

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 11 DECEMBER 2019 at 7.00 PM

**PRESENT:**

Councillor Peter Harman – Town Mayor  
Councillor Lesley Howes - Deputy Town Mayor  
Councillor Emma Ben Moussa  
Councillor Sue Butterfill  
Councillor Lorna Cross  
Councillor Linda Hall  
Councillor Dr Jo Harman  
Councillor Peter Harris  
Councillor John Hayes  
Councillor Maurice Weet

**ALSO PRESENT:**

x 3 Members of the public  
Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
Sandra Kelleher – Administration Assistant  
Rebecca Rawlings – Administration Assistant

**ABSENT:**

There were none

**365/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**366/19-20. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Anita Barham, Ann Duke and Jay Shah.

**367/19-20. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Emma Ben Moussa declared a prejudicial interest in agenda item 12, Gravesham Community Leisure Limited (GCLL) Draft Proposal Scale of Charges 2020 for The Swanscombe Centre, as she is a full member of the centre.

Councillor Sue Butterfill declared a prejudicial interest in agenda item 12, Gravesham Community Leisure Limited (GCLL) Draft Proposal Scale of Charges 2020 for The Swanscombe Centre, as she is a full member of the centre.

Councillor Linda Hall declared a prejudicial interest in agenda item 12, Gravesham Community Leisure Limited (GCLL) Draft Proposal Scale of Charges 2020 for The Swanscombe Centre, as she is a full member of the centre.

Councillor John Hayes declared a prejudicial interest in agenda item 12, Gravesham Community Leisure Limited (GCLL) Draft Proposal Scale of Charges 2020 for The Swanscombe Centre, as he is a full member of the centre.

*The Chairman adjourned the meeting at this point to accept questions from the public.*

Questions and comments were raised from the public regarding the Grove Car Park Management Scheme and these included the following subjects:

Flawed process as trial too long and no further consultation;  
Community involvement in Working Groups;  
Query on whether new options would meet any desired targets;  
Potential for further delay to enable public consultation;  
Mis-use of the machine by users;  
Traffic management survey;  
Use of the car park at weekends.

Responses from members and officers included:

That the process would not be extended further;  
That a traffic management survey would not achieve the information needed for this process;  
That Dartford Borough Council Enforcement Officers would check tickets against registrations and if any discrepancies were found, action would be taken;

**368/19-20. MINUTES OF THE MEETING HELD ON 9 OCTOBER 2019 AND THE SPECIAL MEETING HELD ON 9 OCTOBER 2019.**

**RESOLVED:**

That the Minutes of the Meetings held on 9 October 2019 be confirmed and signed as a true record.

**369/19-20. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

A member advised that they had information of a confidential nature they wished to share and it was agreed that this would be done at the end of the meeting.

- 370/19-20. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 16 OCTOBER 2019, 6 NOVEMBER 2019 AND 27 NOVEMBER 2019.**

**RESOLVED:**

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 16 October 2019, 6 November 2019 and 27 November 2019 be confirmed and the recommendations made therein be adopted.

- 371/19-20. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 21 NOVEMBER 2019.**

**RESOLVED:**

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 21 November 2019 be confirmed and the recommendations made therein be adopted.

- 372/19-20. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 31 OCTOBER 2019.**

**RESOLVED:**

That the Minutes of the Finance & General Purposes Committee Meeting held on 31 October 2019 be confirmed and the recommendations made therein be adopted.

- 373/19-20. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 2 OCTOBER 2019.**

**RESOLVED:**

That the minutes of the Community Safety Committee meeting held 2 October 2019 be confirmed and the recommendations made therein be adopted.

- 374/19-20. MINUTES OF THE HERITAGE SUB-COMMITTEE MEETING HELD ON 5 NOVEMBER 2019.**

**RESOLVED:**

That the minutes of the Heritage Sub - Committee meeting held 5 November 2019 be confirmed and the recommendations made therein be adopted.

**375/19-20. AMENDMENT TO STANDING ORDER (25) (a) ADVISORY COMMITTEES – WORKING GROUPS**

Further to minute 266/19-20 members considered the proposed amendment to Standing Order 25(a).

**RESOLVED:** That the proposed amendment to Standing Order 25 (a), as detailed, be agreed.

**376/19-20. YOUTH AND COMMUNITY ENGAGEMENT OFFICER (YCEO) – DIOCESE OF ROCHESTER.**

Members considered a letter, from the Archdeacon of Rochester, that had been received in response to minute 271/19-20 regarding the new arrangement for the line management of the YCEO post.

Following discussions members decided to extend an invitation, for a representative of the Diocese of Rochester, to attend the next meeting of the Town Council on 9 January 2020 to answer any queries members may have.

**RESOLVED:** That an invitation be extended, for a representative of the Diocese of Rochester, to attend the next meeting of the Town Council on 9 January 2020 to answer any queries members may have.

**377/19-20. FINANCIAL RISK ASSESSMENTS (FRA) & LONG TERM MAINTENANCE REQUIREMENTS (LTM) FOR 2020 – 2021.**

Further to the Finance and General Purposes Committee (FGP) on 31 October 2019 (minute 304/19-20), members were asked to approve the Draft FRA's and LTM's 2020 - 2021 and include them in the Draft Annual Estimates 2020 – 2021.

**Resolved:** That the Draft FRA's and LTM's 2020 – 2021 be approved and included in the Draft Annual Estimates 2020 – 2021.

**378/19-20. DRAFT ANNUAL ESTIMATES – 2020 - 2021.**

Members were provided with the Draft Annual Estimates 2020 - 2021 for information at this stage.

Members were reminded that officers would review the drafts over the festive period and the final copies would be submitted to the Finance and General Purposes Committee (FGP) on 9 January 2020 to be agreed; the agreed figures then being submitted to the Special Town Council meeting held directly after the FGP meeting on 9 January 2020 as required to set the Council Tax Rate for Band D.

**RESOLVED:** That the contents of the Draft Estimates and forecasts be noted and considered by all members ahead of the final figures being provided to the Finance & General Purposes Committee, and full Council, on 9 January 2020 for endorsement.

**379/19-20. COMMUNITY INFRASTRUCTURE LEVY (CiL), DARTFORD BOROUGH COUNCIL (DBC)**

Further to minutes 352/18-19 and 152/19-20 members were provided with a letter from DBC that advised a proportion of the CiL receipts received from development within the Town Council area, for the period 31 March 2019 to 1 October 2019, had been received and apportioned accordingly.

The Head of Regeneration (DBC) had also provided information regarding the possible opportunities for use of CiL monies to fund shared priorities with the charging authority (DBC).

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

**380/19-20. COMMUNITY EVENT WORKING GROUP.**

Further to minute 339/19-20 Members were asked to fill the vacancy on the Community Event Working Group.

After discussion regarding the formulation of Working Group memberships it was proposed, duly seconded and agreed:

**RESOLVED:** That Councillor Anita Barham fill the vacancy on the Community Event Working Group.

*Having already declared prejudicial interests Councillors' Emma Ben Moussa, Sue Butterfill, Linda Hall and John Hayes left the chamber and took no part in the discussion or decision of the following item.*

**381/19-20. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) DRAFT PROPOSAL SCALE OF CHARGES 2020 FOR THE SWANSCOMBE CENTRE.**

In accordance with the Management Agreement (Section 27.2.2), the Managing Director, GCLL, had advised of the proposed Scale of Charges for 2020 and had included the current charges for information.

This item was deferred from the Recreation, Leisure & Amenities Committee meeting on 21 November 2019 (minute 337/19-20) subject to comparison information being supplied for Fairfield Leisure Centre and any information available on local schemes that GCLL offer at their other sites.

Once proposed charges are agreed they would be advertised within the centre to enable any user/customer feedback.

The Chairman advised members that he had held discussions with the Managing Director of GCLL and that, with members' agreement, further discussions would be held in the New Year regarding additional discounts for concessionary groups under the local resident's scheme.

**RESOLVED:** To agree the proposed scale of charges for 2020, submitted by GCLL, for The Swanscombe Centre, subject to, further discussions being held in the New Year regarding additional discounts for concessionary groups under the local resident's scheme.

**382/19-20. STAFF / MEMBER TRAINING – UPDATE.**

The following training had been scheduled / undertaken:-

Councillor Lesley Howes	South East Tree Warden Forum 2019	2 November 2019 – Maidstone
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**RESOLVED:** That the item be noted.

**383/19-20. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – KALC NEWS.**

Members were supplied with the October 2019 issue of the KALC News.

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

**384/19-20. 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.

Borough and Parish Forum (BPF)

The Town Mayor and Town Clerk are the Town Council representatives on the BPF. As previously agreed the agenda for the 8 October 2019 meeting were available in the Chamber for inspection

Castle Hill/Eastern Quarry Community Liaison Group (CHEQCLG)

Councillor Peter Harman is the Town Councils representative on the CHEQCLG. As previously agreed the minutes from the 26 November 2019 meeting were available in the Chamber for inspection.

North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representative on the NWKVC and she provided a verbal update which included:

That the AGM had been held on 16 November 2019 and that the Volunteer Centre had a full complement of Treasurers, and all services are in operation.

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' Peter Harman and Peter Harris are the Council's representatives on IPGM.

Councillor Peter Harris gave an update which included:

A recent problem anti-social behaviour, with off-roading, within the public open spaces was being investigated further.

Two large trees had fallen within the bank adjacent to Mount Nod. The area was being checked to confirm whether this was an issue with the specific trees.

**385/19-20. REPORT FROM KENT COUNTY COUNCILLOR (KCC).**

Kent County Councillor Mr P M Harman gave an update which included:

Damage had recently occurred to several streetlights within the Swanscombe area. All had now been resolved and intelligence had been fed through to ascertain who was responsible.

Following a recent incident where a resident had felt intimidated a meeting had been undertaken with Kent Highway Services (KHS) to investigate the overgrown footpath along Alkerden Lane. KHS had confirmed that, due to the undulation and site lines, cutting back the vegetation along the path would not necessarily increase visibility and

would run the risk of destabilising the bank. Discussions were being undertaken with Henley Camland about constructing a footpath along the opposite side of the road.

An update had been provided by KHS regarding the installation of pedestrian barriers on Swanscombe High Street. It had been confirmed that these were scheduled to be installed along the length of the zig-zag lines on the Co-Op side of the road this year, with the opposite side under consideration in the next financial year.

**RESOLVED:**

That the item be noted.

**386/19-20. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

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

A meeting had been held with the DBC Cabinet Member for enforcement to investigate CCTV cameras around Swanscombe;

The contract with Kingdom Enforcement had been extended to 2022, to include new offences and with a proportion of the revenue generated from fines going to environmental projects within the Borough;

To ensure works began the Development Control Board had granted an extension of 3 months to the planning consent for the Pier Development within Ingress Park;

Parking issues within the Town Centre were being investigated, with the previous 'Shop Safe' scheme being reconsidered for introduction;

It was planned that the new cross-party working group for Climate Change and the effects on the environment would launch its activities in March 2020;

The new Local Plan was currently out for consultation.

**RESOLVED:**

That the item be noted.

**387/19-20. SEALING OF DOCUMENTS.**

There were none.

**388/19-20. TOWN MAYOR'S ANNOUNCEMENTS.**

Members were informed that the Town Mayor was holding fundraising pantomime event at The Pavilion on 15 December 2019.

The Town Mayor invited members, and their spouses / partners, to join him after the meeting for festive refreshments.



**389/19-20. QUESTIONS.**

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

**390/19-20. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Emma Ben Moussa and seconded by Councillor Lorna Cross;

**RESOLVED:**

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

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

**391/19-20. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

A confidential exchange of information was undertaken.

There being no further business to transact the Meeting closed at 8.55 pm.

Signed: \_\_\_\_\_

(Chairman)

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

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MINUTES of the SPECIAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL  
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 9 JANUARY  
2020 at 7.30PM

**PRESENT:**

Councillor Peter Harman - Town Mayor  
Councillor Anita Barham  
Councillor Emma Ben Moussa  
Councillor Sue Butterfill  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Linda Hall  
Councillor Peter Harris  
Councillor John Hayes  
Councillor Lesley Howes  
Councillor Jay Shah  
Councillor Maurice Weet

**ALSO PRESENT:**

x 13 Members of the public  
Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO

**ABSENT:**

There were none.

**412/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**413/19-20. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Dr Jo Harman.

**414/19-20. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*The Chairman adjourned the meeting at this point to accept questions from the public.*

Questions and comments were raised from the public regarding the Grove Car Park Management Scheme and these included the following subjects:

Limited options being considered by the Council;  
Lack of time for the community to become involved;  
Potential for further delay to enable other options to be considered;  
Wider parking issues within the town including street parking;  
Health and safety concerns on the High Street.

Responses from members included:

That the Working Group had discussed lots of options and the two being put forward were the group's recommendations;

That enforcement on the High Street is shared between the Police and Dartford Borough Council. Residents were urged/encouraged to send their concerns directly to those organisations;

That Dartford Borough Council would manage any residents permit schemes for on street parking and that these could be discussed further with the relevant Borough Councillors;

**415/19-20. ANNUAL ESTIMATES 2020 – 2021.**

Further to minutes 305/19-20 (*FGP 31 October 2019*) and 377/19-20, 378/19-20 (*full Council 11 December 2019*) members considered the proposed Annual Estimates for the 2019 - 2020 financial year.

Members acknowledged that the Estimates were the result of a number of years work by the Town Council to have its finances in order and to take into account the increasing negative effect of outside pressures on the Councils funds. Members were pleased that the Town Council were able to have Estimates that included many projects for the forthcoming year, with no extra financial burden to the Towns residents, and the Town Council again being able to reduce its element of the Council Tax Bill, this year by a further 1.04%.

MOVED BY Councillor Sue Butterfill, seconded by Councillor Lorna Cross and unanimously agreed;

**RESOLVED:**

That the proposed Annual Estimates for 2020 – 2021, and subsequent proposed Tax Base (Band D) be approved.

**416/19-20. COUNCIL TAX BASE 2020- 2021.**

Members were asked to set the Council Tax Base for Band D properties 2020 - 2021.

Members were pleased to note that, despite the removal of Section 136 funding the Town Councils' proposed Council Tax Base for Band D properties had been reduced by 1.04% following the previous year's having been reduced by 5.5%.

MOVED BY Councillor Sue Butterfill, seconded by Councillor Anita Barham and unanimously agreed;

**RESOLVED:**

That the Council Tax Base for Band D properties 2020 – 2021 be set at £94.49 and the precept be set at £423,496.00.

**417/19-20. GROVE CAR PARK – REVIEW OF MANAGEMENT SCHEME.**

Further to minute 333/19-20 (*Recreation, Leisure & Amenities Committee 21 November 2019*), the council were asked to consider the 2 choices, as detailed, for the management of the Grove Car Park.

Members were provided the statistics regarding the usage levels during the first 12 months of operation.

- A. That the car park remains enforceable with the period of free parking extended to 4 hours and then 2 hours chargeable at £2.00.
- B. That the car park has the enforcement and charging structure removed.

Members discussed, at length, both options and upon being proposed, duly seconded and following a vote it was agreed to proceed with Option A.

**RESOLVED:**

That the car park remains enforceable with the period of free parking extended to 4 hours and then 2 hours chargeable at £2.00.

There being no further business to transact the Meeting closed at 8.35 pm.

Signed: \_\_\_\_\_

(Chairman)

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

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T/C 20/2/2020

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 18 DECEMBER 2019 AT 7.00PM

**PRESENT:** Councillor Peter Harman – Chairman  
Councillor John Hayes – Vice- Chairman  
Councillor Lorna Cross  
Councillor Linda Hall  
Councillor Peter Harris  
Councillor Maurice Weet

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

**ABSENT:** There were none

**392/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

As there were no members of the public present members agreed that no explanation of the arrangements and constraints relating to the filming or recording of the meeting were required.

**393/19-20. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors Ann Duke and Lesley Howes.

**394/19-20. SUBSTITUTES.**

There were none.

**395/19-20. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

The Town Clerk declared a prejudicial interest on behalf of members of the Town Council regarding application DA/19/01650/CDNA due to the Town Councils ongoing discussions with the Land Owner about the Freehold of the Community Centre.

Councillor Peter Harman declared a prejudicial interest in application DA/19/01657/TPO as he is a Town Council representative on the Board of Directors for Ingress Park Greenhithe Management (IPGM).

Councillor Peter Harris declared a prejudicial interest in application DA/19/01657/TPO as he is a Town Council representative on the Board of Directors for Ingress Park Greenhithe Management (IPGM).

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

**396/19-20. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

Members were informed that Paul Boughen, Ebbsfleet Development Corporation had requested an informal briefing with members to update on the year ahead and schemes and applications that are coming forward. This informal meeting, for members only, was scheduled to take place prior to the next Planning, Major Developments, Transportation & the Environment Committee meeting on 5 February 2020.

Members received the updated Highways Improvement Plan (HIP) which had been returned by Kent Highway Services (KHS). Members discussed the updated HIP and asked the Town Clerk to respond to the actions requested by KHS.

**397/19-20. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2019**

**Recommended:** The Minutes of the meeting held on 27 November 2019 were confirmed and signed.

**TOWN PLANNING:**

**398/19-20. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.**

DA/19/01625/FUL	Provision of dormer windows in front and rear elevations in connection with providing additional rooms in the roof space.  5 Arethusa Place, High Street, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/19/01465/FUL	Demolition of garages and erection of 4 flats and 3 houses including new access drive, off-street parking, bin & cycle storage and both private and communal garden areas.  Land rear of 150 - 160 Milton Road, Milton Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/19/01639/FUL	Erection of a single storey side/ rear extension and part first floor rear extension.  95 Knockhall Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.



DA/19/01650/CDNA	Submission of details relating to boundary enclosures (condition 13), storage and collection of waste (condition 14) and storage of bicycles (condition 15) pursuant to planning permission DA/12/00233/FUL.  Community Centre, Ingress Park Avenue, Greenhithe.
OBSERVATIONS:	The Town Clerk having already declared a prejudicial interest on behalf of members of the Town Council, no comments were made on this application.

*Having already declared a prejudicial interest Councillors' Peter Harman and Peter Harris left the chamber and took no party in the discussion or decision of the following application.*

**VICE-CHAIRMAN, COUNCILLOR JOHN HAYES, IN THE CHAIR.**

DA19/01657/TPO	Application to fell No.3 trees and carry out various works to other tree subject to Tree Preservation Order no. 1 2000  Ingress Park Site, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/19/01675/FUL	Erection of a single storey rear infill extension.  75 Broomfield Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

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

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

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

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 15 JANUARY 2020 AT 7.00PM

**PRESENT:** Councillor Peter Harman – Chairman  
Councillor John Hayes – Vice- Chairman  
Councillor Lorna Cross  
Councillor Linda Hall  
Councillor Peter Harris  
Councillor Lesley Howes  
Councillor Maurice Weet

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

**ABSENT:** There were none

**18/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**419/19-20. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Ann Duke.  
An apology for lateness was submitted by Councillor Maurice Weet.

**420/19-20. SUBSTITUTES.**

There were none.

**421/19-20. 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.*

**422/19-20. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**423/19-20. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 18 DECEMBER 2019**

**Recommended:** The Minutes of the meeting held on 18 December 2019 were confirmed and signed.

**TOWN PLANNING:**

**424/19-20. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.**

DA/20/0036/PCB	<p>Permanent removal of public payphone under section 49 of the Communications Act 2003.</p> <p>Outside Former Swanscombe Sorting Office, 47 High Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/19/0123	<p>Application for variation of condition 2 attached to approval ref EDC/18/0033 (Reserved matters application (matters relating to appearance, scale, layout and landscaping) for the erection of 100 dwellings together with associated infrastructure including details of a surface water drainage scheme and noise attenuation measures, being details pursuant to outline permission reference DA/14/016889/OUT as varied by permission reference EDC/17/0146 and EDC/18/0027) to allow changes to the apartment block elevations and site-wide building layouts, introduction of entrance steps to apartment block B and omission of a visitor parking space to accommodate a water boost tank building.</p> <p>Land at London Road and West of Craylands Lane, Craylands Lane, Swanscombe.</p>
OBSERVATIONS:	The Town Council object to the application due to the proposed loss of a parking space (visitor) and feel that the developer should investigate locating the water boost tank somewhere else within the site that would not result in any reduction in parking provision.
EDC/19/0203	<p>Change of use of the existing ground floor and basement from A4 (Public House) to Pizza delivery and Takeaway (restricted A5 use).</p> <p>The George &amp; Dragon, London Road, Swanscombe.</p>
OBSERVATIONS:	No observations as an Ebbsfleet Development Corporation planning officer had advised the Town Council, 14 January 2020, that <i>"following review of the application this has now been made invalid. We are expecting further information to be submitted by the applicant"</i> .
EDC/19/0221	Application for the temporary change of use of the land together with the siting of three no. buildings for educational

	<p>use (nursery and primary school - Use Class D1) with associated hardstanding, landscaping, fencing, parking and access for a period of up to September 2021 during the construction of the Ebbsfleet Green Primary School.</p> <p>Ebbsfleet Green Primary School Site Ebbsfleet Green, Southfleet Road Swanscombe.</p>
<b>OBSERVATIONS:</b>	No observations.
<b>EDC/20/0020</b>	<p>Details of Reserved Matters (access, appearance, landscaping, layout and scale) for the construction of an 8 Form Entry Secondary School, 2 Form Entry Primary School, Dual Use Sports Centre and Sport Pitches and associated infrastructure, together with associated hard and soft landscaping, play areas, car and cycle parking, and ancillary works pursuant to Conditions 2, 25, 28 and 32 of planning permission EDC/17/0048/</p> <p>Education Hub, Alkerden, Eastern Quarry, Watling Street, Swanscombe.</p>
<b>OBSERVATIONS:</b>	No observations.

425/19-20. **A2 BEAN & EBBSFLEET JUNCTION IMPROVEMENTS – TEMPORARY TRAFFIC ORDER.**

Chevron Traffic Management were applying for a Highways England (HE) Temporary Traffic Road order (TTRO) on behalf of Balfour Beatty for the A2 Bean and Ebbsfleet Junction Improvements starting in March 2020.

<b>OBSERVATIONS:</b>	<p>The Town Council are unable to give their approval as there are still objections/concerns that the scheme has not taken into account the Bluewater traffic (coast bound/east) which currently goes from 2 lanes into 1. This does not seem to have changed at all which, with the expected increase in traffic, will create further issues?</p> <p>If Watling Street is not made wider (2 lanes or more) then it is felt that the scheme will not improve the traffic congestion/flow.</p> <p>As well as having these objections/concerns the Town Council would like to offer, as way of an invitation, the Council Office building as a location for you to undertake a public presentation.</p>
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426/19-20. **THE EBBSFLEET DEVELOPMENT CORPORATION (PUBLIC FOOTPATH DS6 (PART) SWANSCOMBE AND GREENHITHE) PUBLIC PATH DIVERSION ORDER 2019.**

An application to divert a section of Public Footpath DS6 at Swanscombe was received from the Ebbsfleet Development Corporation.

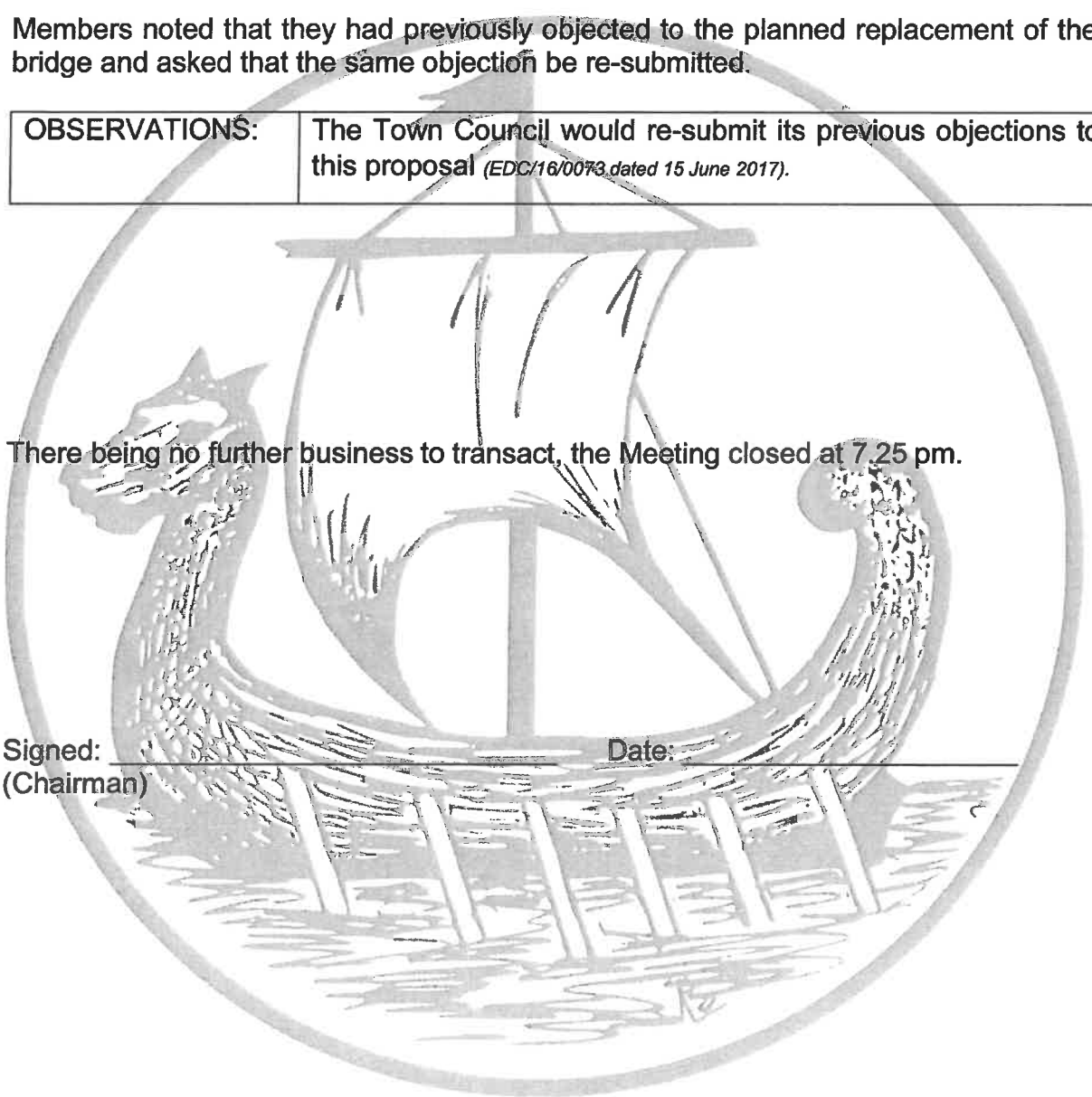
The deadline for the submission of any comments / views is Monday 17 February 2020.

Members noted that they had previously objected to the planned replacement of the bridge and asked that the same objection be re-submitted.

<b>OBSERVATIONS:</b>	The Town Council would re-submit its previous objections to this proposal ( <i>EDC/16/0073 dated 15 June 2017</i> ).
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There being no further business to transact, the Meeting closed at 7.25 pm.

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



MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 5 FEBRUARY 2020 AT 7.05PM

**PRESENT:** Councillor Peter Harman – Chairman  
Councillor John Hayes – Vice- Chairman  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Linda Hall  
Councillor Peter Harris

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

**ABSENT:** There were none

**442/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

The Chairman apologised that the start of the meeting had been slightly delayed, this was due to another meeting over-running.

**443/19-20. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Lesley Howes and Maurice Weet.

**444/19-20. SUBSTITUTES**

There were none.

**445/19-20. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

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

**446/19-20. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**447/19-20. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15 JANUARY 2020.**

**Recommended:** The Minutes of the meeting held on 15 January 2020 were confirmed and signed.

**448/19-20. THE EBBSFLEET DEVELOPMENT CORPORATION (PUBLIC FOOTPATH DS6 (PART) SWANSCOMBE AND GREENHITHE) PUBLIC PATH DIVERSION ORDER 2019.**

Under minute 426/19-20 an application from the Ebbsfleet Development Corporation (EDC) to divert a section of Public Footpath DS6 at Swanscombe was previously considered and responded to.

The PROW and Commons Registration Officer had since advised that the ecology issues raised by the Town Council in their objection were a planning consideration and that this was taken into account as part of the planning decision for the land banked crossing and as such was not a relevant matter regarding the footpath diversion.

Nb. Planning permission for the land banked crossing was granted thus enabling the development to go ahead.

With this in mind members reconsidered their objection to the proposed diversion order which would merely have served to considerably delay the re-opening of the footpath.

**Recommended:** That the previously submitted objection to the diversion order be withdrawn.

**449/19-20 DARTFORD LOCAL PLAN – PREFERRED OPTIONS CONSULTATION 2020.**

Dartford Borough Council are consulting on the Preferred Option for their Local Plan.

The document/details are available online at: -

[https://www.dartford.gov.uk/data/assets/pdf\\_file/0005/891923/Preferred-Options-Local-Plan-January-2020.pdf](https://www.dartford.gov.uk/data/assets/pdf_file/0005/891923/Preferred-Options-Local-Plan-January-2020.pdf)

The deadline for consultation responses is midday Friday 21 February 2020.

Members went through the Response Form and formulated their responses to the questions.

**Recommended:** That the completed Preferred Options Consultation 2020 response form be returned.



**TOWN PLANNING:**

**450/19-20. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.**

EDC/19/0209	Construction of a new 600mm diameter storm water outfall, including headwall construction, into the River Thames, to serve the Whitecliffe development (formerly known as the Eastern Quarry development).  Land West of Tiltman Avenue, Swanscombe Peninsula, Northfleet.
OBSERVATIONS:	That the Town Clerk, in consultation with the Chairman, be delegated to obtain more details about the application and respond to it.
EDC/20/0013	Erection of a temporary Sales and Marketing Suite with the use of three residential dwellings as show-homes for a temporary period of approximately 5 years, with associated temporary car parking and landscaping.  Ashmere (Western Village), Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.

**451/19-20. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/19/01639/FUL	Erection of a single storey side/rear extension and part first floor rear extension.  95 Knockhall Road, Greenhithe.
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There being no further business to transact, the Meeting closed at 8.55 pm.

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

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

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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 30 JANUARY 2020 at 7.00PM

**PRESENT:** Councillor Sue Butterfill - Chairman  
Councillor Peter Harman - Vice Chairman  
Councillor Anita Barham  
Councillor Emma Ben Moussa  
Councillor Lorna Cross  
Councillor Linda Hall  
Councillor John Hayes

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

**ABSENT:** There were none

**427/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**428/19-20. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Lesley Howes.

**429/19-20. SUBSTITUTES.**

There were none.

**430/19-20. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Members were informed that no declarations of interest were required for agenda item 7.4, Gravesham Community Leisure Limited (GCLL) Draft Proposal Scale of Charges 2020 for The Swanscombe Centre, as this item was recommended to be noted.

Councillor Emma Ben Moussa declared a prejudicial interest in agenda item 7.6 Recreational Facility Charges 2020 - 2021, as she is a Trustee and the Chairman of Cygnets Pre-School.

Councillor Linda Hall declared a prejudicial interest in agenda item 7.6 Recreational Facility Charges 2020 - 2021, as she is the Chairman of the Allotment Association and an allotment plot holder.

After discussion Councillor John Hayes asked for it to be noted that he had a personal interest in agenda item 7.6 Recreational Facility Charges 2020 - 2021, as he is the partner of the Chairman of the Allotment Association.

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

**431/19-20. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

Members were informed that NWK CAB had advised that the volunteer operating the Swanscombe Outreach Service (from the Old Fire Station Community Café) was unwell and, for the foreseeable future they would not be able to continue to offer the service. They also advised that they had no funding for a paid adviser to attend the Swanscombe Outreach Service.

Members asked that correspondence be sent to NWK CAB extending the Town Councils best wishes to the member of staff and offering the Town Councils support in advertising for additional volunteers for the organisation.

**432/19-20. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2019.**

**Recommended:** That the Minutes of the Meeting held on 21 November 2019 were approved and signed as a true record.

**433/19-20. SENIOR GROUNDSMAN /GARDENER'S REPORT.**

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

Swanscombe Park, Manor Park, Broomfield Park, Heritage Park, Knockhall Park, Saxon Court, Valley View, Eagles Road Play Area, General and Equipment.

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

**TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.**

**434/19-20. COMMUNITY TREE PROJECT.**

Members considered the proposed locations, as indicated on the aerial views provided, for planting of possible trees and hedges.

The trees and hedges would be planted by a community group who would then take responsibility for the ongoing maintenance etc. of the plants. This would all need to be carried out under the guidance of the Senior Groundsman/Gardener.

Members agreed the location for the planting and indicated that the Town Mayor, Deputy Town Mayor and members be invited to participate at the initial planting event.

**Recommended:** That the locations of possible trees and hedges, as indicated on the aerial views provided, be agreed.

**435/19-20. ENVIRONMENTAL ACTION PLAN WORKING GROUP.**

Further to minute 338/19-20 the Working Group met on 23 January 2020, with a representative from Autism South East, who assisted with discussions around the Sensory Garden Project.

Members were supplied with the action points that were discussed at the meeting, along with comments / updates.

The Town Clerk informed members of the 81 trees that had been planted through the Town Councils participation, through its fuel purchasing, in the AllStar Eco Point Scheme.

The Town Clerk also confirmed that 45 cell-grown saplings had recently been planted in the Heritage Park as part of the Woodland Trust Kent Downs Area of Outstanding Beauty (AONB) Project.

Members felt that the activities being undertaken as part of this Working Group should continue to be regularly promoted, including forming part of the annual budget statement, as this would help to keep the public updated.

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

**436/19-20. TREE MANAGEMENT / PLANTING POLICY – DRAFT.**

Members considered the Tree Management / Planting Policy produced by the Environmental Action Plan Working Group.

**Recommended:** That the Tree Management / Planting Policy be adopted.

**437/19-20. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) DRAFT PROPOSAL SCALE OF CHARGES 2020 FOR THE SWANSCOMBE CENTRE.**

Further to minute 381/19-20 a meeting was held on 14 January 2020 between the Town Mayor, Deputy Town Mayor, Managing Director of GCLL and the Head of Operations, GCLL to further discuss additional discounts for concessionary groups under the local residents (S&G) Scheme.

These discussions resulted in a further reduction in the concessionary figures for Swanscombe and Greenhithe residents' memberships and the meeting also confirmed that GCLL were continuingly looking at increasing the uptake for local residents and community involvement.

Members were provided with confirmation of the advertising plan from GCLL with an additional incentive for the first 30 residents to take up the scheme.

**Recommended:** That the outcome of the further discussions be noted.

**438/19-20. COMMUNITY BOOK SWAP AT THE OLD FIRE STATION COMMUNITY CAFÉ**

Just before Christmas and following a discussion with a member of the public, the Deputy Town Mayor had approached the Town Clerk with an idea which was agreed to, and began in January 2020.

**Recommended:** That the Community Book Swap scheme be endorsed/agreed.

*Having already declared prejudicial interests Councillors' Emma Ben Moussa and Linda Hall left the chamber and took no part in the discussion or decision of the following item.*

**439/19-20. RECREATIONAL FACILITY CHARGES 2020 – 2021.**

Members were issued with the proposed price increases; the Responsible Financial Officer (RFO) has increased them by 2.5% overall and rounded up appropriately. As previously agreed, the allotments have been increased by 15% to include the staged recovery of the administration costs of the Allotment Association.

\*\* All of the figures had been taken into account when members previously agreed the Estimates for the forthcoming 2020 – 2021 financial year *(minute 415/19-20 Finance and General Purposes Committee and minute 415/19-20 full Council 9 January 2020.)*

**Recommended:** That the Recreation Facility Charges 2020 – 2021 be approved.

**440/19-20. VE DAY 75<sup>th</sup> ANNIVERSARY.**

The 8 – 10 May 2020 is the period for the VE Day 75<sup>th</sup> Anniversary. As well as the Community Events Working Group investigating holding an event to celebrate this members were asked to consider running the x2 projects.

It was agreed that the 'best dressed' house competition would be judged by a small panel made up of the Town Mayor, Deputy Town Mayor and the Chair of the Recreation, Leisure & Amenities Committee, with the prize being a £30 gift voucher.

**Recommended:** That the x2 projects to celebrate the VE Day 75<sup>th</sup> Anniversary be agreed.

**441/19-20. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.**

At its meeting on 13 January 2020 the DBC General Assembly of Council agreed that they would continue to operate the Capacity Building Fund and make a contribution of £40,000 into the fund in 2020/21 (there are x8 parish councils).

Members are asked to begin considering suitable / appropriate projects for this year's scheme.

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

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

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

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MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 9 JANUARY 2020 at 7.00PM

**PRESENT:**  
Councillor Lesley Howes – Chairman  
Councillor Sue Butterfill  
Councillor Anita Barham  
Councillor Emma Ben Moussa  
Councillor Lorna Cross  
Councillor Peter Harman  
Councillor Jay Shah

**ALSO PRESENT:**  
x 9 Members of the public  
Councillor Peter Harris  
Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO

**ABSENT:**  
Councillor Maurice Weet

**399/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**400/19-20. APOLOGIES FOR ABSENCE.**

There were none.

**401/19-20. SUBSTITUTES.**

There were none.

**402/19-20. 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.***

A question was raised whether applications for funding from the Town Council were allowed from groups based outside of the town and whether any priority was given to those based locally.

It was confirmed that the Town Councils funding guidance did not preclude applications from organisations or groups based outside of the town and that it was up to individual councillors what weight they put to that part of an application.

**403/19-20. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**404/19-20. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 31 OCTOBER 2019.**

**Recommended:** The Minutes of the meeting held on 31 October 2019 were confirmed and signed as a true record.

**405/19-20. MONTHLY BANK RECONCILIATIONS.**

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor Jay Shah was appointed (minute 32/19-20).

**Recommended:** That the bank reconciliations for October and November 2019, and verified by Councillor Jay Shah, be noted.

**406/19-20. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in October and November 2019.

**Recommended:** That the bank transfers undertaken in October and November 2019 be approved.

**407/19-20. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for October and November 2019.

**Recommended:** That the receipts and payments for October and November 2019, as per the annexed list, be approved.

**408/19-20. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 30 November 2019.

**Recommended:** That the summary of accounts to 30 November 2019 be noted.

**409/19-20. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL.**

Members considered the applications and, after discussion, it was agreed that the following funding be awarded from the 2019 – 2020 budget:

- SaFE Advice - £500.00

After discussion Members agreed that the My Butterfly application should be deferred for consideration at the next meeting of this committee. This was to enable an invitation to be extended to the applicant to attend so that members could find out more about the organisation.

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

**410/19-20. ANNUAL ESTIMATES FOR 2020 – 2021.**

Further to minutes 305/19-20 (FGP 31 October 2019) and 377/19-20, 378/19-20 (full Council 11 December 2019) Members were asked to consider the Annual Estimates for 2020 – 2021.

The Responsible Financial Officer advised members that in response to advice received from Dartford Borough Council, regarding the amount of additional properties, slight adjustments to the draft Estimates had been made but the Town Council were still able to reduce their part of the Council Tax Bill by 1.04%.

**Recommended:** That the Annual Estimates for 2020 – 2021 be approved and submitted to full Council for endorsement.

**411/18-19. SECTION 137 EXPENDITURE: LIMIT FOR 2020 -2021.**

The Department for Communities and Local Government had confirmed that the appropriate sum for parish councils for the purposes of section 137 (4) (a) of the Local Government Act 1972 for 2020 – 2021 is £8.32.

**Recommended:** That the item be noted

There being no further business, the Meeting closed at 7.20 pm.

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

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MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 4 DECEMBER 2019 at 7.00 PM

**PRESENT:** Councillor Peter Harris - Chairman  
Councillor Peter Harman -Vice-Chairman  
Councillor Emma Ben-Moussa  
Councillor Lesley Howes  
Councillor Jay Shah

**ALSO PRESENT:** Martin Harding – Assistant Town Clerk / Responsible Financial Officer  
Billy Unsworth (Kent County Council (KCC) Community Warden).  
PCSO Rob Young – Kent Police  
Simon Taylor – Arriva Buses  
Chris Hennis – Play Place  
2 x member of the public

**ABSENT:** Councillor Anita Barham

**352/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**353/19-20. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Sue Butterfill and Lorna Cross.

Apologies were also received from Zoe Harris (Kent County Council), Martin Smith (Dartford Borough Council Parking Enforcement), Sgt Siobhan Rowe (Kent Police) and Sarah Rawlinson (Youth & Community Engagement Officer, Diocese of Rochester).

**354/19-20. SUBSTITUTES.**

There were none.

**355/19-20. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

**356/19-20. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**357/19-20. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 OCTOBER 2019.**

**Recommended:** That the Minutes of the Meeting held on 2 October 2019 be confirmed and signed as a true record.

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

A resident explained an incident of theft from her son in Broomfield Park. The resident was given the opportunity to speak to both the PCSO and Community Warden to formally report and further this matter.

**358/19-20. POLICE AND CRIME COMMISSIONER (PCC) - UPDATE.**

Members were provided with a confirmation email from the PCC that, following the coffee morning on 4 June 2019, and the recent attendance of Chief Inspector Neil Loudon, a further public meeting with the PCC was not felt to be needed.

Members expressed their dissatisfaction that the impetus was placed only on the PCSO's and the Sergeant to attend and answer queries.

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

**359/19-20. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.**

PCSO Rob Young gave a summary of recent crime levels and incidents of note that had occurred in both Swanscombe and Greenhithe. These included the graffiti at St Peter and St Pauls Church, attempted burglaries and the recent attacks on local buses.

**Recommended:** That the report be noted and PCSO Young be thanked for his attendance

**360/19-20. KCC COMMUNITY WARDENS REPORT.**

KCC Warden Unsworth gave an update on cases he had been involved with in the area, including suspected scams, anti-social behaviour and support at recent community events.

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

**361/19-20. ANTI-SOCIAL BEHAVIOUR – ARRIVA BUS SERVICES.**

Members were provided with a map indicating the incidents that had occurred with buses being attacked with projectiles.

Simon Taylor from Arriva Buses explained that the incidents had decreased as these tended to occur around the times of Halloween and Bonfire Night. Mr Taylor was very thankful for the support they had received from Kent Police on this issue which had included officers riding on buses and also patrols along bus routes.

**Recommended:** That the information be noted and Mr Taylor be thanked for his attendance

**362/19-20. COMMUNITY SAFETY LIAISON.**

Local Schools – Members were provided with some example leaflets on Anti-Social Parking that had been sent by the Chairman to local schools for consideration. These would be handed out by pupils to parents during the schools drop off and pick up times.

Youth services / officers – Chris Hennis from Play Place gave a summary of the activities they were currently undertaking in the area. These included the weekly youth club at the Heritage Community Hall, occasional detached work in Broomfield Park and a multi sports activity

Neighbourhood Watch – PCSO Young confirmed that a new Neighbourhood Watch for Swanscombe was being set up by a young resident and that work was underway to support this with the necessary materials and signage.

Community Speed Watch – The Chairman confirmed that a recent session had been undertaken in Ingress Park.

Kent County Council – The Chairman gave a summary from a recent conference conducted by Kent County Council on Serious & Organised Crime.

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

**363/19-20. DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.**

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

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

**364/19-20. KENT COUNTY COUNCIL (KCC) – 20MPH ZONE TRIAL.**

Further to minute 252/19-20 members were provided with maps of the three wards of the Town indicating the roads that were already subject to a traffic order restricting the speed to 20 mph.

Members discussed this and felt that the remaining roads in Greenhithe Village (High Street and Eagles Road), Bean Road / Cobham Terrace, Mounts Road and the last section of Craylands Lane should be put to KCC for consideration.

**Recommended:** That the roads as detailed be put to KCC to be considered for 20mph zones.

There were no confidential items for discussion.

There being no further business to transact, the Meeting closed at 8.50 pm.

Signed

Chairman

Date



MINUTES of the MEETING of the LEASES & LEGAL SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on MONDAY 10 FEBRUARY 2020 at 11am

**PRESENT:** Councillor Sue Butterfill – Chairman  
Councillor Ann Duke – Vice Chairman  
Councillor Anita Barham (substituting for Councillor Maurice Weet)  
Councillor John Hayes  
Councillor Peter Harman  
Councillor Jay Shah

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO

**ABSENT:** There were none

**452/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**453/19-20. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Maurice Weet.

**454/19-20. SUBSTITUTES**

Councillor Anita Barham substituted for Councillor Maurice Weet.

**455/19-20. 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.***

**456/19-20. ITEMS AS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**457/19-20. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 19 JUNE 2019.**

**Recommended:** The Minutes of the meeting held on 19 June 2019 were confirmed and signed.

**458/19-20. EXCLUSION OF PRESS AND PUBLIC.**

MOVED BY Councillor John Hayes and seconded by Councillor Anita Barham.

RESOLVED:

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

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

**459/19-20. GROVE CAR PARK – PROPOSED AMENDMENT OF LICENCE AND MANAGEMENT AGREEMENT.**

At the Special Town Council meeting on 9 January 2020, it was agreed that the car park remains enforceable with the period of free parking extended to 4 hours and then 2 hours chargeable at £2.00.

Members considered the proposed amendment to the Licence & Management Agreement with Dartford Borough Council (DBC) for the enforcement of the Grove Car Park.

**Recommended:** That the proposed amendment to the Licence & Management Agreement with Dartford Borough Council (DBC) for the enforcement of the Grove Car Park be agreed.

There being no further business, the Meeting closed at 11.15am

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

TOWN COUNCIL  
13 DECEMBER 2018

**354/18-19 PERIODIC YOUTH SERVICE.**

Further to minute 253/17-18 and 240/18-19 (where members agreed to commission a periodic youth service during 2018 – 2019 and subsequently selected the provider), discussions had been undertaken to recommission the outreach service (undertaken by the Town Councils selected provider) currently commissioned by Kent County Council within Broomfield Park, Swanscombe to operate as a weekly youth club within the Heritage Community Hall.

Members were asked to consider whether the £6,500 allocated to commission the service should be utilised within the 2019 – 2020 budget (this would create an adjustment to the draft estimates that would be presented to members in January 2019) or, alternatively commission the other company that tendered for the periodic youth service which would increase the youth provision within the town.

Members discussed the merits of the alternative provider and the need to ensure that appropriate reporting lines, and break clauses, would be included within any contract.

**RESOLVED:**

1. That the Town Council commission the other company that tendered for the original periodic youth service contract, in order to expand youth provision within the Town.
2. That the contract include a quarterly termination clause as well as a condition that the provider has to attend Community Safety Committee meetings to present progress reports.

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<b>Programme Title</b>	MCM Club		
<b>Programme Duration</b>	12 months	<b>Delivery Hours</b>	3hrs per week x 49 weeks
<b>Target Audience</b>	Young people aged 11 – 15	<b>Programme Aims</b>	To set up and deliver a weekly evening activity to engage and educate young people from the Swanscombe and Greenhithe area
<b>Programme details</b>	<p>The proposal is to continue with the weekly provision for young people at the Old Fire Station.</p> <p>The schedule will be guided by our newly established young person's committee but is likely to take the form of animation, coding, Minecraft (online), guitar and keyboard sessions and Dungeons and Dragons (board game).</p> <p>We have altered the age range for this group for two reasons:</p> <ul style="list-style-type: none"> <li>• Our membership is 11 – 14</li> <li>• Our members and their parents / carers have noted that the MCM club is a safe place and the age group plays a part in how safe our members feel about attending.</li> </ul> <p>Each session starts with our members coming together in a circle to discuss the proposed activities using a TASC approach (Thinking Actively in a Social Context), which enables our members to make their way clockwise around the TASC wheel, moving through the following stages:</p> <ul style="list-style-type: none"> <li>• Gather / Organise</li> <li>• Identify</li> <li>• Generate</li> <li>• Decide</li> <li>• Implement</li> <li>• Evaluate</li> <li>• Communicate</li> <li>• Learn from experience</li> </ul> <div data-bbox="1053 1187 1420 1590" data-label="Diagram"> </div> <p>This works particularly well when members work at different speeds and enables them to keep track of their progress and join in at any point.</p> <p>Each session ends with members coming together in a circle to discuss how the activities / session went and what lessons can be learned. Members are placed into rotating pairs to help with a range of skills which:</p> <ul style="list-style-type: none"> <li>• Fosters creativity and learning</li> <li>• Blends complementary strengths</li> <li>• Builds trust</li> <li>• Teaches conflict resolution skills</li> <li>• Develops listening and turn taking skills</li> </ul>		
<b>Programme Schedule</b>	The programme will run every Tuesday from 5.30pm – 8.30pm each week e.g.		

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<b>Additional Information / Outcomes</b>	<p>Our activities all have an education remit, however their main purpose is to capture the imaginations of local young people and possibly lead to new hobbies, interests and career ideas.</p> <p>By taking part in a weekly session, will also divert young people away for other less positive activities and give them a focus to direct their skills and talents.</p> <p>The success of our first year can be in part attributed to the uniqueness of our provision and how it is tailored towards young people for whom sport is not preferred past time. Our members are naturally drawn to creative or technical skills and would have very little opportunity of working with others on these areas without the MCM Club.</p>		
<b>Programme Sustainability</b>	<p>CAS Community Solutions will seek to identify additional funding for future provision.</p> <p>We will also seek to identify potential young community champions and where appropriate training to a) support future CAS projects and b) develop skills for the workplace.</p>		
<b>Resources provided</b>	<ul style="list-style-type: none"> <li>• Young Persons Support Worker (Enhanced DBS)</li> <li>• Volunteer Support Worker (Enhanced DBS)</li> <li>• Fully equipped and accessible venue</li> <li>• Resources</li> <li>• Refreshments</li> <li>• Publicity/posters etc</li> <li>• 4 x quarterly reports</li> </ul>		
<b>Programme Costs</b>			
	Youth Support Worker	3 hrs p/w x 49 wks	£2205.00
	Volunteer Support	49 sessions	£490.00
	Refreshments	49 sessions	£490.00
	Materials	12mths x £50	£600.00
	Administration / Management costs		£500.00
			<b>£4285.00</b>
		<b>TOTAL</b>	
<b>Insurance Arrangements</b>	<p><b>Employers Liability - Axa</b> Policy number 550.130.776      Cover £10m</p> <p><b>Public Liability - Axa</b> Policy number 550.130.776      Cover £5m</p>		
<b>Bank Details</b>	<p><b>Bank Details</b> <b>Account name</b>      CAS Community Solutions CIC <b>Sort code</b> <b>Account no.</b></p>		

CAS Community Solutions - A Community Interest Company  
T: 01322 389144 | M: 07593 420380

Web: [cas-community.co.uk](http://cas-community.co.uk) | Twitter: @cas\_training

Registered Company: 08851790 | UKonline Centre 3457108

UK Registered Learning Provider: 10045519 | Information Commissioners Office: ZA074905

<b>Meeting</b>	Swanscombe and Greenhithe Town Council Community Safety Meeting	Item No.	
<b>Report Title</b>	MCM (Minecraft, Coding and Manga) Club – Qtr 4 Report		
<b>Report Of</b>	Susan Hart – Director CAS Community Solutions CIC		
<b>Class</b>	Monitoring	<b>Date</b>	Feb 2020

## 1. Purpose of the Report

- 1.1 To update the Swanscombe and Greenhithe Town Council Community Safety Committee of the impact of the MCM (Minecraft, Coding and Manga) Club.
- 1.2 To request continuation funding for a further 12 months

## 2. Background of the Report

- 2.1 CAS Community Solutions CIC (CAS) was given a brief to set up and deliver a weekly evening activity to engage and educate young people from the Swanscombe and Greenhithe area
- 2.2 Our proposal included the creation of a dedicated youth space at The Old Fire Station where a range of weekly activities are delivered.
- 2.3 These activities included:
  - Minecraft,
  - Coding, and
  - Manga arts

## 3. Minecraft

- 3.1 Minecraft is one of the world's most popular games, which has moved into some classrooms, as teachers increasingly find ways to use the game for educational purposes. It's played on most popular consoles and PC's.
- 3.2 Minecraft is educational because it enhances creativity, problem-solving, self-direction, collaboration, and other life skills. In the classroom, Minecraft also complements problem solving, math and some business principles.

## 4 Coding

- 4.1 Coding has to be one of the least underrated skills, yet one of the most in demand for the workplace.
- 4.2 Learning to code has many benefits including:
  - 4.2.1 *Educational - learning the basic inner workings of computers*
  - 4.2.2 *Computational thinking - the ability to communicate thoughts in a structured and logical way*
  - 4.2.3 *Creativity – problem solving and story telling*
  - 4.2.4 *Job opportunities – entry level programmers can command £25k plus jobs in London. Coding specialists are well-paid and highly sought-after on the current market, and opportunities for these skilled employees will expand in the future*



## 5 Manga Arts

- 5.1 Manga is a style of Japanese comic books and graphic novels, which is very popular in the West. The art and style of Manga is very distinctive and there is an array of amazing resources available to help develop Manga skills.
- 5.2 The benefits of art in all its forms are well noted, these include developing the following skills:
  - creativity
  - confidence
  - problem solving
  - patience and determination
  - accountability
  - ability to give and receive positive feedback

## 6. MCM Club (Minecraft, Coding and Manga)

- 6.1 The MCM Club runs every Tuesday evening from 5.30 pm – 8.30pm.
- 6.2 Over the course of the year, the activities have changed as directed by our members.
- 6.3 Our members have worked on an number of art projects including origami and mask making alongside seasonal activities for Halloween and Christmas.
- 6.4 They are currently working on Stop Motion animation and their films will be presented at our Gallery Event in April 2020

## 7 Membership and demographics

- 8.1 CAS created a new registration form for the MCM Club (appendix B)
- 8.2 We currently have 11 registered young people with an average of eight attending each session.
- 8.3 The maximum number for this project is 15.
- 8.4 The highest number of young people attending live in the DA9 9 postcode with DA10 0 being the second highest.
- 8.5 The MCM Club is aimed at 11 – 17-year-olds but 100% of our members are under 13

## 9 Impact and feedback

- 9.1 We recently carried out two surveys, one for our members and another for the parents / carers of our members.

### 9.2 Members Survey outcomes

9.2.1 Average age of attendees is 12

9.2.2 Postcode range  
4 members are from DA9 9 area  
9 members are from DA10 0 area  
1 member is from DA11 7 area

- 9.2.3 We asked **what do you like the most about the MCM Club?** The responses included:
- The freedom
  - The dogs (our team bring their pets to the MCM Club)

- The different activities
- The people
- I like socialising, the activities and Minecraft
- We work together

9.2.4 We asked **how can we improve the MCM Club?** The responses included:

- More animation
- Putting it on twice a week
- Advertise it more
- More coding practice
- Its great already

9.2.5 We asked **what new activities would you like to see?** The responses included:

- More coding
- Riddle section
- Superheroes and sci fi stuff
- Game programming
- Rubix cube solving
- Dungeons and Dragons
- Laptop games

9.2.5 We asked **would you like to be involved in a film project?**

- Yes 99%
- No 0%
- Tell me more 1%

9.2.6 We asked **would you like to be involved in a committee to help make decisions?**

- Yes 99%
- No 0%
- Tell me more 1%

9.2.7 We asked **how does the MCM Club make you feel?**

Feeling	Yes	No	Sometimes
Happy	100%		
Sad		100%	
Worried		100%	
Safe	100%		
Interested	87%		13%
Bored		92%	8%
Excited	94%		6%

### 9.3 Parents / Carers Survey outcomes

9.3.1 We asked **why did you chose the MCM Club for your child?** The responses included:

- Its free
- Offers activities my child is interested in
- Social opportunities that are different to school
- Day and time are convenient
- Close to home
- Positive male role models
- A good way of developing future skills (volunteering, community work, youth leadership)

9.3.2 We asked **what does your child like the most about the MCM Club?** The responses included:

- Not sport related
- Lots of choice / varied activities
- Freedom to choose activities
- Set the agenda
- Group size

9.3.3 We asked **can you think of any way in which we can improve the MCM Club?** The responses included:

- Add more activities (we received only one response for this question)

9.3.4 We asked **what activities would you like to see introduced?** The responses included:

- Music
- Animation

## **10 Celebration event**

10.1 On the 18<sup>th</sup> of April, the MCM Club will hold a celebration event to showcase their work and to thank our funders.

10.2 The event will be held at The Old Fire Station, Church Road, Swanscombe from 11.30am – 2pm.

10.3 Our members will use this opportunity to show their short Stop Motion animations, speak about why the MCM Club is important to them and showcase their other projects.

10.4 We will invite the Mayor, Swanscombe and Greenhithe Town Council members and parents.

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# KALC News

January 2020



Cllr Mrs Sarah Barker: KALC Chairman

## KALC Chairman and Vice-Chairman

Congratulations to Cllr Sarah Barker and Cllr Roger House who were appointed as KALC Chairman and Vice-Chairman respectively at



Cllr Mr Roger House, KALC Vice Chairman

the KALC Executive Committee meeting on Saturday 25 January.

Cllr Sarah Barker was re-elected for a second 3-year term of office. As you may know, Sarah is currently the Chairman of the KALC Tonbridge & Malling Area Committee and Chairman of Kings Hill Parish Council.

Cllr Roger House was elected as the new KALC Vice-Chairman for a 3-year term of office. Roger is currently the Chairman of the KALC Sevenoaks Area Committee and a councillor on Horton Kirby and South Darenth Parish Council.

## Farewell, Adieu, Auf Wiedersehn, Goodbye...

Also at the 25 January Executive Committee meeting, Cllr Ray Evison completed his 3-year term of office as KALC Immediate Past Chairman. Ray had previously been the KALC Chairman and Vice-Chairman and had served on the Executive Committee since July 2008. The Committee thanked Ray for all his hard work and support to KALC over the last 11 years. Thank you Ray!

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## Learning and Development

### Our Spring Workshops...

- **Burial Law and Management Workshop at Ditton Community Centre on 19 February 2020 SOLD OUT**
- **Dynamic Councillor 2020: Rescheduled Event at The Old Fire Station Cranbrook on 27 February 2020**
- **Development and Infrastructure: Section 106 Agreements and Community Levy at Lenham Community Centre on Tuesday 3 March 2020**
- **Dynamic Councillor 2020: Rescheduled Event at Lenham Community Centre on 7 March 2020**
- **Achieving the CiLCA Parts 1, 2 and 3 at Lenham Community Centre beginning on 20 March 2020**
- **Saving Lives - Working with Suicidal Behaviour: A workshop for Communities at Dover District Council on 9 April 2020**
- **Saving Lives - Working with Suicidal Behaviour: A workshop for Communities at Lenham Community Centre on 23 April 2020**

### Our Conferences...

- ***Friday 13 March* Annual Planning Conference. Lenham Community Centre**
- ***Wednesday 15 July.* Annual Councillors Conference. Ditton Community Centre**
- ***Wednesday 24 September.* Annual Clerks Conference. Kings Hill Community Centre**
- ***Wednesday 14 October* Annual Finance Conference. Oford Memorial Hall**

# News From NALC

Joint Panel on Accountability and Governance... Have your say!



The National Association of Local Councils (NALC) is seeking opinions on behalf of the Joint Panel on Accountability and Governance (JPAG) on its Practitioners' Guide. The *Practitioners' Guide* is issued by JPAG to support the preparation by smaller authorities in England of statutory annual accounting and governance statements found in the Annual Governance and Accountability Return (AGAR).



A review is carried out each year in order to develop the guide. To help shape the guide, please **complete the survey** by 28 February 2020.

JPAG is responsible for issuing proper practices about the governance and accounts of smaller authorities. Its membership consists of sector representatives from NALC, the Society of Local Council Clerks, and the Association of Drainage Authorities. Together with stakeholder partners representing the Ministry of Housing, Communities and Local Government, the Department of Environment, Food and Rural Affairs, the Chartered Institute of Public Finance and Accountancy, the National Audit Office, Smaller Authorities' Audit Appointments, and a representative of the external audit firms appointed to smaller authorities.

## NALC Spring Conference

NALC Spring Conference 2020 is an essential event for the local government sector, bringing local (parish and town) councils together with others sectors to share, celebrate and advance the crucial work local councils do to build stronger communities.

The conference will focus on one of NALC's key campaigns for 2020, health and wellbeing, and how local councils can create healthier communities.

The conference will include speakers on the latest health and wellbeing policy issues, interactive panels, dedicated time for a Q&A to ask your questions, promoting good practice and an expanded sector-specific exhibition showcasing products and services that can support your council's needs. In addition, there will be a range of sessions to help answer some critical issues, such as:

- What are the health challenges that communities face
- How are the different tiers of Local Government collaborating
- Reaching out to help local councils tackle hidden disability
- How the public and private sector might work together

To find out more and to get your tickets go to [www.nalc.gov.uk/springconference](http://www.nalc.gov.uk/springconference) .

Late rates will begin on 2 March 2020 — prices start from £260.

If you have any questions or would like more information, please contact NALC at [policycomms@nalc.gov.uk](mailto:policycomms@nalc.gov.uk) .

## News from Kent County Council



“The 5 Year Plan is the flagship strategy for Kent County Council. It unites the Council with clear outcomes and objectives. The 5 Year Plan has been brought together by working with and listening to our residents, young people, local businesses, the voluntary and community sector and staff. We’ve reflected what we heard during our engagement process in this draft

consultation document. The consultation will run from 6 January to 17 February 2020” Members can have their say on this important subject by visiting this page: <https://kccconsultations.inconsult.uk/consult.ti/fiveyearplan/consultationHome>



## Consultation, Consultation, Consultation...

- ***Government consultation on strengthening police powers to tackle unauthorised encampments.***

Government launched a consultation on new powers to criminalise unauthorised encampments on 5 November 2019: The closing date is 4 March 2020 and we encourage all councils to take part. <https://www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments>

- ***National Transport and Highways Survey 2019/20 –***

Councils across the UK are asking residents to tell them what they think of transport and roads services in their area. The National Highway and Transport Network have provided 6 independent surveys. You do not have to take them all. Each survey will only take a few minutes of your time. They are asking for views on accessibility; roads maintenance; public transport; road safety; tackling congestion; walking and cycling. The surveys close on 29 February 2020. See [https://kccconsultations.inconsult.uk/consult.ti/Nationaltransportsurvey2019\\_20/consultation](https://kccconsultations.inconsult.uk/consult.ti/Nationaltransportsurvey2019_20/consultation)

Home for further details.



# Kent's Street Lighting Team writes to you...



The Street Lighting Team has decided to write to you to make clear the requirements of the permit application process for attachments to street lighting assets as some queries were raised during the last festive season which we would like to clarify.

## **What do we mean by an attachment?**

We receive requests for many different types of attachments such as festive decorations, hanging baskets, banners, signs, CCTV cameras, ANPR cameras, traffic count equipment etc. Some attachments require an electrical connection, but we need to know about all attachments, not just those that are electrical.

## **Why we need to check assets**

Street lighting columns are designed to have a bracket and lantern attached and nothing else. Any attachment creates an additional load therefore we need to ensure that our assets are not going to fail if an attachment is added.

To ensure that public safety is maintained, we firstly need to know which assets you would like use for attachments. We need to know the exact dimensions and weight of the attachment and have a photograph of the equipment or the manufacturers specification. We will then carry out a check of our asset records, which includes structural testing records, any existing attachments, any outstanding works orders and so on. The Area Street Lighting Engineer is also consulted to see if they are aware of anything that may stop permission being granted. Following these checks, if the assets are potentially suitable for the attachment, we will contact you to advise if further structural testing is required.

## **Difference in structural tests**

We have been asked 'If you structurally test your assets, then why is an additional test required?'. We carry out structural testing of our assets as part of our maintenance regime. This test covers the integrity of the base of the column and the joint at the shoulder of the column. This test takes into account the weight of the bracket and lantern but does not allow for any other attachments.

If an attachment is to be added, we need to know if the column is strong enough to take the additional load. This is not just the weight of the attachment but also the surface area which has an impact on the wind loading. This test that is carried out is called a 'load test' and is required for all attachments, with the exception of wrap around garland lights. A load test is carried out by a specialist contractor and the results are guaranteed for 3 years. The test will also recommend the height at which it is acceptable to install the attachment. The load test and report can take some time to carry out, therefore it is recommended you send in your applications well in advance of the date that you require the attachments to be installed. Should the report show that an asset has failed Load

Testing we will not necessarily replace the column as it may still be structurally sound, if this is the case, we will suggest that alternative decorations are sought.

## **Other requirements**

In the application there are certain conditions that must be evidenced before a permit will be authorised. These are in place to ensure that we have competent contractors working on our assets and where energy is being used, that this is paid for. It is essential that this evidence is provided as soon as possible to prevent the application being delayed.

## **Fees**

In 2016 fees were introduced for the processing of permits. This recovers the administrative and engineer time taken to review each permit. The fee does not include any load testing that may be required, and this is chargeable to the applicant.

A new permit application or change in assets to be used currently attracts a fee of £99.00. A repeat application using the same assets is charged at £28.00. Fees are reviewed each year and new rates are published in April. The application form can also be found on the KCC website: - [https://www.kent.gov.uk/data/assets/pdf\\_file/0014/5261/Attachments-to-street-lights-licence.pdf](https://www.kent.gov.uk/data/assets/pdf_file/0014/5261/Attachments-to-street-lights-licence.pdf)

An application is required every year so that we can carry out the checks identified above and verify that assets are still suitable to be used.

Whilst we would like to accommodate all requests for attachments, this is just not possible. I hope that the above explains why we sometimes have to refuse or adjust an application.

We try to process every application within 28 days, but please feel free to send applications in early for certain events. For further information, please do not hesitate to contact Sharon Robbins via e-mail on [sharon.robbins@kent.gov.uk](mailto:sharon.robbins@kent.gov.uk).

## Locator App Pinpoints 999 Callers Who Don't Know Where They Are

(Source: The Times, 21 March 2019)

Police and emergency services are introducing technology to help 999 callers identify their exact location, even when it is dark or they are in remote countryside. The what3words system enables callers with a mobile phone to access and share a unique three-word address that can bring police or rescuers to them when they cannot easily describe their whereabouts.

The system divides the world into a grid of nearly 60 trillion squares of 3m x 3m. Each has its own identifier which can be accessed using a phone's GPS. For example, the floor of the House of Commons is fence.garage.unable and the summit of Snowdon is super.ultra.enhancement. Eight forces and services including West Yorkshire Police, British Transport Police and Cambridgeshire Fire and Rescue are using the system after trials in which it helped officers to reach a kidnap victim and car accident survivors who were not visible from the road. The British startup behind the technology says it hopes it will be taken up by all UK forces and emergency services.

Call handlers in the participating areas can use what3words by sending a text to the caller with a link to a page showing their three-word address, based on the phone's GPS location. The caller can open the page and read out the address while staying on the line.

The intention is to shorten response times that can make the difference between life and death and to reduce the need for helicopters and multiple ground units in searches. Users say it is particularly helpful in rural areas without obvious reference points, but can also be effective in cities where people under stress may struggle to describe nondescript surroundings.

Those without the what3words app will need a mobile internet signal to open the link. However, if they have the free app on their phone they can view their three-word location without internet access. Although people can already access their GPS location on their phones, what3words says this requires technical knowledge and relaying long strings of numbers that are easily garbled over a phone line.

Sam Sheppard of Avon & Somerset police said: "In one incident, a woman and her young child had come off the road in their car and gone through a hedge and you couldn't see the car from the road. We started by asking about her route and saying can you hear our sirens, but it was taking time. Then someone said, send her a what3words code and we did that and were able to find them and get them to treatment very quickly." Paul Redshaw of Humberside police described how the system was used to rescue a victim of sexual assault who was held hostage, not knowing where she was. He said: "A call-handler talked [her] through what3words, and the threeword address was passed to dispatchers, resulting in the recovery of the victim and capture of the offender."



Kent Police has recently relaunched its website and it's now more user friendly and easier to navigate. The front page has a drop down menu which should make reporting crime a simpler task and help in making sure that all activity is reported in a quick and efficient way.

The website is a source of community information for all local councils and, of course, residents.

You can access the website here:

<https://www.kent.police.uk/>

## “We Must Cultivate Our Garden...”

### Latest News on our Outside Spaces



- So says Voltaire in his philosophical novel *Candide*. What he had in mind was more in tune with an article on wellbeing, but the analogy of a garden is a good one.

Our surroundings affect our mood. Outside scenery and landscapes really do have the power to make one feel better, and this contributes to the wellbeing of our communities. We already know that the addition of trees goes a long way in this contribution, which is why the Tree Charter, launched by the Woodland Trust a few years ago, is such a relevant and good idea. Our colleagues at the National Association of Local Councils (NALC) support the initiative, and encourage all local councils to do the same. It is never a waste of time to check out the information available on the dedicated website, which you can do by visiting this link: <https://treecharter.uk/>.

- We are still apparently in the midst of winter, but it won't be too long before Spring is on our doorsteps.



Familiarise yourselves with up to date risk assessments and procedures, along with making sure that all maintenance is up to date. These may seem like mundane procedural works, but they do have a real impact in the work of the clerk and Council. Risk assessments in particular are key to the smooth, safe and effective running of a community space, and there is always something new to consider in Health and Safety.

- Don't forget **The Great British Spring Clean** is an important national event and is always a popular feature in our county. This year it runs from **20 March to 13 April**, so there is plenty of time for communities to become involved. There are plenty of resources available for your own publicity via the website of Keep Britain Tidy, who have responsibility for running the campaign and you can find all you need by following this link: <https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean/resources> You can always start off your own campaign by using the graphic opposite but there are posters with specific themes available that should catch the eye of people in your villages and towns.



- Lastly, consider registering your community for **South and South East In Bloom**, (SSEIB), which is the regional body for Britain in Bloom. If your village or town makes a special effort to brighten up its surroundings by “flower power” then you should promote it! The SSEIB is also part of the “It’s Your Neighbourhood” horticultural campaign that encourages community gardening participation. Take a look at their website here: <https://www.sseib.com/> for local help or find more general information on the website of the Royal Horticultural Society here: <https://www.rhs.org.uk/get-involved/britain-in-bloom/register>

## “My Dear Friends: This is Your Hour”: Your VE Day Celebrations really do matter...



**VE DAY**  
75<sup>TH</sup> ANNIVERSARY  
A SHARED MOMENT OF CELEBRATION  
8-10 MAY 2020

We will never see the likes of the Second World War generation again. We have recently had the 75th anniversary of the Liberation of Auschwitz, which was a poignant and timely reminder of the atrocities that took place there and in other areas of Europe both before and during the 1939-45 War.

What of our own country? Britain was never invaded of course, but the events of Victory in Europe (VE) Day on 8 May are firmly etched into our history books as well as the six years war that proceeded it.



The 75th Anniversary of VE Day takes place this year. It is to be celebrated and commemorated nationally, and our traditional May Day Bank Holiday on 4 May will now be transferred to Friday 8 May so that the whole country can join in. <https://www.gov.uk/government/news/2020-may-bank-holiday-will-be-moved-to-mark-75th-anniversary-of-ve-day>

The official VE Day website was launched some time ago and has lots of good,

accurate information on how communities can take part. Kent has a long tradition in making sure it gets involved for all kinds of official celebrations and commemorations and it is clear that this one will be no different.



It is therefore important that your Council makes sure that any organised parade or pageant is well publicised and made safe for all concerned.

There is bound to be many different activities arranged from bell ringing to pub toasts, street parties to marching parades. Whatever your community chooses to do, we are sure that it will be something to remember, and will be a success.

Start planning for your special Day by visiting the official website here:

<https://www.veday75.org/> and make you take plenty of pictures for us to share in KALC News over the summer.

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