meeting through another notice on its website and at its offices. This second notice has to include details of any representations received and the council's response to them.

Can a private meeting of my council's executive be held if 28 days' notice is not given to the public?

A private meeting can only be held without 28 days' notice after the agreement of the Chairman of the Overview and Scrutiny Committee has been obtained that the meeting is urgent and cannot reasonably be delayed. In the absence of the Overview and Scrutiny Committee Chairman, the permission of the Council Chairman (or, in their absence, the Vice Chairman) must be obtained. If this agreement is granted the council must publish a notice about why the meeting is urgent and cannot be deferred. This notice must be available at its offices and on their website. If agreement is not given then the meeting must either be held in public, or the council must comply with the 28 day notice requirements.

Can I attend an executive's pre-briefing meeting with local authority officers?

No. The rules apply only to when councillors meet as a decision making body to exercise their statutory executive responsibilities. The rules do not apply to political groups' meetings or to informal briefing meetings for councillors.

Recording of decisions of public meetings

If I am not at the meeting, how will I know of any decisions made?

The fact that you are unable to attend a public meeting of your council's executive, its committees or sub-committees does not mean you cannot find out about the decisions made there. The national rules require a council to keep records of any executive decisions^{xi} made as soon as reasonably practicable after any public meeting. The written records must reflect the following information:

- Details of the decision and the date it was made;
- reasons for the decision;
- any other options considered and why those options were rejected;
- details of any conflict of interest of an executive member of the decision-making body; and
- a note of dispensation granted by the Head of Paid Service in respect of any declared conflict of interest.

You can then inspect the records and any reports considered at the meeting at your council's offices and on the council's website if it has one. All of these documents can be inspected for six years beginning from the date of the meeting apart from background papers which can be inspected for four years beginning from the date of the meeting. These records may be kept in electronic format.

Apart from information about meetings, are there other means of knowing about decisions likely to be made by a council's executive, its committees and sub-committees?

Yes. The national rules require a council to publish its intention to make a key decision^{xii} in a document at least 28 clear days prior to when the decision is intended to be made. The notice has to include details of the individual or executive body that will make the decision, the matter that is subject to a decision, other documents to be considered, and where these other documents are available. This notice document must be available at the council's offices and on its website before the decision is made.

This allows you to have sufficient knowledge in advance of those decisions that will be of genuine concern to you and your local communities.

Can a key decision of a council's executive^{xiii} be made without giving the 28 days' notice?

Yes, provided the following requirements are met:-

- the relevant Overview and Scrutiny Committee Chairman is informed in advance and in writing (or all the members of the Overview and Scrutiny Committee) about what the decision is concerning;
- a notice about the key decision to be made is made available for inspection at the council's offices and published on the website; and
- 5 clear days elapse following the day a notice is published about the key decision to be made.

If there is a case of special urgency, for example an urgent decision on a negotiation, expenditure or contract, the decision must only be made if the agreement of the Overview and Scrutiny Committee Chairman is received. In the absence of the Overview and Scrutiny Committee Chairman, the permission of the Council Chairman (or in their absence the Vice Chairman) must be obtained. If agreement is given, a notice explaining why the decision is urgent and cannot reasonably be deferred, must be published and should be available at the council's offices and on its website as soon as reasonably practicable.

Can 28 days' notice of a key decision also provide 28 days' notice required for a council executive's private meeting?

It is up to your council to decide whether the 28 day key decision document should contain the details required for a private meeting notice. Where there is an intention to make a key decision at a private meeting, your council must comply fully with all the national rules.

Can my council's executive make key decisions and not follow the national rules?

No. Councils must comply with all the national rules since they are prescribed by law. Should a decision be made without applying the key decision rules because the council thinks that the decision is not a key decision, but subsequently the Overview and Scrutiny Committee decides the decision is a key decision, the executive may be asked to submit a report to the full council.

Executive decisions by an individual member or officer

Can an individual member or an officer of a council's executive take decisions on matters that are the executive's responsibility?

Yes, where the rules of your council allow this. Decision makers can be individual councillors, and officers who have delegated responsibility from the executive to make executive decisions.

How will I know about an executive decision taken by a member or officer?

When a member or officer takes a decision on matters that are the responsibility of the council's executive, this must be recorded in writing. The form of the written record is for the council to decide, but the following should be included:

- details of the decision and the date it was made;
- reasons for the decision;
- any other options considered and why those options were rejected;
- details of any conflict of interest declared by any executive member consulted in relation to the decision; and
- a note of dispensation granted in respect of any declared conflict of interest.

Are all decisions made by councils' officers to be so recorded?

No. The requirement to record decisions extends only to "executive decisions". Executive decisions can sometimes be defined in your council's rules. Decisions which are taken by officers under specific delegations from a meeting of their council's executive are clearly executive decisions. However, many administrative and operational decisions officers take on how they go about their day to day work will be delegated within the council's rules and are not in this "executive decisions" category; as such they do not need to be recorded.

The decisions that should be not recorded might include the following examples:

- Decisions to allocate social carers to particular individuals, or for example, to provide walking aids;
- decisions to allocate a social housing unit to an applicant or to send someone to carry out repairs;
- decisions to review the benefit claims of an individual applicant and
- decisions to allocate market stalls to individual traders.

Where officers have been empowered to act on behalf of their council's executive, examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual or total values;
- decisions to exercise powers of Compulsory Purchase;
- decisions on disposal of and/ or provision of allotment land and green spaces;
- awarding of Discretionary Rate Relief
- the opening hours of local libraries; and
- the holding of car boot sales/markets on council-owned land.

This is not intended to be an exhaustive list, rather a series of examples to illustrate that, in the interests of maximum transparency, these Regulations require more than just key decisions to be recorded.

Ultimately it is for local decision makers to decide what information should be recorded on the basis of the national rules.

How can I see any records of decisions taken by executive members or officers?

Once a record of executive decisions taken by an executive member or officer has been made, you should be able to inspect the record at the council's offices and on its website as soon as reasonably practicable.

However you will not be able to see some of the information if it is considered to be either confidential or exempt information.

Can I ask for a copy of any records of executive decisions?

Yes. You can ask for a copy of any documents relating to executive decisions and your council should supply the information once you have paid for the postage, copying or any other necessary charge for transmission which will be determined by your council. There are also additional legal rights to access information, outlined in Part 5 of this Guide.

Your rights as a councillor

If I am a councillor, do I have any right to access meeting documents?

As a councillor, you can inspect any document that contains material to be discussed at least 5 days before a public meeting is held. In case of a private meeting or decision made by an individual executive member or officer, you can inspect the document within 24 hours of the conclusion of the meeting or the decision being made.

In addition, if you are a member of an overview and scrutiny committee, you can ask for any document that contains business transacted at a meeting of the executive, its committees or sub-committees or officer of the authority. The executive must provide the

document within 10 days after it (the executive) receives the request. In an instance where the executive cannot release the whole or part of the document, the executive must provide you with a written explanation.

What other rights do councillors have to inspect documents of their councils?

In addition to the rights conferred on councillors by these Regulations in relation to executive decision making, councillors also have statutory rights to inspect documents of the council and its committees under Part 5A of the Local Government Act 1972. Councillors may also request information held by their council under the Freedom of Information Act 2000 (or the Environmental Information Regulations 2004 in relation to environmental information). Councillors may have rights under the common law to inspect such documents held by their council as are reasonably necessary for them to perform their duties.

What happens if documents relating to executive decisions are not made public?

It is a criminal offence if, without a reasonable excuse, a person who has in his or her custody a document^{xiv}, which the national rules require to be made available to the public, refuses to supply the whole or part of the document or intentionally obstructs any other person/s from disclosing such a document.

If a person is found guilty of such a criminal offence, he/she can be fined up to £200^{xv}.

Part 3 Access to non-executive meetings and documents of a local government body, other than parish and town councils

This Part explains how the public can access all meetings (other than those of a council's executive) of a council or other local government body, other than parish and town councils. These meetings include those of a body's committees, sub-committees and any joint committees involving two or more local government bodies. It also explains how to access the records of certain non-executive decisions taken by the officers of local government bodies, other than parish and town councils.

Attending the meetings

How will I know about a forthcoming meeting of my council or local government body which will be open to the public?

Your council or local government body must give a notice of the meeting at least 5 clear days before a public meeting is held. The details of the meeting, such as the time and place, must be published at your council or local government body's offices. The notice may also be published on the body's website where practicable. You can also inspect the agenda and any background papers at least 5 clear days before the meeting.

Where an item is added to the agenda within 5 days before the meeting is scheduled to take place, a revised agenda and background papers must be published as soon as the item is added to the agenda.

An item that is not on the agenda can only be considered in special circumstances if the chairman is of the opinion that the item should be considered at the meeting as a matter of urgency. Any such special circumstances should be specified in the minutes.

How can I obtain a copy of the agenda and other relevant papers for a public meeting?

If you are representing a newspaper, your council or local government body must provide you with a copy of the agenda and any background upon payment of postage and/or copying charge. Councils and local government bodies are encouraged to provide a similar service to other members of the public upon request and payment of postage and/or copying charge.

In some circumstances, the whole or part of a report may not be available for public inspection if it contains either confidential or exempt information. In this case, the report should bear the phrase 'not for publication' and state that it contains confidential information or set out the description of the exempt information.

There are also additional legal rights to access information, outlined in Part 5 of this Guide.

Can a meeting be held in private?

The rules require a meeting of a council or local government body to be closed to the public in two circumstances:

- If the presence of the public is likely to result in the council or local government body breaching a legal obligation to third parties about the keeping of confidential information; and
- if the council or local government body decides (by passing a resolution of its members) because exempt information would otherwise be likely to be disclosed. It is open to the council or local government body if it chooses to consider in public matters involving exempt information. There is no over-riding legal requirement compelling the body to discuss exempt information in a private meeting.

The rules do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine misbehaviour at a meeting.

What is confidential information?

Confidential information means:

- information provided to the council or local government body by a Government department on terms which forbid the disclosure of the information to the public; and
- information which is prohibited from being disclosed by any enactment or by a court order.

What is exempt information?

The descriptions of exempt information are set out in Schedule 12A to the Local Government Act 1972. The descriptions are listed at **Annex B** of this Guide.

Can I be asked to leave a public meeting?

Yes. As a member of the public you can be asked to leave a meeting so that the council or local government body, its committees or sub-committees can discuss matters in private, but only in the limited circumstances that are already explained. The rules do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine disruption at a meeting.

How will I know about a private meeting of my council or local government body?

The rules do not require your council or local government body to notify the public if a meeting will be held in private. However, where part of a public meeting will be held in private, it should be explained when the public is notified of the meeting.

Can I attend a pre-briefing meeting with local authority officers?

No. The rules do not apply to political groups' meetings or to informal briefing meetings for councillors.

Recording of decisions of public meetings

If I am not at the meeting, how will I know of any decisions made?

The fact that you are unable to attend a public meeting of your council or local government body, its committees or sub-committees does not mean you cannot find out about the decisions made there. The national rules require the council or local government body to make the following documents available for inspection after a public meeting:

- a copy of the minutes;
- a summary of the proceedings, where applicable;
- a copy of the agenda;
- a copy of any report for the meeting as relates to any item during which the meeting was open to the public; and
- a copy of a list of the background papers for any report for the meeting.

You can then inspect the records and any reports considered at the meeting at your council or local government body's offices and on the council or local government body's website if it has one. All of these documents can be inspected for six years, apart from background papers which can be inspected for four years beginning from the date of the meeting.

Decisions by officers

Can an officer take decisions on matters that are the council or local government body's responsibility?

Yes, where the council or local government body's rules^{xvi} allow this.

How will I know about decisions made by officers?

The new national rules require the recording of certain decisions^{xvii} taken by officers acting under powers delegated to them by a council or local government body, its committees or sub-committees or a joint committee. The written record must be available for inspection at the council or local government body's offices and on the website if it has one^{xviii}, as soon as reasonably practicable, and should include:

- The decision taken and the date the decision was taken;
- the reason/s for the decision;
- any alternative options considered and rejected; and
- any other background documents.

Where a decision is taken under a specific express authorisation, the names of any member of the council or local government body who has declared a conflict of interest must be recorded.

The relevant council or local government body must retain and make the written record of their officers' decisions available for inspection for six years beginning from the date of the meeting. The background papers should also be available for inspection for four years beginning from the date of the meeting. These may be kept in electronic format.

Can I see all decisions made by my council or local government body's officers?

No. The requirement to record applies to all decisions taken by officers whilst acting under a specific express authorisation and to only three categories of decision taken whilst acting under a general authorisation. These categories cover decisions to "grant a permission or licence"; that "affect the rights of an individual" (i.e. to change an individual's legal rights)^{xix}; or to "award a contract or incur expenditure which, in either case, materially affects^{xx} that relevant local government body's financial position".

Officers take many administrative and operational decisions about how they go about their day to day work within the council's or local body's rules. These decisions will not need to be recorded.

You will not be able to inspect some recorded decisions if the whole or part of the records contains confidential or exempt information.

Examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual or total values (the values will vary according to the relevant council or local government body);
- a decision to carry out major road works;
- determination of licencing applications, building control decisions and notices; and
- decisions to give listed building consents.

Where decisions are already required to be published by other legislation, they do not need to be recorded again provided the record published includes the date the decision was taken and the reasons for the decision.

Decisions that do not need to be recorded might include the following examples:

- Routine administrative and organisational decisions such as giving permission to a local society to use the authority's premises;
- decisions on operational matters such as day to day variations in services;
- decisions to give business relief to individual traders;
- decisions to review the benefit claims of an individual applicant; and
- decisions taken in response to requests under the Data Protection Act 1998 or the Freedom of Information Act 2000.

These are a few selected examples and not an exhaustive list. It is for the council or local government body to decide what information should be recorded on the basis of the national rules.

Can I ask for a copy of any records of decisions taken by an officer of my council or local government body?

Yes. You can ask for a copy of any documents relating to decisions taken by an officer acting under specific or general delegated powers once you have paid for the postage, copying or any other necessary charge for transmission which will be determined by your council or local government body.

There are also additional legal rights to access information, outlined in Part 5 of this Guide.

What happens if documents relating to decisions are not made public?

It is a criminal offence if, without reasonable excuse, a person with custody of a document^{xxi} (which is required by the national rules to be made available to the public),

refuses to supply the whole or part of the document, or intentionally obstructs any other person/s from disclosing such a document.

If a person is found guilty of such a criminal offence, he/she may be fined up to £200^{xxii}.

Part 4 Access to meetings and documents of parish and town councils

As a member of the public, you have the right to attend the annual parish and town meeting, as well as the meetings of parish and town councils^{xxiii}, and of the Council of the Isles of Scilly. This Part explains how the public can access meetings of these councils and records of certain decisions taken by those council's officers.

Attending meetings of parish councils and the Council of the Isles of Scilly

How will I know about a forthcoming meeting of a parish or town council or the Council of the Isles of Scilly which is open to the public?

Parish and town councils and the Council of the Isles of Scilly must give notice of their meeting at least 3 clear days before it takes place. Where a parish meeting^{xxiv} is called, at least 7 clear days' notice must be given.

Notice of the meeting specifying the business to be discussed must be placed in a central conspicuous place within the parish or area at least 3 clear days before the meeting. These councils are also encouraged to place copies of the agenda, meeting papers and notice of meetings at offices and on their website, if they have these facilities.

Can a parish or town council or the Council of the Isles of Scilly choose to meet in private?

All meetings of these councils must be open to the public, except in limited defined circumstances. These councils can only decide, by resolution, to meet in private when discussing confidential business or for other special reasons where publicity would be prejudicial to the public interest.

What is confidential information and publicity prejudicial to the public interest?

Though not an exhaustive list, we expect this to cover matters such as discussing the conduct of employees, negotiations of contracts or terms of tender, or the early stages of a legal dispute.

Can I be asked to leave a public meeting?

Yes. As a member so the public you can be asked to leave a meeting so that the council can discuss matters in private, but only in the limited circumstances described above. The rules also do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine disruption at a meeting.

Recording of decisions of public meetings

If I am not at the meeting, how will I know of any decisions made?

The fact that you are unable to attend a public meeting of your parish and town council, its committees or sub-committees does not mean you cannot find out about the decisions made there. The national rules require the parish and town councils to make a copy of the minutes available for inspection after a public meeting.

You can inspect the minutes at your council's offices and on the council website if it has one.

Decisions by officers

Can an officer take decisions on matters that are the parish or town council's responsibility?

Yes, where the parish or town council's rules allow this.

Are there means of knowing about decisions made by individuals?

Yes. The rules require the recording of certain decisions^{xxv} taken by officers acting under powers delegated to them by a parish or town council, its committees or sub-committees or a joint committee. The written record should include:

- The decision taken and the date the decision was taken;
- the reason/s for the decision;
- any alternative options considered and rejected; and
- any other background documents.

You can see these records of decisions made by officers along with any other background papers because they have to be available for inspection at the council's offices and on its website as soon as is reasonably practicable after the decisions are made^{xxvi}.

The relevant parish or town council must retain and make the written record of their officers' decisions available for inspection for six years beginning from the date of the meeting. The background papers should also be available for inspection for four years beginning from the date of the meeting. These may be kept in electronic format.

Can I see all decisions made by my parish or town council's officers?

No. The requirement to record applies to all decisions taken by officers whilst acting under a specific express authorisation, and only to three categories of decision taken whilst acting under a general authorisation. These categories cover decisions to "grant a permission or licence"; that "affect the rights of an individual" (i.e. to change an individual's legal rights)^{xxvii}; or to "award a contract or incur expenditure which, in either case, materially affects^{xxviii} that relevant local government body's financial position".

Officers take many administrative and operational decisions on how they go about their day to day work within the council's rules. These decisions will not need to be recorded.

You will not be able to inspect some recorded decisions if the whole or part of the records contains confidential information or any other information, which its publicity would be prejudicial to the public interest.

Examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual/total values (the values will vary according to the relevant parish or town council); and
- decision to renew a lease to an Allotment Association.

Where decisions are already required to be published by other legislation, they do not need to be recorded again provided the record published has the date the decision was taken and the reasons for the decision.

Decisions that do not need to be recorded might include the following examples:

- Routine administrative and organisational decisions such as the purchase of office supplies or repairs;
- a decision to sign an allotment tenancy agreement;
- decisions to allocate burial plots; and
- decisions to book rooms or sports grounds; and decisions to approve works undertaken by a contractor.

These are a few selected examples and not an exhaustive list. It is for the council to decide what information should be recorded on the basis of the national rules.

Can I ask for a copy of any records of decisions taken by an officer of my parish or town council?

Yes. You can ask for a copy of any documents relating to decisions taken by an officer acting under specific or general delegated powers once you have paid for the postage,

copying or any other necessary charge for transmission which will be determined by your parish or town council.

There are also additional legal rights to access information, outlined in Part 5 of this Guide.

What happens if documents relating to decisions are not made public?

It is a criminal offence if, without reasonable excuse, a person with custody of a document^{xxix} which is required by the national rules to be made available to the public, refuses to supply the whole or part of the document, or intentionally obstructs any other person/s from disclosing such a document.

If a person is found guilty of such a criminal offence, he/she may be fined up to £200^{xxx}.

Part 5 Your other rights of access to information

Are there other rights I can exercise?

The Local Government Transparency Code sets out the minimum datasets that your local authority should publish. These include spending transactions valued over £500, salaries of senior staff, organisational charts, contracts and the location of public land and assets. The Code applies to local authorities, including parish councils with annual income or expenditure (whichever is the higher) over £200,000^{xxxii}. Local authorities with annual income or expenditure of above £6.5m will soon be statutorily required to comply with Part 2 of the Code when the relevant regulations are in place. You can obtain further information on this from:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/308185/Local_Government_Transparency_Code_2014_Final.pdf

You can inspect a council's detailed financial accounts, ledgers and records under section 15 of the Audit Commission Act 1998. In addition, the Accounts and Audit (England) Regulations 2011^{xxxiii} cover checking not just the accounts, but also "all books, deeds, contracts, bills, vouchers and receipts related to them". More information on this right is available at: <https://www.gov.uk/government/policies/making-local-councils-more-transparent-and-accountable-to-local-people/supporting-pages/peoples-rights-to-see-council-accounts>

Also, you have the right to request information held by your council by submitting a Freedom of Information Act request to your council (a similar regime exists in relation to environmental information under the Environmental Information Regulations 2004). Information on the Freedom of Information Act and data protection is available on the Information Commissioner's Office website at: <http://ico.org.uk/>

You have certain rights to re-use for your own purposes documents held by the council under the Re-use of Public Sector Information Regulations 2005. These Regulations provide that any request for re-use must be in writing, and where possible and appropriate the council must make the document concerned available for re-use by electronic means. More information is available at:

<http://www.legislation.gov.uk/ukxi/2005/1515/introduction/made>

Where can I find the legislation relating to access to local government bodies' and council's executive meetings and information?

The relevant legislation about access to local government body meetings and information is in Section 40 of the Local Audit and Accountability Act 2014. The relevant provisions are available at the following link:

<http://www.legislation.gov.uk/ukpga/2014/2/section/40>

The detailed provisions on how any person can report on the meetings of a local government body are in The Openness of Local Government Bodies Regulations 2014 which can be found at:

<http://www.legislation.gov.uk/id/uksi/2014/2095>

The legislation relating to access to information regarding decisions made by council executives, and their committees, sub-committees and joint committees is Part 1A of the Local Government Act 2000 – see sections 9G and 9GA. This part was inserted as a result of amendments made by the Localism Act 2011 and the relevant provisions are available at the following link:

<http://www.legislation.gov.uk/ukpga/2011/20/schedule/2/part/1>

The detailed provisions on the rights to attend meetings and obtain information of an executive are in the secondary legislation made under the 2000 Act, that is the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 which can be found at:

<http://www.legislation.gov.uk/uksi/2012/2089/contents/made>

The legislation relating to access to meetings and documents of a council and other local government bodies can be found in Part VA of the Local Government Act 1972, available at the following link:

<http://www.legislation.gov.uk/ukpga/1972/70/part/VA>

The legislation relating to access to meetings of a parish or town council can be found at section 1 the Public Bodies (Admission to Meetings) Act 1960, available at the following link:

<http://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1>

Annex A – Description of the local government bodies that are covered by the new rules

- (a) a district council,
- (b) a county council in England,
- (c) a London borough council,
- (d) the London Assembly (Greater London Authority),
- (e) the Common Council of the City of London in its capacity as a local authority or police authority,
- (f) the London Fire and Emergency Planning Authority,
- (g) Transport for London,
- (h) a joint authority established under Part 4 of the Local Government Act 1985,
- (i) an economic prosperity board,
- (j) a combined authority,
- (k) a fire and rescue authority in England constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,
- (l) a National Park Authority for a National Park in England,
- (m) the Broads Authority,
- (n) the Council of the Isles of Scilly,
- (o) a parish council, and
- (p) a parish meeting.

The new national rules also apply to the committees, sub-committees and joint committees of these local government bodies.

Annex B – Descriptions of Exempt Information

The exempt information set out at Schedule 12A to the Local Government Act 1972 Act is as follows:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

The qualifications to the list of exempt information are as follows:

- A.** Information falling within number 3 above is not exempt information by virtue of that paragraph if it is required to be registered under--

[the Companies Acts (as defined in section 2 of the Companies Act 2006)];

the Friendly Societies Act 1974;

the Friendly Societies Act 1992;

the *Industrial and Provident Societies Acts 1965* [Co-operative and Community Benefit Societies and Credit Unions Acts 1965] to 1978;

the Building Societies Act 1986; or

[(f) the Charities Act 2011.

- B.** Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

C. Information which—

falls within any of numbers 1 to 7 above; and
is not prevented from being exempt by virtue of number A or B above,

is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

-
- ⁱ The new national rules are in The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 (S.I. 2012/2089).
- ⁱⁱ A parish or town council may also be called a city, community, neighbourhood or village council. Any reference to parish council in this Guide also refers to these bodies.
- ⁱⁱⁱ The Guide should not be taken as providing any definitive interpretation of the statutory requirements on councils, members, officers, or of public rights: those wishing to address such issues should seek their own legal advice.
- ^{iv} A council's cabinet is its main decision making body, consisting of an elected mayor or leader and a number of councillors.
- ^v Part 2 of the Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...)
- ^{vi} "Private meeting" is a meeting or part of a meeting during which the public are excluded for limited and certain circumstances described in the Local Government Act 1972 and the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012
- ^{vii} Regulation 4 of The Openness of Local Government Bodies Regulations 2014
- ^{viii} http://www.cps.gov.uk/legal/a_to_c/communications_sent_via_social_media/
- ^{ix} Any area designated for the public should be appropriate for filming, audio-recording and photographing.
- ^x Each council has its own rules for doing business - its constitution and standing orders- which must be in line with any national rules.
- ^{xi} An "executive decision" means a decision made or to be made by a decision maker in connection with the discharge of a function which is the responsibility of the executive of a local authority.
- ^{xii} "key decision" means an executive decision which, is likely—
to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.
- ^{xiii} All references to 'a council executive' should be construed to include the executive's committees and sub-committees, joint committees, and joint sub-committees.
- ^{xiv} A document can be the written record of executive decisions made by an executive member or officer or any other background papers.
- ^{xv} This fine could change to reflect any future changes in legislation and/or national policy.
- ^{xvi} Each council or local government has its own rules for doing business - its constitution and standing orders- which must be in line with any national rules.
- ^{xvii} Regulation 7(2) of the 2014 regulations.
- ^{xviii} If a local government body does not have offices or a website, other appropriate means should be used to allow you to access these documents, such as publishing the information on a website of another local authority body in the area.
- ^{xix} These decisions do not include decisions taken pursuant to an existing framework of rights.
- ^{xx} As the financial position of bodies affected by these rules varies, what constitutes the material threshold is a judgement that should be made by individual bodies.
- ^{xxi} A document can be the written record of decisions made by an officer, or any background papers.
- ^{xxii} This fine could change to reflect any future changes in legislation and/or national policy.
- ^{xxiii} A parish or town council may also be called a city, community, neighbourhood or village council. Any reference to parish council in this Guide also refers to these bodies.
- ^{xxiv} A parish meeting is a meeting for all of the local government electors of the parish. This can be in the case of an annual meeting in an area where there is a separate parish council, or any meeting of local government electors where there is no separate parish council.
- ^{xxv} Regulation 7(2) of the 2014 regulations.
- ^{xxvi} If a parish or town council does not have offices or a website, other appropriate means should be used to make the papers accessible to the public, such as publishing the information on the website of the local principal authority.
- ^{xxvii} These decisions do not include decisions taken pursuant to an existing framework of rights.
- ^{xxviii} As the financial position of bodies affected by these rules varies, what constitutes the 'material threshold' is a judgement that would be made by individual bodies.
- ^{xxix} A document can be the written record of decisions made by an officer, or any background papers.
- ^{xxx} This fine could change to reflect any future changes in legislation and/or national policy.

^{xxod} The government has recently consulted on a new transparency code for certain authorities with a turnover not exceeding £25,000 pa, which will act as a substitute for routine external audit. The draft code is available at: <https://www.gov.uk/government/consultations/draft-transparency-code-for-parish-councils>

^{xxodi} Under the new Audit framework, this right is restated in Section 26 of the Local Audit and Accountability Act 2014. The Government will be consulting shortly on draft regulations in relation to the new arrangements. Some changes are proposed to the framework for exercising public rights, but broadly the aim is to simplify and clarify arrangements. The intention is for the regulations to be in place for the accounting period 2015-16.

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APPENDIX A

Policy on Recording, Filming, Photographing and Broadcasting Swanscombe and Greenhithe Town Council Meetings

1. General

Swanscombe and Greenhithe Town Council is committed to good governance and to open and transparent decision making. The Council welcomes the attendance of the press and public at all of its meetings, whilst they are open to the public.

This policy provides guidance to the public and press on the use of mobile phones, social media (use of web-based technologies to share information and to interact with online communities, e.g. blogs, Twitter, Facebook, YouTube and SMS text messaging), filming, photographing, recording and broadcasting of Council, Committee and Sub-committee meetings.

2. Who may attend Council meetings for the purpose of recording, filming, photographing or broadcasting meetings and to which meetings do these rights apply?

The press or public may attend any meeting of the Council, a Committee or Sub-Committee whilst that meeting is in open session. They may record, film, photograph and broadcast the proceedings of any of these meetings.

The "press" is widely defined and includes citizen journalists, bloggers, social commentators and film crews as well as more traditional print media. There is no requirement for accreditation.

3. What facilities are available to the public and press under this policy?

The Council will make "reasonable" facilities available to assist anyone wishing to record, film, photograph or broadcast proceedings of its meetings. This will include providing a table at each meeting for use by the press to assist with taking their reports.

The Council will also designate an area in the Council Chamber, typically the rear or side row, for use by anyone wishing to record, film, photograph or broadcast proceedings.

The Council will not provide any additional kit or equipment to enable the recording, filming, photographing or broadcasting of proceedings. Nor will the Council facilitate additional internet access. If and to the extent that Wi-Fi is available in the meeting room, the Council will not be liable for any disconnection, suspension, interruption or termination to the Wi-Fi service.

4. What can be recorded, filmed, photographed or broadcasted?

Any meeting of the Council, all Committees and Sub-committees and any joint committees with other local authorities may be recorded, filmed, photographed or broadcast, whilst these meetings are in public session only. However any such activity, broadcast, commentary or expression of views is subject to the UK legislation, including the laws of defamation, public order, data protection and human rights.

5. What may not be recorded, filmed, photographed or broadcast?

(a) Meetings during which the presence of the press and public are excluded.

The public and the press must be excluded, by resolution, from a meeting, where the transaction of business on the agenda is likely to involve the disclosure of confidential information i.e. information provided to the Council by a government department on terms which forbid the disclosure of the information to the public; and information which is prohibited from being disclosed by any enactment or by a court order.

Where the transaction of business on the agenda is likely to involve the disclosure of exempt information (see Annex to this policy), the public and the press may be excluded from a meeting (the Council has a discretion in the matter) by resolution.

Where it is resolved to exclude the press and public then, in conjunction with this, all rights to film, record, photograph or broadcast the meeting are rescinded and recording equipment used for the purpose of reporting the meeting, must be removed from the meeting while the meeting is in closed session.

(b) Members of the public attending the meeting who do not wish to be recorded, filmed, photographed or broadcasted.

Persons who film, photograph, record, or broadcast meetings are requested to only focus on Councillors, Officers and the public who are directly involved in the conduct of the meeting. Where a member of the public is permitted to address a meeting the Chairman will ask each individual to give their express permission to being filmed, recorded, photographed or to appear in a broadcast or in any other means used by the press or public for enabling persons not present to see or hear proceedings at the meeting as it takes place or later. Where permission is refused, the Chairman will instruct that any recording, filming, photographing etc. cease with immediate effect, whilst the person is addressing the meeting. Failure to comply with this instruction will be deemed to constitute disruptive behaviour which may result in expulsion from the meeting, under the Council's Standing Order 34 (f).

(c) Use of Mobile Devices and oral commentary.

To minimise disruption to others attending the meeting, all attendees must ensure that their phone or other mobile devices are set to silent mode during the meeting.

Whilst written report or written commentary is permitted during a meeting, no oral commentary or oral reporting is permitted, as this could be disruptive to the proceedings of the meeting.

6. Exclusion from a meeting on the grounds of disruptive or intrusive behaviour

As far as possible, every effort will be made by the Council to ensure that the public and the press are able to exercise their rights to film etc. However, should this activity become overly intrusive or disruptive to the point where it is considered to interfere with the proceedings or the conduct of business, or the decision making

process, then the Mayor (in the case of Council meetings) or the Chairman (in the case of Committees and Sub-Committees etc. meetings) will warn the person to desist. If the instruction is not respected, the person will be asked to leave the meeting.

If the activity is disruptive or distracting to the good order and conduct of the meeting, the Mayor or Chairman may rescind permission to record, photograph, film, broadcast or to the use of any other means by the press or public for enabling persons not present, to see or hear proceedings at the meeting as it takes place, or later. The Mayor or Chairman's ruling is final.

Examples of disruptive behaviour include:

- moving to areas outside of the designated area within the Council Chamber for the purpose of recording, filming, photographing or broadcasting the meeting, without the permission of the Mayor or Chairman;
- generating excessive noise in making a recording or during the setting up or re-siting of equipment during the meeting;
- intrusive lighting or use of flash photography;
- attempting to address the meeting without permission or asking for statements to be repeated for the purposes of recording;
- seeking to record, film, photograph or broadcast members of the public against their wishes.

This list is not exhaustive.

7. Is permission required to attend a meeting for the purpose of recording, filming, photographing or broadcasting proceedings?

While no prior permission is required to film, record, photograph or broadcast a meeting in open session, it is advisable that any person wishing to film or audio-record a public meeting, notify the Town Clerk in advance, so that reasonable facilities can be provided for the public meeting.

8. Claims or liabilities

Any person or organisation choosing to film, photograph, record or broadcast any meetings of the Council, Cabinet etc. is responsible for any claims or other liability resulting from their activities and by choosing to film, photograph, record or broadcast proceedings, they accept that they are required to indemnify the Council, its Members and Officers in relation to any such claims or liabilities.

9. Deemed acceptance of this policy's requirements

Any person or organisation choosing to film, photograph, record or broadcast any meetings of the Council, Committees or Sub-Committees is deemed to have accepted the requirements of this policy, whether they have read the policy or not.

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SWANSCOMBE & GREENHITHE TOWN COUNCIL
STANDING ORDERS

copies are available shall, on request, be supplied for the like purpose with a copy.

- b). **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

33. UNAUTHORISED ACTIVITIES.

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
b) Issue orders, instructions or directions.

Unless authorised to do so by the Council or the relevant committee or sub-committee.

34. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS.

- a) **The press and public shall be admitted to all Meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the press and public which must be done by a resolution which shall give reasons for the public's exclusion.**
- b) The Council shall state the special reason for exclusion.
- c) At all meetings of the Council the Chairman may, at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. **Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.** Public speaking shall be limited to three minutes per person / organisation, this may be extended (if appropriate) at the Chairman's discretion.
- d) A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a councillor for an oral response or to an officer for a written response.
- e) **The Clerk shall afford to the press and public reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. ~~There shall be no broadcasting or transmitting the proceedings of a meeting, audio or video recording~~**



SWANSCOMBE & GREENHITHE TOWN COUNCIL
STANDING ORDERS

~~or photographs of the meeting without the express prior written approval of the Council.~~

f). If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

~~g) Any person who records, films, photographs, broadcasts or uses other communication methods in such a way as to be disruptive to the conduct of the meeting or the decision making process, will be asked by the Mayor or the Chairman to desist from such behaviour with immediate effect. Standing Order 34 (f) will be applied where the person fails to comply with the Mayor or Chairman's instruction.~~

~~h) Oral commentary during a meeting is prohibited. Any person who contravenes this Standing Order, will be asked by the Mayor or the Chairman to desist from such behaviour with immediate effect. Standing Order 34 (f) will be applied where the person fails to comply with the Mayor or Chairman's instruction.~~

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35. RELATIONS WITH THE PRESS/MEDIA.

Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media unless prior approval has been given by the Town Council or Town Clerk.

} ?

36. CONFIDENTIAL BUSINESS.

- a) No member of the Council or of any committee or sub-committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- b) Any member in breach of the provisions of paragraph (a) of this Standing Order may be removed from any committee or sub-committee of the Council by the Council, subject to any decision made as per Standing Order 14 (e).

37. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS.

- a) A list of the scheduled meetings, as agreed at the AGM shall be sent, as way of an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.
- b) At the discretion of the Clerk a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.



**SWANSCOMBE & GREENHITHE TOWN COUNCIL
STANDING ORDERS**

Councillors / Co-opted members. Interests must be recorded and capable of audit.

(7) Members attending meetings to present petitions will declare any interests in a manner specified in this Standing Order.

45. REGISTRATION AND DECLARATION OF A GIFT, BENEFIT OR HOSPITALITY.

Any member receiving a gift, benefit or hospitality in the course of their duties as a Town Councillor, with a value of £100.00 or more should notify the full details as soon as is possible to the Town Clerk, in writing. Each gift, benefit or hospitality with a value of £100.00 or more will be reported to the next full council meeting.

46. RECORDING, FILMING, PHOTOGRAPHING, BROADCASTING AND/OR ORAL COMMENTARY BY THE PRESS AND/OR PUBLIC

- (i) The press and public may, during the whole or part of a meeting of the Council, Committees, Sub-committees, that is open to the public:
 - (a) film, photograph, record and broadcast the proceedings;
 - (b) use other means for enabling persons not present at the meeting, to see or hear proceedings, as it takes place or later;
 - (c) in writing only, report or provide commentary on the proceedings, so that the written report or written commentary is available, as the meeting takes place or later, to persons not present at the meeting.
- (ii) The making of an oral report or oral commentary on the proceedings at a meeting, by the press and/or public is not permitted, as this would be disruptive to the good order of the meeting.
- (iii) If it is resolved to exclude the press and public in accordance with Standing Order 34 (a) (b), all rights to film, photograph, record and broadcast the meeting will be rescinded and recording equipment used for the purpose of reporting the meeting, removed from the meeting room.
- (iv) Where a member of the public is permitted to address a meeting, the Mayor (in the case of a meeting of the Council) or Chairman (in the case of a meeting of a Committee, Sub-committee), will ask the individual to give their express permission to being filmed, recorded, photographed or appear in a broadcast. Where permission is refused, the Mayor or Chairman will instruct that, whilst the person is addressing the meeting, any recording, filming, photographing, broadcast or the use of other communication methods, cease with immediate effect. Failure of any person to comply with this instruction will be deemed to constitute disruptive behaviour in accordance with para.5 of the Policy on Recording, Filming, Photographing and Broadcasting Swanscombe and Greenhithe Town Council Meetings, Standing Order 47.
- (v) In the event that the activity is carried out in a manner that disrupts and/or interferes with the proper conduct of the meeting, the Mayor or the Chairman may at any time withdraw consent to film, record, photograph, broadcast or to

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170/12-13. CODE OF CONDUCT.

The Town Clerk advised members that should they accept and adopt the code of conduct contained in the report the following additional amendments, not contained in the report, would also need to be made to Standing Orders:

- 39 d) to refer to Standing Orders 30 and 31
- 40 to have reference to the Standards Board for England removed

Members agreed that Standing Order 14 should include provision for any breaches of the Code of Conduct being dealt with by the Town Clerk in conjunction with the Monitoring Officer at Dartford Borough Council.

The Town Clerk advised members that, upon adoption of the Code of Conduct, they would be required to sign, date and return declaration forms within 28 days and that these forms would be distributed after the meeting.

Members discussed the detailed report and it was;

RESOLVED:

1. the 'Prejudicial Interest' definition and associated public interest test as set out in Appendix A to the report, be adopted as another prescribed interest to be declared when relevant.
2. That, the Code of Conduct at Appendix B to the report, which deals with the conduct expected of Members and voting Co-opted Members of this Council when they are acting in that capacity, be adopted and that the Town Clerk be granted delegated authority to publicise the Code.
3. That additional Standing Order 44 as detailed in Appendix C to the report be adopted.
4. That a financial threshold for triggering the registration and declaration of a gift, benefit and hospitality be set at £100 and that this be included as Standing Order 45 – Appendix C.
5. That the Town Clerk be designated as Proper Officer for the purposes of receiving applications for grants of dispensation.
6. That the dispensation functions set out para. 2 of Appendix D to the report, be delegated to the Town Clerk.
7. The following amendments would need to be made to Standing Orders:
 - 39 d) to refer to Standing Orders 30 and 31
 - 40 to have reference to the Standards Board for England removed

Standing Order 14 to include provision for any breaches of the Code of Conduct being dealt with by the Town Clerk in conjunction with the Monitoring Officer at Dartford Borough Council.

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**TOWN COUNCIL - SPECIAL
6 SEPTEMBER 2012**

**CODE OF CONDUCT AND ARRANGEMENTS - LOCALISM ACT
2011**

1. Summary

- 1.1. To consider the adoption of the code of conduct and ancillary matters and to recommend accordingly.

2. RECOMMENDATIONS

That:

1. the 'Prejudicial Interest' definition and associated public interest test as set out in Appendix A to the report, be adopted as another prescribed interest to be declared when relevant.
2. That, the Code of Conduct at Appendix B to the report, which deals with the conduct expected of Members and voting Co-opted Members of this Council when they are acting in that capacity, be adopted and that the Town Clerk be granted delegated authority to publicise the Code.
3. That additional Standing Order 44 as detailed in Appendix C to the report be adopted.
4. That a financial threshold for triggering the registration and declaration of a gift, benefit and hospitality be set at £100 and that this be included as Standing Order 45 – Appendix C.
5. That the Town Clerk be designated as Proper Officer for the purposes of receiving applications for grants of dispensation.
6. That the dispensation functions set out para. 2 of Appendix D to the report, be delegated to the Town Clerk.

3. Background and Discussion

The Localism Act 2011 (the 2011 Act) places a duty on the Council to promote and maintain high standards of public life.

3.1 Code Of Conduct

- (a) The Council is required to adopt a new code of conduct governing elected and co-opted members' conduct when acting in their official capacity. The 2011 Act (s28) requires the new code to be consistent with the following seven principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership. The Council is also required to have a

CODE OF CONDUCT – APPENDIX D

That as appointed as Proper Officer for the purposes of receiving applications for dispensation pursuant to section 33(1) of the Localism Act 2011 the Town Clerk be delegated authority to grant dispensations to Members with a Disclosable Pecuniary Interest or a Prejudicial Interest to speak only or to speak and vote where:

- (i) so many members of the full council, committee or sub-committee have disclosable pecuniary interests in a matter that it would impede the transaction of the business; or
- (ii) without a dispensation, no member would be able to participate on a particular item of business.



AGENDA ITEM

T/C 16/10/14 8.

Councillor Jeremy Kite, MBE
Leader of the Council
Conservative Member for Longfield, New Barn and Southfleet Ward

19 September 2014

Councillor Susan P Butterfill
Chairman
Swanscombe and Greenhithe Town Council

DBC PARISH and TOWN COUNCIL CAPACITY BUILDING FUND (CBF) PANEL: 15 SEPTEMBER 2014 - AWARDS

May I thank you for seizing the opportunity to be part of the 1st tranche of payments from the Borough's newly formed Parish and Town Council Capacity Building Fund and for submitting your two applications on behalf of your Council.

As you are aware, we formed a Panel comprising Borough, Parish and Town Members to sift the applications received and make recommendations for funding.

I am delighted to say that your applications have been approved by the Panel with the recommendation that your bids for combined funding of **£6,000** be met in full. The Council's Finance Department will be remitting the funding by BACS payment in the usual manner, as soon as possible.

The Panel received a number of applications which, whilst not directly building capacity, would free Town/Parish revenues to meet other needs, if met from Fund monies. The Panel therefore took the view that all applications received would be funded in full this year.

I propose to update the next Parish/Town Forum meeting on **7 October 2014** of all the Panel awards made last Monday and take the opportunity to discuss with Parishes the range and type of applications the Panel is particularly keen to fund in future years.

I hope the replacement boilers and showerheads proposed for The Pavilion Sports Centre and boilers and radiators at the Heritage Community Hall respectively; will add to the amenities and the enjoyment of residents at both facilities.

A handwritten signature in black ink, appearing to read 'RAT W' followed by a large, stylized signature that looks like 'Jeremy'.

Councillor Jeremy Kite
Leader of the Council

cc: Managing Director, DBC
SD (IS)
Financial Services Manager
Swanscombe and Greenhithe Town Clerk

GUIDANCE NOTE FOR THE PARISH AND TOWN COUNCIL CAPACITY BUILDING FUND

The Council has earmarked £25,000 in 2014/15 for grants to parish and town councils.

There are no strict criteria for awarding grants except that grants are not designed to simply replace reduced section 136 contributions.

The Council particularly wishes to encourage joint and innovative working between parish and town councils, or projects that will make a real difference to the local community.

It is not essential that the grant is match funded by the applicant but it would be an advantage.

Normally grants will be for maximum of £3,000 but more will be available for joint applications.

Applications are invited (in your own format) explaining what is proposed, the estimated cost and the amount of grant requested.

Applications will be reviewed by a panel consisting of the Leader and Deputy Leader of Dartford Borough Council, the Chairman of the Parish Forum plus another parish Member. The parish Members would not be able to consider applications from their own parish.

The panel will make recommendations to the Managing Director for final decision.

The first round of applications are invited by 31 May. Please send them by email to Tim Sams (Financial Services Manager) at tim.sams@dartford.gov.uk. Applications will be considered in June and applicants notified of the results by the end of June.

Summary of Awards made in full [in alphabetical order]

Bid Amount

Bean, Darenth and Sutton-at-Hone & Hawley Parish Council - Joint Bid Collaborative working partnership - jointly commissioned handyman	£9,000
Darenth Parish Council Essential repair works to the Brick wall surrounding the Burial ground area in Darenth Road.	£3,000
Longfield and New Barn Parish Council Comprehensive IT infrastructure upgrade in parish office	£1,932
Southfleet Parish Council Installation of basketball hoop in Southfleet Village Hall grounds.	NIL
Stone Parish Council Memorial Garden	£3,000
Swanscombe & Greenhith Town Council (i) Replacement of boilers and showerheads at The Pavilion Community Sports & Social Centre (ii) Replacement of boiler and radiators at the Heritage Community Hall	£3,000 £3,000
Wilmington Parish Council Nature/Trim Trail in Oakfield Park	£2,000
Total Bids	£24,932

Note : Southfleet bid met from 'Salute to Youth' Fund (£500)



SWANSCOMBE AND GREENHITHE TOWN COUNCIL CAPACITY BUILDING FUND APPLICATIONS.

Project 1 – Replacement of boilers and shower heads at The Pavilion Community Sports & Social Club.

Detail - The facility is used by the recreation users of Broomfield Park which includes 17 football teams, from U7 to senior level (over 130 football matches were played on this site during the last season = 260 teams using the facility), as well as 2 cricket teams in the summer.

The showers are currently heated by 3 x domestic pilot boilers which is neither efficient nor appropriate and is badly in need of updating. The heating for the changing rooms is by a large old copper cylinder which again is not efficient or appropriate for the facility (it holds approx. 300 litres of water which is far too much for the use of the facility and uses unnecessary gas to heat.)

Advice has been obtained as to the most effective way these outdated systems should be replaced and the modern, cost effective systems (i.e. have electric mega flow which does not require a pilot to be on all the time and means only the water being used is heated) have been recommended for this type of facility.

In freezing its section of the Council Tax for 2014 – 2015 the Town Council were mindful that these improvements were required and it is hoped that the Capacity Building Fund will be able to assist in this project being completed sooner rather than later so that the community and users can begin to enjoy the benefits of these hugely popular sports and social facilities.

Benefits - There will be an ongoing saving due to the reliability and effectiveness of the new systems which will be used to ensure the systems are maintained and the optimum benefit for the end users is obtained.

Estimated Cost - £8,850.00

Funding to be provided by the Town Council - £5,350.00

Amount of grant requested - £3,000.00

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SWANSCOMBE AND GREENHITHE TOWN COUNCIL CAPACITY BUILDING FUND APPLICATIONS.

Project 2 – Replacement of boiler and radiators at the Heritage Community Hall.

Detail - This community hall has been used for many, many years and recently encountered problems with the outdated radiators bursting/leaking which, in turn, caused irreparable damage to the original parquet flooring. The Town Council has managed to have the flooring replaced with a more appropriate covering but the original boiler and radiators need to be replaced as well before the winter months. Due to the age of the boiler and radiators these are not covered by the insurance on the building.

Advice has been obtained as to the most effective way these outdated systems should be replaced and the modern, cost effective systems have been recommended for this type of facility.

Obviously the Town Council were unaware that the radiators had deteriorated to such a degree and this is something that will need to be addressed for the continued enjoyment and use of the hall by the wide ranging organisations and members of the community. If this application were successful it would make a real difference to the quality and experience for a diverse section of the community ranging from 2 x pre-school organisations/children (which in turn alleviates the pressure on parents and mothers) who use the hall on a daily basis to the more elderly members of society and those that arrange and attend the community events held throughout the year (slimming clubs, karate clubs, Friends of the Heritage Park who hold community events etc.)

Benefits - There will be an ongoing saving due to the reliability and effectiveness of the new system and this will be used to ensure the systems are maintained and the optimum benefit for the community/end users is obtained.

Estimated Cost - £7,500.00

Funding to be provided by the Town Council - £4,500.00

Amount of grant requested - £3,000.00

Certified COPY

474/13-14. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)).

Members discussed various ideas for suitable projects and it was agreed that applications for the following projects be submitted for consideration:

1. Replacement radiators and boiler at the Heritage Community Hall
2. Replacement boilers and shower heads at The Pavilion

RESOLVED:

That applications for the following projects be submitted for consideration:

1. Replacement radiators and boiler at the Heritage Community Hall
2. Replacement boilers and shower heads at The Pavilion

475/13-14. SUB-COMMITTEE VACANCY.

Members considered the vacancy on the Allotments & Cemeteries Sub-Committee and agreed that this item be deferred as it would be dealt with at the Annual General Meeting on 21 May 2014.

RESOLVED:

That this item be deferred as it would be dealt with at the Annual General Meeting on 21 May 2014.

476/13-14. CCTV POSSIBILITIES – (SWANSCOMBE SHOP SAFE SCHEME NO LONGER OPERATIONAL).

Further to minute 460/13-14, Anti-Social Behaviour & Crime Sub-Committee meeting 23 April 2014, Members considered the advice given by the Police that, despite public perception, the level of crime within the High Street and adjoining areas was not of a sufficient level to warrant the introduction of CCTV and concurred with the recommendation from the Sub-Committee.

RESOLVED:

That the option for provision of CCTV in the High Street not be taken up at this time for the reasons stated by the Police.

477/13-14. INSURANCE CLAIM/S – UPDATE.

Members were informed that claims ref: 27130000671/Z and 2713000473/Z had both been settled and that the cost to the Town Council had been approximately £1,750.00.

RESOLVED:

114/14-15. TOWN COUNCIL CREDIT/DEBIT CARDS.

Further to minute 16/14-15 members discussed the advantages of the Town Council issuing/using credit cards as opposed to debit cards.

RESOLVED:

That the Town Clerk and Responsible Financial Officer be issued with credit cards for the Town Council and that these have limits set at £500.00 for each card.

115/14-15. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)).

Members were pleased to receive confirmation that the Town Councils 2 applications to the fund had been submitted and in receiving the update noted that Councillor R J Lees and Councillor Mrs N Salway (Southfleet Parish Council) had both been accepted as panel members for the fund.

RESOLVED:

That the item be noted.

116/14-15. REPRESENTATIVES ON OUTSIDE BODIES VACANCIES.

As per minute 13/14-15 members were asked to consider filling the 2 vacancies as per the list supplied.

It was proposed, seconded and duly agreed:

RESOLVED:

That vacancies be filled as indicated:

Greenhithe Community Association – Councillor B R Parry.

The Pavilion Community Sports and Social Club – Councillor Ms L M Cross.

117/14-15. AMENDMENTS TO STANDING ORDERS.

Members were asked to consider amending Standing Order 20 and Standing Order 37 as indicated in the report. At this point the Town Mayor sought Greenhithe Borough Councillor D J Mote's view regarding the proposed amendment to Standing Order 37 and he advised that he had no problems with the proposal.

RESOLVED:

That Standing Order 20 and Standing Order 37 be amended as indicated in the report.

Report: Swanscombe & Greenhithe Town Council - meeting Thursday
16th October 2014

Item: Swanscombe & Greenhithe Town Council - **Recognition Award**

Author: Councillor Susan Butterfill

As far as I am aware, Swanscombe & Greenhithe Town Council (SGTC) does not have a current **Recognition Award** for local people/groups that go the extra mile within the community of Swanscombe & Greenhithe.

This report outlines a proposal for an introduction of an 'award scheme' to be implemented by Town Councillors.

Criteria for nomination:

1. The **Recognition Award** would be advertised locally to residents of Swanscombe & Greenhithe.
2. Publicity to be advertised on the internet and via leaflets placed in local public places
3. A nomination must be put forward to the Town Council giving the name and contact details of the person/group being nominated
4. Details of why the person/group is being put forward and information/contact details of who is making the nomination as well as background information on the person/group and what they are actively doing within the community

Panel of Councillors:

It is proposed that a group of three Councillors form a panel to agree who is to receive the **Recognition Award**.

Recognition:

A certificate will be presented to the person/group recording their achievement at a Full Council meeting by the Mayor of Swanscombe & Greenhithe.

Budget Implication:

It is envisaged that there will not be a high risk of budget spend on this proposal other than the printing of a certificate and publicity via leaflets. If time constraints are believed to put extra pressure on staff within the Town Council, then a small group of Councillors could administer the process from start to finish.

SGTC recognition award Sept 2014

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Graham Blew

From: administrator <administrator@kentalc.gov.uk>
Sent: 01 October 2014 15:19
Subject: KALC Community Awards Scheme 2015
Attachments: KALC COMMUNITY AWARDS SCHEME 2015.docx; KALC COMMUNITY AWARDS SCHEME nomination form 2015.doc; KALC COMMUNITY AWARDS SCHEME 2015 nomination form for residents.doc; Award Winners 2014.pdf

Dear Member Councils

We are delighted to announce that yesterday we launched the 2015 KALC Community Awards Scheme, with support from the High Sheriff of Kent (Hugo Fenwick), Chairman of Kent County Council (Cllr Peter Homewood) and Mayor of Medway (Cllr Barry Kemp). This follows a very successful first year of the Awards Scheme in 2014 which was adopted by 32 member Councils and proved to be very popular with both the participating Councils and the award winners. **We strongly encourage all member Councils to adopt the 2015 Scheme.**

The 2015 Scheme will run along the same lines as the 2014 one. Member Councils that adopt the Scheme will make their own decisions about how they want to identify a person or group in their community that has made a significant contribution to the local community. There is no pre-determined criteria for what the contribution to the community might be. Last year, award winners included a village postmaster, coffee break volunteers, a popular retired teacher now running the village over-60s club, fund-raisers for the village hall or playground equipment, and a pub that provided local residents with food on Christmas Day who were badly affected by the storms and floods. The Award Winners receive a Framed Certificate signed by the KALC Chairman and the High Sheriff of Kent. The Council can decide whether to present something extra to their winner.

Please find attached the following documents:

- An outline of the 2015 Awards Scheme
- A Nomination Form for member Councils to complete and send to KALC
- A Nomination Form for residents to send to the Council, if the Council decides to seek nominations from the local community
- A list of 2014 Award Winners

The first step is for the Council to decide whether to adopt the Scheme. If it does, which we hope you will, then the Council will need to submit its Nomination to kalc@kentalc.gov.uk by **Friday 30 January 2015**.

If you have any questions, please do not hesitate to contact either myself or Laura.

Kind Regards

Terry Martin
County Secretary
Kent Association of Local Councils
Tel 01304 820173
Website: www.kentalc.gov.uk

KALC COMMUNITY AWARDS SCHEME 2015

Supported by the High Sheriff of Kent, Chairman of Kent County Council and Mayor of Medway Council

OUTLINE

Aim of the Scheme: To acknowledge and give recognition to those that have made a significant contribution to their local community.

Implementation: This Awards Scheme will be rolled out from October 2014, with a deadline of 30 January 2015 so that the presentation of the second year awards can take place at Parish and Town Council Annual Meetings (March and May 2015). The Awards Scheme is voluntary to recognise that some Parish and Town Councils already have well-established Community Awards Schemes in place and others may decide not to have an Awards Scheme in their area. In those instances where the Parish or Town Council already has an established Award Scheme in place, the KALC Scheme could be presented as an additional award.

The plan for the second year is that the Awards are aimed solely at individual Parish and Town Councils. In future years' consideration will be given to whether the winners of the Parish/Town Council Awards should then go forward for an Area Award and the winners of the Area Award go forward for consideration of a County Award. It is recognised that some principal authorities have their own Awards Scheme for their area. The KALC Awards Scheme will operate on a more local level and should therefore avoid duplication or overlap with the principal authority.

Who can be nominated for an Award?

Anyone that the Parish/Town Council/public think merits an Award. The person must live or work within the Parish/Town Council boundary.

What is the nomination process?

The Parish/Town Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, the Parish/Town Council might already know who that person might be or they might decide to formally invite nominations from their local community with the winner being the one with the most nominations.

What is the criteria for making an Award?

There will be no pre-determined criteria on what a "significant contribution to the local community" might be. These criteria would be determined by the Parish/Town Council taking into account what was important to them locally. However, some examples of criteria that Parish/Town Councils might want to consider are set out in Annex A.

What does the winner receive?

This will be a Certificate signed by the KALC Chairman and the High Sheriff of Kent. The Parish/Town Council can decide whether it wants to also present something to the winner or to all nominees.

Who presents the Award?

The Award should be presented by the Parish/Town Council Chairman/Mayor at their Annual Meeting. The KALC Chairman, High Sheriff of Kent, Chairman of Kent County Council and Mayor of Medway Council could also participate in the presentation of the Awards if they are available and are invited by the Parish/Town Council. The Awards would provide an opportunity to promote the Parish/Town Council and the Award winner in the local media.

Is there any funding available to support the Award?

The Award Scheme has been designed to avoid creating undue time or financial burdens on the Parish/Town Council. The cost of the Certificates will be met by Kent County Council.

ANNEX A

Examples of possible criteria

A significant contribution to the local community could be any or all of the following:

- a) Long and sustained service to the community or part of it;
- b) Achievements or actions of an inspiring nature to the local community;
- c) Such other activities which have reflected credit on or brought benefits to the village/town or its people;

In reaching its decision, the Council might want to take into account any or all of the following:

- The level of commitment shown;
- Any obstacles that had to be overcome;
- The amount of benefit derived by the community;
- The number of people benefited or affected;
- The length of service;
- Such other matters that in the opinion of the Council promote the purpose of the Award.

KALC COMMUNITY AWARDS SCHEME

supported by the High Sheriff of Kent, Chairman of Kent County Council and Mayor of Medway Council

The KALC Community Award is to acknowledge and give recognition to those that have made a significant contribution to their local community.

Anyone that the Parish/Town Council thinks merits an Award can be nominated. The person must live or work within the Parish/Town Council boundary. The Parish/Town Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, you might already know who that person might be or you might decide to formally invite nominations from your local community with the winner being the one with the most nominations. There is no pre-determined criteria on what a significant contribution to the community might be.

The winner will receive a certificate signed by the KALC Chairman and the High Sheriff of Kent. Your Parish/Town Council can decide whether it wants to also present something to the winner or to all nominees. The Award should be presented by the Parish/Town Council Chairman/Mayor at the Council's Annual Meeting in 2015. You may decide to invite the KALC Chairman or High Sheriff of Kent, who could participate in the presentation of the Award provided they are available on that date.

A nomination form for the Parish/Town Council is printed below. In order for KALC to produce the Certificate and have it signed by the KALC Chairman and High Sheriff of Kent, we will require the name of the person and the reason for their Award by **FRIDAY 30TH JANUARY 2015** (email: kalc@kentalc.gov.uk) so that we can return the completed certificate to the Council in time for your 2015 AGM.

KALC COMMUNITY AWARDS 2015 – PARISH COUNCIL NOMINATION FORM

Parish/Town Council would like to nominate

.....(print name) for a KALC Community Award.

REASON:

.....

.....

.....

SIGNED:

Date of the Council's 2015 AGM

KENT ASSOCIATION OF LOCAL COUNCILS COMMUNITY AWARDS SCHEME 2015

supported by the High Sheriff of Kent, Chairman of Kent County Council and Mayor of Medway Council

The KALC Community Award is to acknowledge and give recognition to a resident of(Parish/Town) who has made a significant contribution to this Parish over a period of years. If you know of someone who has given this sort of service and merits an Award then please do nominate them. The person must live or work within the Parish/Town Council boundary.

The winner will receive a certificate signed by the Kent Association of Local Council's Chairman and the High Sheriff of Kent. The Award will be presented by the Parish/Town Council Chairman/Mayor at its Annual Parish Meeting onA nomination form is printed below. Only **ONE** nomination per resident but all adult members of a family may submit a nomination form. Just photocopy the form or phone the Clerk, onfor extra forms.

Completed forms in a sealed envelope should be sent to:

*(Parish/Town Council Address)

The closing date for receiving nomination forms will be

KALC COMMUNITY AWARDS 2015 - NOMINATION FORM

I would like to nominate(print name) for a Community Award.

REASON:
.....
.....
.....
.....

SIGNED: Print Name:

only one vote per resident. For details of returning this form see above.

Parish Council/Town Council

Name Of Award Winner

Woodnesborough PC	Susan Atkinson
Eastry PC	Coffee Break Volunteers
Hackington PC	Major Stephen Hambrook
Wingham PC	Alison Sims
Preston PC	Hubert Coleman
Plaxtol PC	Tom Hogg
Boxley PC	John Brooks
Capel-Le-Ferne PC	Lynn Brisley
East Peckham PC	David Boyle
Offham PC	Gloria Pearson
Guston PC	Tracey Creed
Speldhurst PC	Ron Ellis
Great Mongeham PC	Rev Peter Hambrook
Bobbing PC	Sue Crawford
Addington PC	Peter Robinson
Egerton PC	Sheila Palmer
Aldington PC	Eric Leslie Smith
Rusthall PC	Christine Ashdown
Leysdown PC	Steve Ellis
Wickhambreaux PC	Christine Le Jeune
Gravesham AC	The Cricketers Inn, Meopham
Bean PC	Bean Youth & Community Centre Management Committee
Bridge PC	Robert Moon
Langdon PC	Christopher Shaw
St Nicholas at Wade & Sarre PC	Tony Gander
Hunton PC	Alan Bishop
Headcorn PC	Margarette & Roy Gilham
Horton Kirby & South Darenth PC	Christine Page
Upchurch PC	Keith Rossiter
Teynham PC	Paul & Amanda Seymour
Snodland TC	Ray Cocks
Halstead PC	Valerie Dennett



Capel-Le-Ferne Parish Council



Plaxtol Parish Council



SWANSCOMBE AND GREENHITHE TOWN COUNCIL

COMMUNITY ENGAGEMENT STRATEGY

Our Aims and Objectives

To achieve our aims and objectives for our parish it is important that we continue to listen to what local residents, groups and clubs and providers of services have to say. Being the closest sector of local government to our residents we receive direct feedback from our residents in a variety of ways. We aim to make it easy for residents to contact us and we aim to champion local needs with others to improve our parish.

Our Community

Our community is the parish of Swanscombe and Greenhithe. We aim to work with the voluntary sector, our local businesses and provide opportunities for our local residents, in particular the young and older residents to communicate with us. We will also work closely with our other partners to make sure that local views are communicated to these bodies and organisations.

Information we provide

We will continue to use a number of ways to communicate and provide information to our community.

- We provide access points at both the Council Offices and the Community Café 5 days a week.
- ~~We provide Internet access facilities for the public at the Community Café.~~
- We will provide at least one notice board in each ward and update information including council agendas and other local community information from our partners.
- All of our meetings are advertised, including on the Town Council's website, and open to the public. We have public question time on each council meeting.
- We have an annual town meeting for any elector to attend and raise any matter with us.
- We have a web site and direct email contact.
- We produce budgets with details of expenditure that is considered by the Council in January or February each year and this information is available to residents.
- We have a complaints procedure in place.

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18 SEP 2014

AGENDA ITEM 12
T/C 15/10/14

Dartford Citizens Advice Bureau

the charity for
your community



Trinity Resource Centre
High Street
Dartford
DA1 1DE

Advice line 01322 472979
Direct line 01322 270947

15th September 2014

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

Re: Funding Application to the Town Council – CAB Outreach Service at St Marys Church Greenhithe

Dear Graham,

We were delighted that the Members of the Finance and General Purposes Committee agreed to our application and awarded a donation to the value of £500.

The Town Council will be acknowledged (name and logo) on all promotional material for the service including at the outreach location.

Please would you pass on our warmest thanks and appreciation to the committee members. This contribution will mean that we can continue to deliver our vital outreach work and thereby allows us to meet the needs of the local community.

Thank you for your time and consideration.

Yours sincerely

Mandy Dabb
Project Manager, Advice Service Dartford



LOTTERY FUNDED

Certified COPY

Ms Mandy dabb
Project Manager, Advice Service Dartford
Dartford Citizens Advice Bureau
Trinity Resource Centre
High Street
Dartford
Kent, DA1 1DE

5 September 2014

Dear Mandy

FUNDING APPLICATION TO THE TOWN COUNCIL - CITIZENS ADVICE BUREAU (CAB), OUTREACH SERVICE AT ST MARYS CHURCH GREENHITHE.

Thank you for your email dated 25 June 2014.

I am pleased to advise that, at their meeting last night, Members of the Finance and General Purposes Committee agreed to your application and awarded a donation to the value of £500.00.

This donation is given on the condition that the Town Council be acknowledged (name and logo) on all promotional material for the service and also at the location. If the service were not to proceed, for whatever reason, then this donation would be required to be returned in full to the council.

Members have asked that their thanks and appreciation be passed on to all involved in providing the outreach services.

Yours sincerely

Graham Blew
Town Clerk

TK 16/10/14

12 SEP 2014

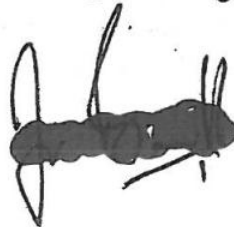
Dear Cllr Lorna Cross,

Donation to Walk Tall

Our Trustees are very grateful for your donation of £500 to Walk Tall. Your charitable donation will go towards allowing us to continue to provide support and development of children and young adults who lack self-esteem and confidence. We'd like you to know that your thoughtfulness is truly making a difference and is greatly appreciated by us, the Trustees, and those that benefit from the work of the Charity.

Once again thank you for choosing Walk Tall as one of the charities to benefit from your fundraising activities in your Mayoral year.

Respectfully,



John Burrell on behalf of the Trustees of Walk Tall and Ann Duke.



EllenorLions Hospices

'without them we would have been lost'

1 8 AUG 2014

Our ref: 50969

Cllr Lorna Cross
Swanscombe & Greenhithe Town Council
Council Offices & Community Hall
The Grove
Swanscombe
Kent
DA10 0GA

Fundraising Department
EllenorLions Hospices
EllenorLions Centre
St Ronans View
East Hill Drive
Dartford, Kent
DA1 1AE

12 August 2014

Dear Cllr Lorna Cross

Thank you so much for your generous donation of £800, raised from your time as Mayor for Swanscombe and Greenhithe, we hope you have enjoyed your year within this role and that you feel you have achieved many of the things you had set out to do during your time.

EllenorLions and chYps Children's Hospice at Home cares for over 500 babies, children and adults, every day of the year 24/7. We do this in our Hospice at Northfleet and in the security and comfort of the patient's own home. By doing so, we support the whole family and our families get to spend precious time together when they need it most.

We rely on the community to help us raise over £6 million every year to reach out to as many families as possible.

- £36 is the cost of one hour of respite or short break for a family member or patient
- £89 will provide one chemotherapy session for one child in their own home
- £416 provides 24 hour care for one patient in our ward at the Hospice

Your donation and support really does make a difference to the lives of many, thank you for choosing EllenorLions and chYps as your chosen charity.

Should you be aiming to fundraise for us again in the future, please do let us know, as we are keen to support you with any future plans you may have.

Once again, thank you for your donation.

Yours sincerely

Philip Dickman
Area Fundraiser
Tel: 01322 221315
Mobile: 07818 689897
Email: phil.dickman@ellenorlions.org

"I was only seven when my dad died from cancer and it made such a difference being able to keep him at home. My mum could call on our EllenorLions nurse Laurie anytime and she visited several times a week. After he died, they also provided us much-needed bereavement support."

Daughter of an adult patient



BARCLAYS

To: Future Fund

Future Fund

12/11/11

£950.00

successful and profitable year

BARCLAYS

To: New Tr.

New Tr.

12/11/11

£950.00

successful and profitable year

CLAYS

To: New Tr.

New Tr.

12/11/11

£950.00

successful and profitable year

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Serving Parish & Town
Councils in Kent

The Parish News

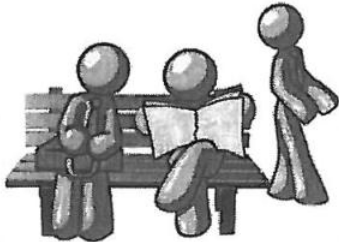
September 2014

<http://kentalc.gov.uk>

AGENDA ITEM

15

T/C 16/10/14



In this Issue...

- All our Learning and Development News and Events
- The latest on mobile access for rural communities
- News and announcements from Kent Fire and Rescue, South East and Coastal Ambulance Service, Kent Police and Kent County Council
- Your stories commemorating the beginning of the First World War



The Summer Break is just about to end. Suitcases are being put away, children are going back to school, and of course our Councils begin their autumn agendas in earnest.

With this in mind, we should remind you that the 2015 Elections are rapidly approaching and we will be producing campaign material for Local Councils in our County. These will help you promote your Council and highlight what it does for your community as a whole. Further details will follow shortly so do look out for any emails from us on this subject.

As ever, if you want us to cover any particular news that is of interest to our members, do let us know. We are always on the look out for articles and case studies that reflect the very diverse nature

of our Councils, and it really doesn't hurt to sing your own praises now and again!

Send your articles, news and feedback to Tricia at the office at the following email address: admin.assistant@kentalc.gov.uk in any major format with pictures if possible so that we can show your Council off in its best light! We are launching the 2015 KALC Community Awards scheme on 30 September 2014. Details of the scheme will be sent round to all member councils then. The 2014 awards proved very successful and we hope that more member councils will adopt the scheme in 2015.

Training Matters and Dates for your Diary

**Important
DATE!**

- The Dynamic Councillor Training Module and Workshop Friday 12 September - Lenham Community Centre
- Chairmanship and Leadership Training Module and Workshop, Monday 22 September New Romney Town Council
- An Introduction to Planning Training Module and Workshop Monday 6 October Edenbridge Town Council
- FREE EVENT - Deputy Chief Constable Paul Brandon, Police and Crime Commissioner Anne Barnes, and SECAMB meet KALC Members in Chatham, 8 October. Book [Here](#)
- Finance Conference 2014 - West Faversham Community Centre, Friday 17 October 2014 with afternoon workshops in Finance or Professional Development - West Faversham Community Centre
- The Dynamic Councillor Training Module and Workshop Monday 20 October - Broomfield Village Hall
- An Introduction to Planning Training Module and Workshop 27 October - Great Chart and Singleton Parish Council

What's Going On?

KALC has been running its training programme in its present form for over four years. From the welcome feedback we have received, it appears that our courses are successful and that you welcome the subjects we cover.

Our Autumn 2014 Programme hope to address issues that you find important in your communities. You can see all our upcoming events in the left hand column. Booking is easy, and can be done online by visiting our website as usual.

There are various events that are being held at some of our Parish and Town Councils. Other member Councils are of course welcome to attend these if there is space available on the course - please feel free to book a place!

We are also holding a further FREE event on 8 October 2014 where you can meet Anne Barnes, the Police and Crime Commissioner. This event will also have South East and Coastal Ambulance Service in attendance, plus the Deputy Chief Constable,

Paul Brandon. The event is being held in Chatham and is bound to be a very informative evening.

Our Finance Conference is being held on Friday 17 October 2014 at West Faversham Community Centre. As well as a workshop held by David Buckett, our financial consultant, we are pleased to announce an alternative workshop run by our friends at FADS Ltd. Members can choose which workshop they wish to attend in the afternoon as follows

- Finance session with David Buckett, including Introduction to Finance for Local Councils Workshop and updates to current legislation.
- Personal Development Workshop - covering Performance Management, Professional Programmes for Staff and appraisals.

Do take a look at our website for further booking details.

We look forward to seeing you at one of our events soon!



South East Coast Ambulance Service (SECAMB) is promoting the introduction of Public Access Defibrillators (PADs) across their region. Cllr. John Rivers, Ashford Group Chairman, has been encouraging Parishes in Kent to consider purchasing their own PAD, especially rural communities, when ambulance response times can be longer than the critical sub-8 minutes for the most serious cases, like heart attacks.

A PAD is a very intelligent and affordable item of medical equipment. It talks to the operator, who can be any member of the public, with or without training, and gives easy to follow instructions (*US version*: <https://www.youtube.com/watch?v=0jaqSFCNrX0>] on where to place the electrode packs on the chest, how to administer Cardiopulmonary resuscitation (CPR) and when to press the 'Shock' button. An operator cannot 'shock' a patient that does not require it and, as such, cannot make a bad situation worse.

Around £650 each machine, with a battery life of around 7 years (depending upon model), it is arguably a small cost in order to save a life in your community. Public access needs to be the priority, so an externally mounted, alarmed and heated case will be required. These are usually around £400. One place to look for a suitable PAD & case is: <http://www.defibwarehouse.co.uk/products/defibrillators/i-pad-nf1200-semi-automatic-aed> but other companies are easily searched via Google. The KALC agreed on 26 July that it would look at bulk buying PADS on behalf of member councils to reduce costs. A separate email on this subject will be sent to member councils within the next few days with further information.

The most important point is that, if you do purchase a PAD, please inform SECAMB of its whereabouts: Shirley.Power@secamb.nhs.uk Shirley is responsible for PADs and will be able to let your *SECAMB District Control Desk* know of your PAD's location. So when someone dials 999 about a possible heart attack in your area, they can see if there is a defibrillator nearby to the caller & direct them there.

If you need any further assistance, then please contact: john.r.rivers@gmail.com directly.



South East Coast Ambulance Service



Your invitation to SECamb's Annual Members' Meeting



South East Coast Ambulance Service (SECamb) are inviting all their members, patients, and the public to attend their Annual Members' Meeting.

This year, the event is being held at The Orchards Events Venue in East Malling (formerly East Malling Conference Centre), which is located within the grounds of East Malling Research, on Thursday 25th September 2014.

You are welcome to attend from 12.30pm to view the exhibition stalls and a light lunch will be provided. **Kent Association of Local Councils** will be having a stand at the event as part of the exhibition. The Annual Members Meeting starts at 2pm in the Orchards Suite and will finish at 4pm.

Venue address: The Orchards Events Venue, New Road, East Malling, Kent ME19 6BJ.

The event will include a range of stalls, highlighting many different areas of their work. There will be the opportunity to meet the staff and learn more about what they do, as well as to meet the Council of Governors and the Board of Directors, and hear about the Trust's activities over the past year.


Getting there: The venue has just over 200 free onsite car parking spaces, Maidstone mainline train station is within a 20 minute taxi ride. The local train station of East Malling is on the Maidstone East Line and is only 5 minutes' drive from the venue.

Accessibility: There are five disabled parking spaces at the front of the venue with direct access to the building. The venue is fully accessible, has a hearing loop system and an accessible ground floor toilet. There will be a speech-to-text typist during the formal meeting. Please let us know if you have any other requirements to enable you to attend.

RSVP: To let SECamb know you are planning to come, please register online by visiting www.surveymonkey.com/s/AMM_2014 or if you are unable to register online please call their membership office on 01273 484821 and leave your name, post code and telephone number alongside names of any additional attendees. Confirmation details will be sent out prior to the event. We hope to see you there!



Alive and Well?

Action *with* Communities in  Rural Kent

What is happening in your community?

What would you like to happen in your community?

Come and be inspired and share your knowledge and ideas!

We promise a mix of local stories and insights from care providers, policy makers and commissioners, and Funding for All will be there to advise on funding opportunities for your ideas.

"By 2032 the populations of 65-84 year olds and the over 85s are set to increase by 39% and 106% respectively ... If people can stay healthy for longer, they will remain engaged members of society." Kings Fund (2012)

The Care Act 2014 is emerging and Kent's Health and Well-being Strategy is under consultation. Local authorities will work with their communities to get the support that helps to keep people well and independent.

Date: 27th September

Time: 10.00 am til 3.00 pm

Venue: Smarden Charter Hall

Cost: £10.00 per head.

To book a place please email info@ruralkent.org.uk or telephone 01303 813790.

CASE Kent News

A new programme offering a range of support and training to the voluntary, community and social enterprise (VCSE) sector will be arriving in Kent this September. The project will be delivered by Social Enterprise Kent from Herne Bay and has been commissioned by Kent County Council and the Kent Clinical Commissioning Groups. The Programme will focus on the needs of the adult and social care voluntary sector and will build a network of resilient VCSE suppliers to offer a diverse range of dynamic, innovative and responsive services for vulnerable adults in Kent.

With an ageing population, increasing pressures on resources and a greater focus on personalisation, small charities and voluntary organisations are well positioned to support the health and social care sector to deliver essential services. Social Enterprise Kent's programme will help give these organisations the skills and knowledge needed to secure contracts and match funding to deliver high quality and person-centred health and social care services.

VCSE organisations engaged in the programme will become part of a network of adult service providers with routes into consortia, access to an online learning portal, guidance on measuring and effectively communicating their impact, alongside enhanced links with Kent's business community.

The programme will consist of a series of events and workshops held across the county throughout the next 12 months.

For more information please contact Rebecca Smith from Social Enterprise Kent on 01227 844 449.



Kent has been highlighted as one of the country's top performing pothole repairers, when it was awarded £6.3 million from the government's "Pothole Fund", which gave the greatest sums to 'model' authorities.

148 councils applied for funding to tackle the damage caused by the wettest winter on record - Kent received the second highest figure of funding outside of London.

KALC had written a letter of support to Kent County Council, for its application for money from the Fund. The Association is delighted that the application was successful.

In addition to carrying out safety related pothole repairs, Kent then launched its 2014 "Find and Fix" campaign. Crews tackled the weather damage with either square cut pothole repairs or larger areas of "patching". Where possible, this investment is protected by surface dressing the whole road later in the year, to prevent further damage by the next bad winter we may have.

So far, Kent has fixed over 21000 potholes and carried out patching repairs at a cost of £5.4 million. The government estimate of repairing a pothole is around £53. Kent's "Find and Fix" initiative has driven down the average cost of repair to £37.



- Vodafone UK is giving 100 rural communities across the UK the opportunity to have mobile access
 - Up to one million people could have mobile coverage in there community using Sure Signal technology.
 - Programme will build on the success of Vodafone's community led "Rural Open Sure Signal" trial which gave access to 12 communities across the UK.
- any number of buildings including village halls pubs and so on to ensure widespread coverage.
- The scheme is bund to be very popular. For more information on eligibility and application closing dates, please visit the website below:
- URL:
[http://www.vodafone.co.uk/our-network-and-coverage/what-affects-your-coverage/rural-open-sure-signal/?cid=vnty-vod-auto/dvynfvtq\(uv\(bx\)zbnz](http://www.vodafone.co.uk/our-network-and-coverage/what-affects-your-coverage/rural-open-sure-signal/?cid=vnty-vod-auto/dvynfvtq(uv(bx)zbnz)

Mobile connectivity has been identified by many commentators as being a vital part in keeping communities in touch and helping to support rural economies. Vodafone UK Rural Open Sure Signal provides voice signal and access to the internet via their mobile device. The access comes via a box that is around the size of a domestic broadband router, and it uses existing services to deliver the the Vodafone 3G mobile signal. The box can be installed on



HASTE Driver Training Courses

What Is It?

Hazard Awareness, Space, Time, Eco Driving is HASTE. This course is open to all drivers that hold a Full Driving Licence

Cost and Location

The course costs £35 per person and is being held in Ashford and Aylesford. There may be a possibility of other venues especially if groups of drivers come from a similar location.

The Course

What Topics does it cover?

- Hazard Awareness
- The importance of Space and Time
- Eco-driving Techniques
- Speed and its severity

Booking the Event.

Please email

steve.horton@kent.gov.uk

Course Dates...

- Friday 24 October :
10 am to 1:30pm at
Henwood Highways
Depot in Ashford
- Tuesday 28 October:
10 am to 1:30pm at
Aylesford Highways
Depot, Doubleday
House, Aylesford

Get Set for Autumn!



Latest News from our county's Fire and Rescue Service...

Whether we like it or not, the long, warm summer is coming to an end and we may already be able to feel a chill in the morning air, reminding us that now is the time to do some seasonal maintenance to keep our homes running as smoothly and safely as possible.

Kent Fire and Rescue Service (KFRS), Head of Community Safety, Lee Rose, said: "The weather can change quickly, so why not take the opportunity to get your chimney cleaned and inspected by professionals, that way you'll be ready for winter and won't get caught unprepared.

"Before you use your chimney this year, make sure it is swept. Whatever fuel you burn it is important that the chimney is kept clean and that you do not allow soot or ash to build up.

Be aware of the fire risks and follow our safety advice if you want to keep your home fires burning safely:

- Make sure the appliance gets enough air to allow the fuel to burn properly
- Have your chimney swept at least once a year - more frequently if you burn wood
- Burn only suitable fuels
- Do not overload the grate/appliance
- Maintain your appliance in accordance with manufacturers' instructions

- Use a fire or spark guard to prevent accidental fires
- Always extinguish the fire before going to bed or leaving the house
- Allow ashes to cool before disposing of them
- Inspect your chimney breast, particularly in the roof space. Make sure that it is sound and that sparks or fumes cannot escape through cracks or broken bricks
- Fit working smoke alarms on every floor of your home and test them regularly.

By doing these things, not only will you keep your family safe, but you'll also help the environment.

Driving conditions in the autumn can present a different set of hazards. The low autumn sun creates dazzle making it more difficult to see. Leaves on the road surface can make it slippery and lower overnight temperatures can cause condensation on car windscreens. Good visibility is vital for safe driving, make sure yours is completely cleared before moving off and always adjust your driving to suit the road conditions.

Get more information about keeping your family safe this autumn at www.kent.fire-uk.org or phone 0800 923 7000 (free from landlines).

Summer 2014 - Our County's First World War Commemorations



Folkestone Gets A Royal Visit

Folkestone Town Council had an extremely busy and colourful day on 4 August. HRH Prince Henry of Wales - better known as Prince Harry - came to the town to inaugurate the new Memorial Arch that now marks the start of the Road of Remembrance. The project is the brainchild of a local community group by the name of Step Short, that promotes the role of Folkestone in the First World War. The Arch was very much part of its high profile projects, and took six years to come to fruition. It was an ambitious task, but there is now a permanent memorial to the millions of young men and women that passed through the town on their way to France during the War.

Folkestone Town Council was very keen to help get the project off the ground, and provided funding to do so and also made resources available so that the project was indeed ready "for business" on 4 August.

Prince Harry attended a ceremony and unveiled a plaque at the Arch. There was a poignant act of Remembrance and there

were thousands of people who lined the streets to share in the event. After the dedication, the parades were given the command to "Step Short" down The Road Of Remembrance towards a very busy harbour. A balloon release followed, courtesy of the Town Council. The balloons were adorned with poppies and tags which bore the name of a soldier on the new Memorial: a very poignant moment indeed for those watching. Jennifer Childs, the Town Clerk, echoed the feelings of the town when she said that " The community of Folkestone really came together to realise the vision of Step Short...the completed arch and commemorations of the 4 August provided a very moving tribute to the thousands of soldiers who passed through our town."¹



2

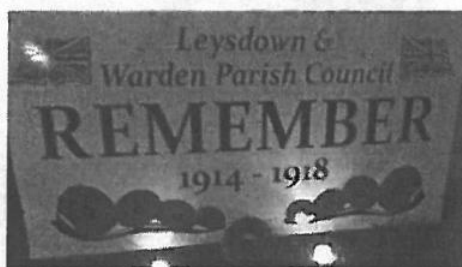
¹ First photo, courtesy of *Mr Gerry Allen, Chairman of the Folkestone Branch of the Royal Naval Association*

² Second photo, courtesy of *Ms Carly Ciantar*

Leysdown Remembers its Fallen

Warden and Leysdown Parishes join forces to commemorate First World War Commencement

Folkestone was not the only community that commemorated the Commencement of the First World War. Leysdown and Warden parish councils arranged a candle lit ceremony at St Clements Church of the Isle of Sheppey which proved to be a poignant and moving event. The Lych Gate of the Church is the War Memorial to those in the Parish and is shown here in the photographs. Peter Kearnes, the local Poppy Organiser for the area was in attendance at the event as well as members from both the Councils represented.



OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

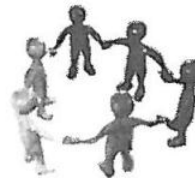
We draw our membership's attention to the following updates that have been issued by the National Association Of Local Councils.

- AMENDMENT TO NALC's 2013 MODEL STANDING ORDERS
- PARISH AND COMMUNITY COUNCIL MEETINGS
- COUNCILS POWERS TO DISCHARGE THEIR FUNCTIONS

Vacancies

Do take a look at our Vacancies page which can be found by visiting our website at:

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



KALC is looking for motions from individual member Councils and Area Committees for the *Annual General Meeting*

that will take place on Saturday 22 November 2014. One of the important aspects of the AGM is the quality of the motions put forward for debate. Please direct your draft motions to us at kalc@kentalc.gov.uk by 19 September 2014.



Many Thanks!


Reminder!

Fundraising Opportunities

- The Screwfix Foundation is a new charitable organisation that has been set up by the famous DIY chain. At the moment, they do not appear to have set a limit on the amounts that they are willing to give to a particular cause, preferring to allocate funds on a case by case basis. However, they will fund a variety of causes, from the repair of dilapidated buildings to aiding families where the conversion of a dwelling is needed for disability reasons. Further details can be obtained [here](#).
- This year and the years ahead that commemorate the First World War are particularly relevant for projects that share heritage. The Heritage Lottery Fund is welcoming bids for such projects. The criteria are wide and far reaching so it makes sense to try them for some backing for any project you have in mind. Further details can be found [here](#)
- If your community runs some kind of project, day centre or activity for the older people in your parish or town, the Worshipful Company of Grocers may be able to help with a small grant of up to £2000. Any further information that you may require can be found at their dedicated web page, which you can visit [here](#).



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