

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at the TOWN COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 17 MAY 2018 at 7.00pm

**PRESENT:**

Councillor Mrs A E D Barham – Town Mayor  
Councillor K G Basson  
Councillor Mrs S P Butterfill  
Councillor Ms L M Cross  
Councillor P M Harman  
Councillor P C Harris  
Councillor J A Hayes  
Councillor Ms L C Howes  
Councillor K M Kelly  
Councillor Mrs M B Kelly  
Councillor D J Mote  
Councillor B R Parry  
Councillor A S Reach  
Councillor B E Read  
Councillor Mrs I A Read  
Councillor S J Ryan

**ABSENT:** There were none

**ALSO PRESENT:**

Rev. Mark Hurley – St Peter & St Pauls Church  
Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
Sandra Kelleher – Administration Assistant  
Rebecca Rawlings – Administration Assistant  
12 x members of the public

**1/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**2/18-19. ELECTION OF TOWN MAYOR.**

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

MOVED by Councillor S J Ryan and seconded by Councillor Ms L C Howes.

**RESOLVED:**

That Councillor Mrs A E D Barham be duly elected as Town Mayor for the ensuing year 2018 – 2019.

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**3/18-19. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Following her election, Councillor Mrs A E D Barham made her Declaration of Office and signed the Acceptance of Office form.

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

**4/18-19. ELECTION OF DEPUTY TOWN MAYOR.**

MOVED by Councillor Mrs S P Butterfill and seconded by Councillor Ms L M Cross.

**RESOLVED:**

That Councillor P M Harman be the Deputy Town Mayor for the ensuing year 2018 - 2019.

**5/18-19. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Following his election, Councillor P M Harman made his Declaration of Office and signed the Acceptance of Office form.

**6/18-19. VOTE OF THANKS.**

Councillor Mrs A E D Barham gave a vote of thanks to the outgoing Town Mayor, Councillor Ms L M Cross.

**7/18-19. PAST MAYOR'S BADGE.**

Councillor Mrs A E D Barham presented the past Town Mayor, Councillor Ms L M Cross with a past mayor's badge.

**8/18-19. RESPONSE BY COUNCILLOR Ms L M CROSS.**

Councillor Ms L M Cross advised it had been both a privilege and an honour to serve the community of Swanscombe & Greenhithe. It was something she truly believed in and had endeavoured to give her best. She had embraced the changes and considered all to be positive. Her Mayoral year had been tiring but rewarding and some of the highlights had included: the outdoor cinema events, the installation of new play equipment and gyms in parks, the photography and the heritage competitions and being able to awarding grants to local communities from the funds raised at mayoral events and also presenting the Town Council Recognition Award the Annual Open Town Meeting which had been a wonderful evening.

Councillor Ms L M Cross also thanked her Deputy Mayor for a wonderful year and presented Councillor Mrs A E D Barham with a bouquet of flowers.

**9/18-19. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Ms L M Hall, Dr J M Harman, R J Lees and Mrs L Manchester.

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**10/18-19. DECLARATIONS OF INTEREST ON 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.**

**11/18-19. TO APPOINT COMMITTEES AND SUB-COMMITTEES.**

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

The Town Clerk detailed the nominations that had been provided and advised Members that the Vice-Chairman of the Heritage Sub-Committee had been amended and should now read Councillor Mrs S P Butterfill.

MOVED by Councillor B E Read and seconded by Councillor D J Mote.

**RESOLVED:**

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the annexed list and to include the amendments detailed above.

**12/18-19. TERMS OF REFERENCE OF THE COMMITTEES, SUB-COMMITTEES AND INTERNAL AUDIT.**

Members were provided with the Terms of Reference of the Committees, Sub-Committees and Internal Audit to be approved

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

**RESOLVED:**

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

**13/18-19. DATES AND TIMES OF MEETINGS.**

- a) The Council
- b) Standing Committees

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

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**RESOLVED:**

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

**14/18-19. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

- a) Town Mayor or agreed substitute to serve upon the Bluewater Forum
- b) One Representative on the Borough and Parish Forum, to be the Town Mayor (plus the Town Clerk).
- c) One Representative on the Castle Hill Community Liaison Group.
- d) One Representative to serve on the Diocese of Rochester Youth Worker Steering Group (when established).
- e) One Representative to serve on the Ebbsfleet Water Management Group.
- f) One representative to serve upon the Elderly Forum (Dartford Borough Council).
- g) Two Representatives to serve upon the Greenhithe Community Association.
- h) Two Representatives to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- i) Two Representatives to serve upon the County Area Committee of the Kent Association of Local Councils (KALC).
- j) Two Representatives to serve upon the Dartford Area Committee of the Kent Association of Local Councils (KALC).
- k) One Representative to serve upon the Committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- l) One Representative to serve upon London Resort Company Holding Ltd (formerly Paramount) Community Liaison Group.
- m) One Representative to serve upon the SureStart – Knockhall Children's Community Centre Committee.
- n) One Representative to serve upon the SureStart – Swanscombe U1R Children's Community Centre Committee.
- o) Three Representatives to serve upon the Pavilion Community Sports & Social Club Committee (observers only, not part of decision making).
- p) One Representative to serve upon the (Dartford) Youth Advisory Group (YAG).

The Town Clerk detailed the nominations that had been provided and advised Members that : j) The Dartford Area Committee of the Kent Association of Local Councils had been amended and should now read Councillor Ms L C Howes.

MOVED by Councillor B E Read and seconded by Councillor D J Mote.

**RESOLVED:**

That the appointment of representatives to outside bodies be approved as per the annexed list and to include the amendments detailed above



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**15/18-19. BANK SIGNATORIES.**

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

**RESOLVED:**

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

Current Account	Town Mayor's Charity Account
1 Cllr Mrs S P Butterfill	1 Town Clerk
2. Cllr Ms L M Cross	2. ATC/RFO
3. Cllr P M Harman	
4. Cllr R J Lees	
5 Cllr Mrs L Manchester	
6 Cllr Mrs I A Read	

**16/18-19. MINUTES OF THE MEETING HELD ON 26 APRIL 2018.**

MOVED by Councillor B E Read and seconded by Councillor A S Reach.

**RESOLVED:**

That the Minutes of the meeting held on 26 April 2018 be confirmed and signed as a true record.

**17/18-19. REVIEW OF ACTION PLAN FOR 2018 – 2019.**

Members reviewed the draft Action Plan and, after discussion it was agreed that, whilst the Action Plan was formulated as part of the budget setting process in December it was entirely appropriate for it to be confirmed and adopted at the Annual General Meeting each year.

MOVED by Councillor B E Read and seconded by Councillor D J Mote.

**RESOLVED:**

That the Action Plan 2018 – 2019 be confirmed.

**18/18-19. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

Members reviewed Standing Orders and the Financial Regulations.

MOVED by Councillor B E Read and seconded by Councillor D J Mote.

**RESOLVED:**

That Standing Orders and Financial Regulations be approved.

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**19/18-19. REVIEW OF ANNUAL RISK MANAGEMENT POLICY.**

Members were asked to review and approve the Risk Management Policy.

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

**RESOLVED:**

That the Risk Management Policy be approved.

**20/18-19. REVIEW OF COUNCIL POLICIES AND PROCEDURES.**

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

MOVED by Councillor B E Read and seconded by Councillor A S Reach.

**RESOLVED:**

That the Policies and Procedures, as listed, be endorsed.

**21/18-19. SUBSCRIPTIONS – MEMBERSHIPS.**

In accordance with Financial Regulation 5.6 members were provided with the list of subscriptions- memberships held by the Town Council.

MOVED by Councillor B E Read and seconded by Councillor Mrs M B Kelly.

**RESOLVED:**

That the continued subscriptions-memberships, as detailed, be approved.

**22/18-19. REGULAR PAYMENTS – DIRECT DEBITS AND BACS PAYMENTS.**

In accordance with Financial Regulations 5.6 and 6.9 members considered the list of organisations paid, on a regular basis, via Direct Debit or the BACS system.

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

**RESOLVED:**

That the continued regular payments, as listed, be approved.

**23/18-19. REVIEW OF INTERNAL AUDIT.**

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

Regulation 6 requires that a council "*shall have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems*"

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

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

**RESOLVED:**

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

**24/18-19. RE-APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2018 – 2019.**

Members were asked to agree to the re-appointment of Mr Lionel Robbins as internal auditor for the year 2018 – 2019.

MOVED by Councillor B E Read and seconded by Councillor D J Mote.

**RESOLVED:**

That Mr Lionel Robins be re-appointed as internal auditor for the year 2018 – 2019.

**25/18-19. INTERNAL AUDIT REPORT 2017 – 2018.**

Members received the internal auditors report for 2017 – 2018.

MOVED by Councillor B E Read and seconded by Councillor D J Mote.

**RESOLVED:**

That the report be noted.

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**26/18-19. ANNUAL RETURN FOR YEAR END 31 MARCH 2018 – GOVERNANCE STATEMENT.**

Members considered Section 1 of the Annual Return, the Annual Governance Statement and supporting documents requested by the External Auditor, for the year end 31 March 2018.

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

**RESOLVED:**

That the Annual Return – Governance Statement, for the year end 31 March 2018 be approved, and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

**27/18-19. ANNUAL RETURN FOR YEAR END 31 MARCH 2018 – ACCOUNTING STATEMENT.**

Members considered Section 2 of the Annual Return, the Accounting Statement and supporting documents requested by the External Auditor, for the year end 31 March 2018.

MOVED by Councillor B E Read and seconded by Ms L M Cross.

**RESOLVED:**

That the Annual Return – Accounting Statement, for the year end 31 March 2018 be approved and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

**28/18-19. BALANCE SHEET FOR YEAR END 31 MARCH 2018.**

Members considered the balance sheet for the year end 31 March 2018.

MOVED by Councillor B E Read and seconded by Councillor D J Mote.

**RESOLVED:**

That the balance sheet for the year end 31 March 2018 be approved.

**29/18-19. PROGRESS REPORT ON UPGRADED TOWN COUNCIL WEBSITE.**

Members discussed the report which included statistics for the previous 12 months.

Members agreed that the website was far more user friendly and easier to navigate around and that it enabled the Town Council to increase its engagement with the public.

**RESOLVED:**

That the item be noted.

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**30/18-19. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2018 – 2019.**

Further to minute 444/14-15 Members were asked to agree the three Councillors to make up the Panel along with the Town Mayor and Deputy Town Mayor (ensuring this resulted in at least one Member from each of the four wards).

It was agreed that the Panel for 2018 – 2019 be made up of the following Councillors:-

1. Councillor Mrs A E D Barham (Town Mayor) – Knockhall Ward
2. Councillor P M Harman (Deputy Town Mayor) – Greenhithe Ward
3. Councillor Mrs S P Butterfill – Greenhithe Ward
4. Councillor Ms L M Cross – Galley Hill Ward
5. Councillor B E Read – Swanscombe Ward

**RESOLVED:**

That the Panel for 2018 – 2019 be made up of the Councillors as detailed above.

**31/18-19. SEALING OF DOCUMENTS.**

There were none.

There being no further business to transact the Meeting closed at 7.30 pm.

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

Signed:

Dated:

CHAIRMAN

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**MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 13 JUNE 2018 AT 7.00PM**

**PRESENT:**

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

**ALSO PRESENT:**

Graham Blew – Town Clerk

**ABSENT:**

Councillor K M Kelly  
Councillor S J Ryan

**32/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING**

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

**33/18-19. APOLOGIES FOR ABSENCE.**

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

An apology for lateness was received from Councillor P M Harman.

**34/18-19. SUBSTITUTES.**

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

**35/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

There were none.

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

**36/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**37/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 MAY 2018**

**Recommended:** The Minutes of the meeting held on 2 May 2018 were confirmed and signed.

**TOWN PLANNING:**

**38/18-19. THE FOLLOWING PLANNING APPLICATIONS HAD BEEN RECEIVED FROM DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION AND RESPONDED TO BY THE TOWN CLERK, IN CONSULTATION WITH THE CHAIRMAN, DUE TO THE TIMESCALES INVOLVED.**

DA/18/00536/FUL	Erection of a single storey rear extension, 30 Childs Crescent, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/00540/CDNA	Submission of details relating to refuse storage (condition 5), management plan for open public space (condition 7) and external lighting (condition 8) pursuant to planning permission DA/15/01497/REM for reserved matters relating to appearance, layout, scale and landscaping pursuant to outline application DA/12/01325/OUT (granted on appeal) for the erection of 40 residential dwellings (comprising 16 x 3 bed, 13 x 4 bed, 7 x 5 bed houses and 4 x 1 bed maisonettes) and provision of public open space.  Former Empire Sports Ground, south of Knockhall Road, Greenhithe.
OBSERVATIONS:	No observations.
DA/18/00545/FUL	Demolition of existing detached garage and erection of a detached annexe ancillary to main house  8 Albert Road, Swanscombe.
OBSERVATIONS:	To ensure that the annexe never becomes a separate dwelling the Town Council respectfully request that the planning authority consider including a condition to any approval that the building shall be used solely as accommodation ancillary to the main dwelling house. Please ensure all neighbouring properties are consulted prior to the decision of the application.



DA/18/00548/CDNA	<p>Submission of details relating to boundary enclosures (condition 20) and external lighting (condition 24) pursuant to outline planning permission DA/12/01325/OUT (Granted on appeal) for redevelopment of the site to comprise up to 40 residential dwellings, provision of public open space, parking, access and landscaping. Retention of the bowling green and relocation and enhancement of bowling club facilities and car parking.</p> <p>Former Empire Sports Ground, south of Knockhall Road, Greenhithe</p>
OBSERVATIONS:	No observations.
DA/18/00558/FUL	<p>Erection of a single storey side/rear extension and conversion of existing attached garage into habitable room with associated alterations including the provision of roof lights in garage roof.</p> <p>30 Pentstemon Drive, Swanscombe</p>
OBSERVATIONS:	<p>The Town Council has concern over the conversion of the garage into a habitable room. The application form states there is no change in parking arrangements. According to Google Earth the driveway is 8.3M long and a single car width, therefore not of sufficient size to accommodate more than one vehicle.</p> <p>The application does not meet the standards in the Dartford Borough Council parking Standards SPD (supplementary planning document) and therefore could raise an additional demand for parking on street in an area where there is already very limited capacity.</p>
DA/18/00595/FUL	<p>Provision of a vehicle crossover onto Craylands Lane.</p> <p>2 Pentstemon Drive, Swanscombe.</p>
OBSERVATIONS:	No observations.
DA/18/00611/FUL	<p>Replacement of existing windows with upvc double glazed windows.</p> <p>The Warren. 29 High Street, Greenhithe.</p>

OBSERVATIONS:	Before making a decision on this application the Planning Authority are requested to confirm that the specifications of the replacement windows contained in the application visually match the existing.
DA/18/00655/FUL	Erection of a single storey side/rear extension.  6 London Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
EDC/18/0052	Infilling and complete sealing-up of two tunnels; one tunnel passing under London Road and one tunnel passing under Craylands Lane.  Tunnels Under South Of London Road And West Of Craylands Lane / Swanscombe.
OBSERVATIONS:	The tunnel passing under London Road links the Little Swanscombe and the Croxton and Gary sites, these are part of Ebbsfleet Garden City which is one of the NHS Healthy New Towns. One of the priorities stated is delivering an accessible and inclusive blue and green infrastructure that promotes healthy lifestyles. Restoring the tunnel as part of a pedestrian and cycle network would encourage this, with vehicle free links through towards the Thames and up to Swanscombe, this option would also show respect to the local industrial heritage.

**Recommended:** That the responses submitted be noted and endorsed.

39/18-19. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL /  
EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS'  
OBSERVATIONS.**

DA/18/00585/FUL	Provision of external steel staircase and entrance door for creation of self-contained first floor flat.  Flat Above 106 -108 Milton Road, Swanscombe.
OBSERVATIONS:	The Town Council object to the application as there is no provision for parking attached to the self-contained flat, included in the application and the applicant states that the flat is to be rented out separately from the ground floor retail unit. This would give rise to an increase in on street parking in an area where there is very limited capacity  There are also concerns that the proposed open staircase will overlook other properties.  Please ensure all neighbouring properties are consulted prior to consideration of this application.
DA/18/00670/FUL	Erection of a single storey rear extension and provision of a dormer window with Juliette balcony in rear elevation in connection with providing additional rooms in the roof space.  75 The Boulevard, Greenhithe.
OBSERVATIONS :	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/00688/FUL	Erection of a single storey rear extension incorporating demolition of existing conservatory.  37 Eglington Road, Swanscombe
OBSERVATIONS :	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/00705/FUL	Erection of a single storey rear extension incorporating conversion of garage into habitable room.  12 Steele Avenue, Greenhithe.
OBSERVATIONS:	No observations as this application is out of the area and is within Stone Parish.
EDC/18/0008	Application for approval of condition 5 attached to reserved matters planning permission reference no.

	EDC/17/0049 relating to submission of details and samples of all external materials.  Land west of Springhead Road (Springhead Park Phase 2B) Springhead Road, Northfleet.
OBSERVATIONS :	No observations.
EDC/18/0043	Application for approval of condition 8 attached to reserved matters planning permission reference no. EDC/16/0097 relating to details of a Management Strategy.  Village Green Castle Hill Eastern Quarry Watling Street Swanscombe.
OBSERVATIONS :	The Town Council are disappointed to see that a surcharge is proposed for non-Castle Hill residents to book the tennis courts (which are being provided as a Community Facility) and feel that this goes against the ethos of community integration and could be seen as discriminatory against the communities already established within the Town i.e. non-Castle Hill residents.
EDC/18/0051	Removal and re-alignment of the overhead electricity networks.  A2 Breakers, Watling Street, Bean.
OBSERVATIONS :	No observations.
EDC/18/0054	Application for approval of condition 18 attached to outline planning permission reference no. EDC/16/0045 relating to an Affordable Housing Strategy for Phase 2A  Former Northfleet West Sub. Station Southfleet Road Swanscombe.
OBSERVATIONS :	No observations.
EDC/18/0061	Application pursuant to condition 7 of planning permission reference EDC/17/0146 relating to a reptile survey and reptile mitigation strategy.  Land at London Road and Craylands Lane, Craylands Lane Swanscombe.
OBSERVATIONS:	No observations.

**40/18-19. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

EDC/17/0123	<p>Application for the variation of conditions 4, 5 and 19 attached to outline planning permission reference EDC/17/0022, for development of brownfield land to provide up to 21,500 sqm (231,000 sqft) of employment floorspace, comprising use classes B1, B2, B8 and A3, A4, A5 and associated site vehicular access, to amend the Building Heights Parameter Plan to allow the maximum height of buildings on part of the northern parcel to increase from 12 metres to 13.5 metres and to relocate the proposed pedestrian central refuge island crossing on Crete Hall Road.</p> <p>Northfleet Embankment East, Crete Hall Road, Northfleet</p>
DA/18/00002/FUL	<p>Raising height of roof to create first floor accommodation to form 4 bedroom detached dwelling together with associated alterations to elevations.</p> <p>Glenwood, 32B London Road, Greenhithe</p>
DA/18/00299/FUL	<p>Erection of detached double garage.</p> <p>Heron House, Station Road, Greenhithe</p>
DA/18/00372/FUL	<p>Erection of a first floor rear extension.</p> <p>6 Pacific Close, Swanscombe</p>
DA/18/00449/PDE	<p>Determination pursuant to Schedule 2, Part 1 (Class A.1 (g) of the Town and Country Planning (General Permitted Development) (England) Order 2015 as to whether prior approval is required for the erection of a single storey rear extension.</p> <p>47 Lewis Road, Swanscombe.</p>
DA/18/00472/LDC	<p>Application for a Lawful Development Certificate for proposed erection of a single storey rear extension and provision of a dormer window in rear elevation in connection with providing additional habitable space in the roof space.</p> <p>57 Knockhall Road, Greenhithe.</p>
DA/18/00542/TRCON	<p>Notification to reduce height of dominant stem growing towards neighbouring factory building by approx. 4m</p>



	and reduce all lateral branches by approx. 2m, maintaining a balanced shape to the overall tree of 1 No. mature Silver Birch tree in rear garden within Greenhithe Conservation Area.  16 High Street, Greenhithe.
DA/18/00342/FUL	Erection of a single storey side extension.  14 Vine Cottages, Betsham Road, Swanscombe.

The Town Clerk advised members that the following x3 granted decision notices had been received after the agenda had been printed.

The following x3 granted decision notices were noted.

DA/18/00505/FUL	Provision of a dormer window and roof lights in rear elevation and roof lights in front elevation in connection with providing additional rooms in the roof space.  20 Hasted Close, Greenhithe.
DA/18/00525/TPO	Application to cut branches back off balconies to give clearance of between 1m and 1.5m or to a suitable growth point and then to be subsequently balanced of G4-10 Lime trees subject to Tree Preservation Order No.3 2008  Along Portland Place, Greenhithe.
DA/18/00527/TPO	Application to fell 1 No. Sycamore tree (Tree 3.2) subject to Tree Preservation Order No. 3 2008.  Rear of Hyndford Crescent, fronting London Road, Ingress Park, Greenhithe.

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

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

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

(Chairman)

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 21 JUNE 2018 at 7.00PM

**PRESENT:** Councillor K G Basson (Chairman)  
Councillor Mrs S P Butterfill  
Councillor Ms L M Hall  
Councillor J A Hayes  
Councillor Ms L M Howes  
Councillor B R Parry

**ALSO PRESENT:** Graham Blew - Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
Dan Usher – Senior Groundsman/Gardener  
Sarah Rawlinson - Youth and Community Engagement Officer for Swanscombe, Greenhithe and Ebbsfleet

**ABSENT:** There were none

**56/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**57/18-19. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Mrs A E D Barham, Ms L M Cross, P M Harman, Mrs M B Kelly, D J Mote and B E Read.

**58/18-19. SUBSTITUTES.**

There were none.

**59/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor K G Basson declared a prejudicial interest in item 7.1 – Request to hire Broomfield Park for Fun Day-Swanscombe Tigers FC, as he is Chairman of Swanscombe Tigers FC.

Councillor K G Basson declared a prejudicial interest in item 7.2 – Football Pitch Allocation 2018 - 2019, as he is Chairman of Swanscombe Tigers FC.

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

In response to enquiries, regarding item 7.1, Councillor K G Basson clarified that up to date insurance would be in place for the event and that the 5-a-side football games were only for ages U7 to U13.

**60/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**61/18-19. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 22 MARCH 2018.**

**Recommended:** That the Minutes of the Meeting held on 22 March 2018 were approved and signed as a true record.

**62/18-19. SENIOR GROUNDSMAN /GARDENER'S REPORT.**

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

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

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

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

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

**63/18-19. ELECTION OF CHAIRMAN FOR FOLLOWING TWO ITEMS.**

It was duly proposed, seconded and agreed;

**Recommended:** That Councillor Mrs S P Butterfill be Chairman for the following two items

**64/18-19. REQUEST TO HIRE BROOMFIELD PARK FOR FUN DAY – SWANSCOMBE TIGERS FC (p).**

Members considered the details and information supplied by Swanscombe Tigers FC with the request to hire Broomfield Park for a Fun Day on 8 July 2018.

**Recommended:** That the request be agreed with Swanscombe Tigers FC marking the pitches out, as per their request and in the area indicated within their request.



**65/18-19. FOOTBALL PITCH ALLOCATION.**

Further to minute 569/17-18 (22 March 2018 RLA) members considered the football pitch allocations for the 2018 - 2019 football season.

**Recommended:** That the pitch allocations for 2018 – 2019 be noted.

**66/18-19. CHRISTMAS LIGHTS 2018 - 2020**

Following the completion of the 3 year contract with the current supplier for Christmas lighting, 3 quotations had been sourced to deliver the lights from 2018.

Each company had been provided with the same specification requesting that the contract run for a three year period and that it included the inspection of all existing electrics.

To assist members' photographs of lighting option designs were provided.

**Recommended:** That Quotation B (option 1) be used for the Christmas Lights 2018 – 2020.

**67/18-19. REQUEST TO PLACE MEMORIAL PLAQUE ON BENCH – MANOR PARK (p).**

After the recent sad passing of a resident a request had been received to place a memorial plaque on one of the benches at Manor Park.

**Recommended:** That the request be agreed.

**68/18-19. MEMORIAL POLICY (p).**

The above request had highlighted the need to have a Memorial Policy in place and members were asked to consider adopting the draft Policy provided.

Members asked that the following be included in the Policy:-

- Only memorials for individuals who have been residents of Swanscombe and Greenhithe and whose families have given written permission be permitted.
- The applicant is responsible for the first 12 months maintenance of a memorial tree.

**Recommended:** That the Memorial Policy, to include the additions above, be agreed and adopted.

**69/18-19. REQUEST TO PROVIDE REFRESHMENTS AT TOWN COUNCIL OPEN AIR CINEMA EVENTS.**

A request had been submitted, by a local catering company, to provide refreshments at the Town Councils Open Air Cinema Events in August 2018.

**Recommended:** That the request be agreed.

**70/18-19. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members are 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 will consult with the Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

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

**71/18-19. EXCLUSION OF THE PRESS AND PUBLIC.**

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

RESOLVED:

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

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

**72/18-19. INGRESS PARK COMMUNITY CENTRE WORKING GROUP – UPDATE (p).**

The Working Group had been due to meet on 31 May 2018 to discuss the information provided by Crest regarding the parking availability at the IPCC. Unfortunately there had been insufficient attendees to obtain quorum so the meeting was unable to proceed.

Officers had discussed the information from Crest with members of the Working Group and a letter had been drafted and sent to Crest, dated 31 May 2018. To date no response had been received.

Members received the update information supplied by Crest, dated 20 June 2018. In noting this information Members asked that this matter be considered again by the 20 September 2018 Recreation, Leisure & Amenities Committee meeting to give a definitive decision on the Town Councils position regarding this matter as a whole.

**Recommended:**

1. That the item be noted.
2. That the actions of the Town Clerk in compiling and sending the letter be endorsed.
3. That the Recreation, Leisure & Amenities Committee consider this matter at its next meeting to give a definitive decision on the Town Councils position regarding this matter as a whole.

**73/18-19. STRATEGIC BUILDING PORTFOLIO REVIEW WORKING GROUP – UPDATE AND RECOMMENDATION (p).**

Further to minute 193/17-18 (21 September 2017) the Working Group had met on 13 April 2018 and considered what, if any, recommendation/s they wanted the Recreation, Leisure & Amenities Committee to consider.

Members discussed and considered the confidential report submitted by the Working Group.

Members were informed that the Chairman and Vice-Chairman of the Regeneration & Quality Sub-Committee were scheduled to meet with Paul Boughen, EDC for a informal introductory meeting regarding Community Buildings on 2 July 2018.

**Recommended:**

That the Working Group be adjourned until January 2019 and the Regeneration & Quality Sub-Committee be requested to engage EDC developers on the management of their new community facilities (Option 1 of the confidential report).

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

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

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

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MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 14 JUNE 2018 at 7.00PM

**PRESENT:**

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

**ALSO PRESENT:**

Martin Harding – Assistant Town Clerk/RFO

**ABSENT:**

Councillor Mrs I A Read

**41/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

At this point in the meeting the Chairman adjourned the meeting to conduct a minutes silence in remembrance of all those effected by the Grenfell Tower fire one year ago.

**42/18-19. APOLOGIES FOR ABSENCE.**

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

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

**43/18-19. SUBSTITUTES.**

There were none.

**44/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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

**45/18-19. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**46/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 8 MARCH 2018.**

**Recommended:** The Minutes of the meeting held on 8 March 2018 were confirmed and signed as a true record.

**47/18-19. MONTHLY BANK RECONCILIATIONS.**

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

**Recommended:** That the bank reconciliations for March, April and May 2018, and verified by Councillor K G Basson, be noted.

**48/18-19. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in March, April and May 2018.

**Recommended:** That the bank transfers undertaken in March, April and May 2018 be approved.

**49/18-19. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for March, April and May 2018.

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

**Recommended:** That the receipts and payments for March, April and May 2018, as per the annexed list be approved.

**50/18-19. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Summary of Accounts, balanced to 31 May 2018. Following minute 529/17-18, members are provided with a Flex-Budget Report to 31 May 2018 showing the current balances against forecast expenditure as a comparison for member's consideration against the Summary of Accounts.

Members briefly discussed the merits of both reports and felt that the additional information provided on the flex budget report would be suitable going forward.

**Recommended:** To note the summary of accounts to 31 May 2018 and to use the flex budget report for members review at future meetings of this committee.

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

### **51/18-19. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL.**

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

- Citizens Advice – North & West Kent - £400.00

In response to a member enquiry the ATC/RFO confirmed that the figure stated within the summary of accounts for Local Funding (Cost Code 244) was incorrect (£5,000 should have read £7,000) and would be amended going forward.

A member enquired about the budgets allocated for Cost Codes 121 and 245 and the ATC/RFO re-iterated that the amounts allocated for these related to projects agreed by members through the budget setting process and that information regarding these had been supplied to all members in December 2017 and January 2018. The ATC/RFO agreed to send this information out again to members to ensure transparency of figures.

**Recommended:**

1. That the funding, as detailed above, be awarded.
2. That the correction to Cost Code 244 be made by the ATC/RFO.
3. That the budget information for 2018/19, along with the explanatory notes, be re-circulated to members for information.

### **52/18-19. SUBSCRIPTIONS & MEMBERSHIPS.**

As requested in minute 528/17-18 members are provided with a list of the subscriptions and memberships that the Town Council hold.

The ATC/RFO summarised each subscription and membership and explained that this excluded the payment to the Association of Local Council Clerks (ALCC) which the Town Clerk would arrange to pay himself if required.

**Recommended:**

That the item be noted.

**53/18-19. CONTRACTOR PAYMENTS.**

As requested in minute 529/17-18 members were provided with a list of the contractors that the Town Council have agreements with.

Members agreed that the current position of contractor payments within Cost Centres was appropriate but requested that a list of the annual payment amounts for the next meeting for noting.

**Recommended:** That the allocation of contractor payments remain within their existing Cost centres and that the ATC/RFO provide a list of annual payments, to be noted, at the next meeting of this committee.

**54/18-19. SECTION 137 EXPENDITURE: LIMIT FOR 2018 -2019.**

The Department for Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of section 137 (4) (a) of the Local Government Act 1972 for 2018 – 2019 is £7.86.

**Recommended:** That the item be noted

**55/18-19. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members are 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 will consult with the Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

**Recommended:** That this item be approved and noted.

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

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



MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 18 APRIL 2018 at 7.00 PM

**PRESENT:**

Councillor P C Harris (Chairman)  
Councillor Mrs L Manchester (Vice-Chairman)  
Councillor Mrs A E D Barham  
Councillor Mrs S P Butterfill  
Councillor Ms L M Cross  
Councillor P M Harman  
Councillor Ms L C Howes  
Councillor D J Mote  
Councillor B R Parry  
Councillor B E Read

**ALSO PRESENT:**

Martin Harding - ATC/RFO  
PC Steve Horan - Kent Police  
Geena Beddoes - PCSO  
Billy Unsworth - KCC Community Warden  
Tony Henley - Dartford Borough Council CSU  
1 x member of the public

**ABSENT:**

Councillor Mrs M B Kelly

**592/17-18. 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.

**593/17-18. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor A S Reach.

**594/17-18. SUBSTITUTES.**

There were none.

**595/17-18. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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

A resident raised issues of litter around the Town and problems with a piece of land being damaged by cars at the back of the garages of Milton Road.

The resident was informed that the appropriate authorities were aware of both these concerns and they would continue to be monitored by the parties involved.

**596/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**597/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 FEBRUARY 2018.**

**Recommended:** That the Minutes of the Meeting held on 14 February 2018 be confirmed and signed as a true record.

**598//17-18. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.**

PC Horan and PCSO Beddoes gave an update on current known issues with off road vehicles, vandalism and burglaries. Updates were provided on current operations being undertaken and a new telephone/message line had been created for residents to call and leave messages for their local police team. This line was for residents to pass on intelligence or information but would not replace 101 or 999 if a crime was being committed or needed to be reported.

**Recommended:** That the report be noted and PC Horan and PCSO Beddoes be thanked for their attendance

**599/17-18. KCC COMMUNITY WARDENS REPORT.**

KCC Warden Unsworth gave an update on cases he had been involved with in the area, including sub-letting, neighbour disputes, selling cars on the public highway, concerns for vulnerable adult, drugs related intelligence and anti-social behaviour.

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

**600/17-18. ANTI-SOCIAL BEHAVIOUR VIA DARTFORD HOUSING SERVICES.**

DBC Housing were unable to attend had been unable to provide a written report for the meeting.

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

**601/17-18. ANTI-SOCIAL BEHAVIOUR – SUMMER PLAN**

Members briefly discussed what steps could be taken to mitigate anti-social behaviour throughout the summer.

It was felt that the Town Councils programme of events and activities, which included youth work with teenage children, would help but that publicity was important.

Members felt that publicity leading up to the summer regarding the best methods of reporting incidents would help the police to target incidents occurring.

**Recommended:** That the Town Council ensure adequate publicity for both its events during the summer and promotion of reporting incidents to the police.

**602/17-18. COMMUNITY SAFETY LIAISON.**

Councillors' P C Harris and P M Harman confirmed that they intended to become Kent Police Volunteers.

Councillor P C Harris confirmed a Neighbourhood Watch conference was scheduled for 24 May 2018 in Gravesend

Councillor P M Harman informed members that at a recent meeting of the Kent Fire Authority a decision was made to invest in new smaller fire units to overcome issues of access through busy streets.

Tony Henley informed members that Dartford CSU were awaiting the result of two funding applications, one aimed at outreach workers around gangs and child exploitation and the other was hoped to increase the capacity within the CCTV unit at Dartford.

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

**603/17-18. DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.**

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

Tony Henley confirmed that crime statistics, although accurate, are misleading to the public as each incident reported can result in several crimes being recorded, and the classifications may not match those that the public would expect.

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

**604/17-18. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – COMMUNITY SAFETY STRATEGY 2018- 2021 (p).**

Members were provided with a proposed Swanscombe and Greenhithe Town Council Community Safety Strategy for 2018-2021 for consideration.

Members briefly discussed the merits of a strategy but felt that this should focus on an action plan that was achievable by the Town Council.

Tony Henley agreed to work directly with the Chairman to put together a strategy.

**Recommended:** That the document be revisited with the support of Dartford CSU.

**605/17-18. CURRENT UNRESOLVED ISSUES**

Members were provided with updated statistics for parking enforcement for both Greenhithe and Swanscombe High Streets. Members noted an improvement at certain times within Swanscombe High Street.

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

There were no confidential items for discussion.

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

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

MINUTES of the MEETING of the HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 1 MAY 2018 at 10.00 AM

**PRESENT:** Councillor Ms L C Howes (Chairman)  
Councillor Mrs S P Butterfill  
Councillor Ms L M Hall  
Councillor R J Lees (substituting for Councillor B E Read)

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

**ABSENT:** None.

**633/17-18. 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.

**634/17-18. APOLOGIES FOR ABSENCE**

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

**635/17-18. SUBSTITUTES**

Councillor R J Lees substituted for Councillor B E Read.

**636/17-18. TO DECLARE INTERESTS IN ITEMS ON THE AGENDA**

There were none.

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

**637/17-18. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**638/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 MARCH 2018.**

**Recommended:** That the Minutes of the meeting held on 6 March 2018 be confirmed and signed as a true record.

**639/17-18. HERITAGE PARK IMPROVEMENTS.**

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

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

The ATC/RFO confirmed that he had chased Ebbsfleet Development Corporation regarding funding but would begin to consider other appropriate channels.

Members were provided with an update on the recent inception meeting for Heritage Watch led by Historic England. A second meeting was scheduled for 4 June 2018 at Leeds Castle to further the plan. An invitation had been extended for a community representative to attend with the ATC/RFO. Members felt that the Chairman, Cllr Ms L C Howes, would be appropriate given both her position on the Sub-Committee and her role within the Local History Group.

**Recommended:**

1. That the ATC/RFO continue working on the current funding projects.
2. That the Chairman attend the next Heritage Watch meeting with the ATC/RFO.

640/17-18. **NATURAL ENGLAND – SWANSCOMBE SKULL SITE NATIONAL NATURE RESERVE (NNR) AND SITE OF SPECIAL SCIENTIFIC (SSSI) – VISUAL MANAGEMENT PLAN/LEASE.**

It was confirmed that the Lease had been signed by the Town Mayor and had been returned to the Solicitor acting for Natural England.

The ATC/RFO confirmed that he was due to organise an update meeting with Natural England in the next 3 months.

**Recommended:**

That the item be noted.

641/17-18. **ADOPT A KIOSK**

Members were provided with correspondence from British Telecom regarding the usage and regular maintenance costs for the kiosk in Pier Road, Greenhithe.

Members discussed the community benefits of the kiosk and felt it appropriate to liaise with the members of the public who had originally raised this issue via social media.

Councillor R J Lees agreed to contact the members of the public and report back to the Sub-Committee for the next meeting.

**Recommended:**

That Councillor R J Lees liaise with the members of the public who originally raised this matter and report back to the next Sub-Committee meeting.

642/17-18. **REPTILE SURVEY RECEPTOR SITE.**

The ATC/RFO confirmed that Middlemarch Environmental had agreed to provide further survey work to the Town Council and would obtain the appropriate licences for the relocation work to be undertaken.

The relocation work was scheduled to begin around mid-May.

**Recommended:**

That the item be noted.

**643/17-18. FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.**

Brenda Bobby provided an update on their recent Easter Egg Hunt and confirmed the next event would be the Teddy Bears Picnic.

The issue of access problems around one of the gates within the Heritage Park was raised by Brenda Bobby. The ATC/RFO confirmed that the Town Council were already aware of this and were investigating a resolution.

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

**644/17-18. HERITAGE PARK WEBSITE**

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

Members were informed that the domain for the Swanscombe Heritage Park website was owned by the Town Council but at present no saving would be made by transferring hosting to the Town Councils IT supplier.

Members briefly discussed the creation of a new more informative website. The ATC/RFO confirmed the potential costs and administration associated with this and that this would be more appropriate as part of a funding application once further improvements to the site had been made.

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

**645/17-18. ANY OTHER ITEMS RELATED TO HERITAGE.**

The Chairman reminded that the planning application for the demolition of Alkerden Farm was still ongoing and that comments should be submitted directly to the Ebbsfleet Development Corporation.

**646/17-18. DATE OF NEXT MEETING.**

**Recommended:** That the next meeting be scheduled for Tuesday 3 July 2018 at 10.00am.

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

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

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

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**AGENDA ITEM**

T/C 5/7/18.

**6**

- Data Breach Policy

Swanscombe &  
Greenhithe Town Council

## **Policy for Notification of a data breach to the supervisory authority (ICO)**

### What is a Data Breach?

1. A data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

### What is our Procedure for Data Breach Notification?

2. In the case of a data breach, Swanscombe & Greenhithe Town Council Data Protection Officer (DPO) shall communicate the Breach to Swanscombe & Greenhithe Town Council Management without undue delay. In the event of the breach being reported to Swanscombe & Greenhithe Town Council Management in the first instance, they shall ensure that this is reported to the DPO as soon as possible; ideally within 2 hours.
3. The DPO shall then communicate this breach without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the supervisory authority competent in accordance with Article 55, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons. Where the notification to the supervisory authority is not made within 72 hours, it shall be accompanied by reasons for the delay.
4. In the event of a data breach occurring in Swanscombe & Greenhithe Town Council's role as Data Processor, the DPO shall notify the controller without undue delay after becoming aware of a data breach.
5. The notification (made as either Data Processor or Data Controller) shall at least:
  - a. describe the nature of the personal data breach including where possible, the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned;
  - b. communicate the name and contact details of the DPO where more information can be obtained;
  - c. describe the likely consequences of the personal data breach;
  - d. describe the measures taken or proposed to be taken by Swanscombe & Greenhithe Town Council in its role as either data controller or data processor to address the personal data breach, including, where appropriate, measures to mitigate its possible adverse effects.
6. Where, and in so far as it is not possible to provide the information at the same time, the information may be provided in phases without undue further delay.
7. Swanscombe & Greenhithe Town Council Management, in conjunction with the DPO, shall document any personal data breaches, comprising the facts relating to the personal data breach, its effects and the remedial action taken. That documentation shall enable the supervisory authority to verify compliance with this Article.

### **Suitable Recitals**

(85) Notification obligation of breaches to the supervisory authority (87) Promptness of reporting / notification (88) Format and procedures of the notification

## **Swanscombe & Greenhithe Town Council - GDPR Summary**

Swanscombe & Greenhithe Town Council welcomes the introduction of GDPR in 2018. Swanscombe & Greenhithe Town Council has always taken all information security seriously including that of personal data regardless as to whether Swanscombe & Greenhithe Town Council is acting in the capacity of Data Processor or Controller.

In terms of GDPR, Swanscombe & Greenhithe Town Council has been working towards being fully compliant throughout 2018 in order to ensure that Swanscombe & Greenhithe Town Council clients can be certain that they are dealing with a fully compliant GDPR organisation.

### **Assessment**

Swanscombe & Greenhithe Town Council has assessed the GDPR and matched its own activities against the requirements for Data Controllers and Data Processors as appropriate.

Swanscombe & Greenhithe Town Council is:

- A Data Controller of its own employee data
- A Data Controller or Data processor of both data acquired within its day to day business and third-party data acquired where appropriate
- Registered with the Information Commissioners Officer

Swanscombe & Greenhithe Town Council data is hosted solely in UK/EEA data centres.

### **Activity**

Swanscombe & Greenhithe Town Council has amended its activities and associated policies and procedures as necessary in order to fully comply with GDPR following a thorough assessment.

Swanscombe & Greenhithe Town Council has a documented Data Breach Policy, a Lawful Bases for Processing Policy, a Legitimate Interest Policy and a Data Protection Policy.

The Swanscombe & Greenhithe Town Council website is being updated so that clients have the assurance that they will be contacted and treated in accordance with GDPR requirements. The website will contain John Street Beverage Privacy Policy clearly identified as well as a direct contact for the Swanscombe & Greenhithe Town Council Data Protection Officer (DPO).

Swanscombe & Greenhithe Town Council views the GDPR as an ongoing process and is committed to ensuring that any changes to the GDPR will be reflected in its working practices and policies going forward

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## PRIVACY POLICY

Swanscombe & Greenhithe Town Council takes your privacy very seriously. We ask that you read this privacy notice carefully as it contains important information about what to expect when Swanscombe & Greenhithe Town Council collects personal information (as defined by the GDPR 2016) about you from our website and how Swanscombe & Greenhithe Town Council will use your personal data.

### **1. The information we collect about you:**

When you register for services using this site we may collect personal information which might include (for example only); name, postal address, email address, telephone number and information about your requirements.

### **2. How we will use the information about you:**

We gather this information to allow us to process your registration of interest as a participant or possible participant and provide the information or services you request. The relevant information may then be used by us or our agents or sub-contractors to communicate with you on any matter related to the conduct of your affairs with us and the provision of services and information in general. If you agree we may also contact you about other products and services we think may be of interest to you.

We may also use this information for the purpose of monitoring website usage in order to help to develop our website and our services. These statistics will not include information that can be used to identify you.

### **3. Use of cookies and other information gathering technologies:**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. The information is used to track visitor use at the website and to compile statistical reports on website activity.

For further information about cookies visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org). You can set your browser not to accept cookies and the above websites will tell you how to remove cookies from your browser.

### **4. How we protect your information:**

We have put in place security procedures as well as technical and organisational measures to safeguard your personal information. We will use

all reasonable and appropriate technical and security measures to safeguard your personal information.

**5. Where we hold your data:**

The information you provide will not be transferred to countries outside the European Economic Area (EEA).

**6. Access to your information and updating and correcting your information:**

You have the right to request a copy of the information that we hold about you or to correct any of this information if you believe that it is incorrect. Please contact us if you would like to do this. You may also ask us to remove information which is inaccurate.

**7. Consent:**

By submitting your personal information, you consent to the use of that information as set out in this policy.

**8. Changes to privacy policy:**

We keep our privacy policy under regular review. If we change our privacy policy we will post the changes on this page.

**9. How to contact Swanscombe & Greenhithe Town Council:**

We welcome your views about our website and our privacy policy. If you would like to contact us with any queries or comments, please send an email to the contact email [info@swanscombeandgreenhithetowncouncil.gov.uk](mailto:info@swanscombeandgreenhithetowncouncil.gov.uk) or send a letter to the Town Council Offices at 16, The Grove, Swanscombe, Kent DA10 0AD

**10. Links to other websites:**

Our website may contain links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

**Use of The Website**

The content of the website is for general guidance only and should not therefore be regarded as constituting legal or other advice. Content relating to the law and legal developments featured on this Site are based upon the laws of England and Wales unless otherwise expressly stated.

## Cookies

This website uses cookies for web analytics. The data is anonymous, only used for statistical analysis and does not operate outside of this website. By using this site, you are consenting to the use of these cookies

A cookie is a small file of letters and numbers that we put on your computer. These cookies allow us to distinguish you from other users of our website, which helps us to provide you with a good experience when you browse our website and also allows us to improve our site. The cookies we use are "analytical" cookies. They allow us to recognise and count the number of visitors and to see how visitors move around the site when they are using it. This helps us to improve the way our website works, for example by ensuring that users are finding what they are looking for easily.

The information stored through cookies is anonymous and none of the information stored about your online usage is linked to you as an identifiable individual. We do not link these statistics to any information which you may have provided whilst using the site.

Cookies improve things by:

- remembering settings, so you don't have to keep re-entering them whenever you visit a new page
- remembering information you've given (e.g. your postcode) so you don't need to keep entering it
- measuring how you use the website so we can make sure it meets your needs

Our cookies aren't used to identify you personally. They're just here to make the site work better for you. You can manage and/or delete these small files as you wish.

To learn more about cookies and how to manage them, visit [AboutCookies.org](http://AboutCookies.org).

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- Data Protection Policy –  
Staff Policy

Swanscombe &  
Greenhithe Town Council

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# Introduction

We hold personal data about our employees, clients, suppliers and other individuals for a variety of purposes.

This policy sets out how we seek to protect personal data and ensure that staff understand the rules governing their use of personal data to which they have access in the course of their work. In particular, this policy requires staff to ensure that the Data Protection Officer (DPO) be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.

## Definitions

### **Business purposes**

The purposes for which personal data may be used by us:

Personnel, administrative, financial, regulatory, payroll and business development purposes.

*Business purposes include the following:*

- *Compliance with our legal, regulatory and corporate governance obligations and good practice*
- *Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests*
- *Ensuring business policies are adhered to (such as policies covering email and internet use)*
- *Operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of commercially sensitive information, security vetting, credit scoring and checking*
- *Investigating complaints*
- *Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments*
- *Monitoring staff conduct, disciplinary matters*
- *Marketing our business*
- *Improving services*

<b>Personal data</b>	<p>Information relating to identifiable individuals, such as job applicants, current and former employees, agency, contract and other staff, clients, suppliers and marketing contacts.</p> <p><i>Personal data we gather may include: individuals' contact details, educational background, financial and pay details, details of certificates and diplomas, education and skills, marital status, nationality, job title, and CV.</i></p>
<b>Sensitive personal data</b>	<p><i>Personal data about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, criminal offences, or related proceedings—any use of sensitive personal data should be strictly controlled in accordance with this policy.</i></p>

## Scope

This policy applies to all staff. You must be familiar with this policy and comply with its terms.

This policy supplements our other policies relating to internet and email use. We may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated to staff before being adopted.

### Who is responsible for this policy?

As our Data Protection Officer, Simon Evans of ABC Computers and the Swanscombe & Greenhithe Town Council Management Team has overall responsibility for the day-to-day implementation of this policy.

## Our procedures

### Fair and lawful processing

We must process personal data fairly and lawfully in accordance with individuals' rights. This generally means that we should not process personal data unless the individual whose details we are processing has consented to this happening.

## Responsibilities of the DPO

- Keeping the Swanscombe & Greenhithe Town Council Management Team updated about data protection responsibilities, risks and issues
- Reviewing all data protection procedures and policies on a regular basis
- Arranging data protection training and advice for all staff members and those included in this policy
- Answering questions on data protection from staff, management and other stakeholders
- Responding to individuals such as clients and employees who wish to know which data is being held on them by Swanscombe & Greenhithe Town Council
- Checking and approving with third parties that handle the company's data any contracts or agreement regarding data processing
- Researching third-party services that Swanscombe & Greenhithe Town Council is considering using to store or process data

## Responsibilities of Swanscombe & Greenhithe Town Council

- Approving data protection statements attached to emails and other marketing copy
- Addressing data protection queries from clients, target audiences or media outlets with assistance from the DPO
- Coordinating with the DPO to ensure all marketing initiatives adhere to data protection laws and the company's Data Protection Policy

## The processing of all data must be:

- Necessary to deliver our services
- In our legitimate interests and not unduly prejudice the individual's privacy
- In most cases this provision will apply to routine business data processing activities.

We have a Privacy Notice which is available on our website.

The notice:

- Sets out the purposes for which we hold personal data on clients and employees
- Highlights that our work may require us to give information to third parties such as expert witnesses and other professional advisers
- Provides that customers have a right of access to the personal data that we hold about them

## Sensitive personal data

In the cases we do process sensitive personal data, we will require the data subject's *explicit* consent to do this unless exceptional circumstances apply or we are required to do this by law (e.g. to comply with legal obligations to ensure health and safety at work). Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed.

## Accuracy and relevance

We will ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. We will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

Individuals may ask that we correct inaccurate personal data relating to them. If you believe that information is inaccurate you should record the fact that the accuracy of the information is disputed and inform the DPO, Simon Evans – ABC Computers.

## Your personal data

You must take reasonable steps to ensure that personal data we hold about you is accurate and updated as required. For example, if your personal circumstances change, please inform the Data Protection Officer so that they can update your records.

## Data security

You must keep personal data secure against loss or misuse. Where other organisations process personal data as a service on our behalf, the DPO will establish what, if any, additional specific data security arrangements need to be implemented in contracts with those third-party organisations.

## Storing data securely

- In cases when data is stored on printed paper, it should be kept in a secure place where unauthorised personnel cannot access it
- Printed data should be shredded when it is no longer needed
- Data stored on a computer should be protected by strong passwords that are changed regularly.
- Data stored on CDs or memory sticks must be locked away securely when they are not being used
- The DPO must approve any cloud service used to store data
- Data should be regularly backed up in line with the company's backup procedures
- Data should never be saved directly to mobile devices such as laptops, tablets or smartphones without the prior authority of Swanscombe & Greenhithe Town Council Management
- All servers containing sensitive data must be approved and protected by security software and a strong firewall.

## Data retention

We must retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained, but should be determined in a manner consistent with our data retention guidelines.

## Transferring data internationally

There are restrictions on international transfers of personal data. You must not transfer personal data anywhere outside the UK without first consulting the Data Protection Officer or Swanscombe & Greenhithe Town Council Management

## Subject Access Requests

Please note that individuals are entitled, subject to certain exceptions, to request access to information held about them.

If you receive a subject access request, you should refer that request immediately to the DPO. We may ask you to help us comply with those requests.

Please contact the Data Protection Officer if you would like to correct or request information that we hold about you. There are also restrictions on the information to which you are entitled under applicable law.

## **Processing data in accordance with the individual's rights**

You should abide by any request from an individual not to use their personal data for direct marketing purposes and notify the DPO about any such request.

Do not send direct marketing material to someone electronically (e.g. via email) unless you have an existing business relationship with them in relation to the services being marketed.

Please contact the DPO for advice on direct marketing before starting any new direct marketing activity.

## **Training**

All staff will receive training on this policy. New joiners will receive training as part of the induction process. Further training will be provided at least every two years or whenever there is a substantial change in the law or our policy and procedure.

Training is provided through an in-house seminar on a regular basis.

It will cover:

- The law relating to data protection
- Our data protection and related policies and procedures.

Completion of training is compulsory.

## **GDPR provisions**

Where not specified previously in this policy, the following provisions will be in effect on or before 25 May 2018.

## **Privacy Notice - transparency of data protection**

Being transparent and providing accessible information to individuals about how we will use their personal data is important for our organisation. The following are details on how we collect data and what we will do with it:

**What information is being collected?**

**Who is collecting it?**

**How is it collected?**

**Why is it being collected?**

**How will it be used?**

**Who will it be shared with?**

**Identity and contact details of any data controllers**

**Details of transfers to third country and safeguards**

**Retention period**

## Conditions for processing

We will ensure any use of personal data is justified using at least one of the conditions for processing and this will be specifically documented. All staff who are responsible for processing personal data will be aware of the conditions for processing. The conditions for processing will be available to data subjects in the form of a privacy notice.

## Justification for personal data

We will process personal data in compliance with all six data protection principles.

We will document the additional justification for the processing of sensitive data and will ensure any biometric and genetic data is considered sensitive.

## Consent

The data that we collect is subject to active consent by the data subject. This consent can be revoked at any time.

## Criminal record checks

Any criminal record checks are justified by law. Criminal record checks cannot be undertaken based solely on the consent of the subject.



## Data portability

Upon request, a data subject should have the right to receive a copy of their data in a structured format. These requests should be processed within one month, provided there is no undue burden and it does not compromise the privacy of other individuals. A data subject may also request that their data is transferred directly to another system. This must be done for free.

## Right to be forgotten

A data subject may request that any information held on them is deleted or removed, and any third parties who process or use that data must also comply with the request. An erasure request can only be refused if an exemption applies.

## Privacy by design and default

Privacy by design is an approach to projects that promote privacy and data protection compliance from the start. The DPO will be responsible for conducting Privacy Impact Assessments and ensuring that all projects (not only IT) commence with a privacy plan.

When relevant, and when it does not have a negative impact on the data subject, privacy settings will be set to the most private by default.

## International data transfers

No data may be transferred outside of the EEA without first discussing it with the Data Protection Officer or Cleanwise Management. Specific consent from the data subject must be obtained prior to transferring their data outside the EEA.

## Data audit and register

Regular data audits to manage and mitigate risks will inform the data register. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant.

## Reporting breaches

All members of staff have an obligation to report actual or potential data protection compliance failures. This allows us to:

- Investigate the failure and take remedial steps if necessary

- Maintain a register of compliance failures
- Notify the Supervisory Authority (Information Commissioners Office) of any compliance failures that are material either in their own right or as part of a pattern of failures

Please refer to our Data Breach Policy for our reporting procedure.

## Monitoring

Everyone must observe this policy. The DPO has overall responsibility for this policy and will monitor it regularly to make sure it is being adhered to.

## Consequences of failing to comply

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We take compliance with this policy very seriously. Failure to comply puts both you and the organisation at risk.

The importance of this policy means that failure to comply with any requirement may lead to disciplinary action under our procedures which may result in dismissal. If you have any questions or concerns about anything in this policy, do not hesitate to contact the DPO.

# Swanscombe & Greenhithe Town Council

## - PRIVACY NOTICE FOR EMPLOYEES

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In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, our employees, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

This notice applies to current and former employees, workers and contractors.

### **A) DATA PROTECTION PRINCIPLES**

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, explicit, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- g) we comply with the relevant GDPR procedures for international transferring of personal data

### **B) TYPES OF DATA HELD**

We keep several categories of personal data on our employees in order to carry out effective and efficient processes. We keep this data in a personnel file relating to each employee and we also hold the data within our computer systems, for example, our holiday booking system.

Specifically, we hold the following types of data:

- a) personal details such as name, address, phone numbers
- b) name and contact details of your next of kin
- c) your photograph
- d) your gender, marital status, information of any disability you have or other medical information
- e) right to work documentation
- f) information on your race and religion for equality monitoring purposes
- g) information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter
- h) references from former employers

- i) details on your education and employment history etc
- j) National Insurance numbers
- k) bank account details
- l) tax codes
- m) driving licence (where appropriate)
- n) criminal convictions
- o) information relating to your employment with us, including:

- i) job title and job descriptions
- ii) your salary
- iii) your wider terms and conditions of employment
- iv) details of formal and informal proceedings involving you such as letters of concern, disciplinary and grievance proceedings, your annual leave records, appraisal and performance information
- v) internal and external training modules undertaken
- vi) information on time off from work including sickness absence, family related leave etc
- p) CCTV footage
- q) IT equipment use including telephones and internet access.

### **C) COLLECTING YOUR DATA**

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your employment.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Personal data is kept in files or within the Company's HR paper-based systems and IT systems.

### **D) LAWFUL BASIS FOR PROCESSING**

The law on data protection allows us to process your data for certain reasons only. In the main, we process your data in order to comply with a legal requirement or in order to effectively manage the employment contract we have with you, including ensuring you are paid correctly.

The information below categorises the types of data processing we undertake and the lawful basis we rely on.

<b>Activity requiring your data</b>	<b>Lawful basis</b>
Carry out the employment contract that we have entered into with you e.g. using your name, contact details, education history, information on any disciplinary, grievance procedures involving you	Performance of the contract
Ensuring you are paid	Performance of the contract
Ensuring tax and National Insurance is paid	Legal obligation
Carrying out checks in relation to your right to work in the UK	Legal obligation

Making reasonable adjustments for disabled employees	Legal obligation
Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion	Our legitimate interests
Making decisions about salary and other benefits	Our legitimate interests
Ensuring efficient administration of contractual benefits to you	Our legitimate interests
Effectively monitoring both your conduct, including timekeeping and attendance, and your performance and to undertake procedures where necessary	Our legitimate interests
Maintaining comprehensive up to date personnel records about you to ensure, amongst other things, effective correspondence can be achieved and appropriate contact points in the event of an emergency are maintained	Our legitimate interests
Implementing grievance procedures	Our legitimate interests
Assessing training needs	Our legitimate interests
Implementing an effective sickness absence management system including monitoring the amount of leave and subsequent actions to be taken including the making of reasonable adjustments	Our legitimate interests
Gaining expert medical opinion when making decisions about your fitness for work	Our legitimate interests
Managing statutory leave and pay systems such as maternity leave and pay etc	Our legitimate interests
Business planning and restructuring exercises	Our legitimate interests
Dealing with legal claims made against us	Our legitimate interests
Preventing fraud	Our legitimate interests
Ensuring our administrative and IT systems are secure and robust against unauthorised access	Our legitimate interests

## **E) SPECIAL CATEGORIES OF DATA**

Special categories of data are data relating to your:

- a) health
- b) sexual orientation
- c) race
- d) ethnic origin
- e) political opinion
- f) religion
- g) trade union membership
- h) genetic and biometric data.

We carry out processing activities using special category data:

- a) for the purposes of equal opportunities monitoring
- b) in our sickness absence management procedures
- c) to determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies:

- a) you have given explicit consent to the processing
- b) we must process the data in order to carry out our legal obligations
- c) we must process data for reasons of substantial public interest
- d) you have already made the data public.

## **F) FAILURE TO PROVIDE DATA**

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment, or administer contractual benefits.

## **G) CRIMINAL CONVICTION DATA**

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data to determine your suitability, or your continued suitability for the role. We rely on the lawful basis of preventing fraud and dealing with legal claims made against us to process this data.

## **H) WHO WE SHARE YOUR DATA WITH**

Employees within our company who have responsibility for recruitment, administration of payment and contractual benefits and the carrying out performance related procedures will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processing in line with GDPR.

Data is shared with third parties for the following reasons: HMRC (for legal reasons relating to the lawful processing of data relating to your PAYE / NIC / Income Tax and

to our sub-contracted Payroll company for the lawful processing of data relating to the administration of your payroll.

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us. We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We do not share your data with bodies outside of the European Economic Area.

## **I) PROTECTING YOUR DATA**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

## **J) RETENTION PERIODS**

We only keep your data for as long as we need it for, which will be at least for the duration of your employment with us though in some cases we will keep your data for a period after your employment has ended. Some data retention periods are set by the law. Retention periods can vary depending on why we need your data, as set out below:

<b>Record</b>	<b>Statutory Retention Period</b>
Children/young adults	Until the child reaches 21
Retirement Benefits Schemes	6 years from the end of the scheme year
Statutory Maternity Pay (calculations, certificates, medical evidence)	3 years after the end on the tax year in which the period ends
Wage/salary (overtime, bonuses, expenses)	6 years
National Minimum Wage	3 years after the end of the consequent pay reference period
Working hours	2 years after they are made

<b>Record</b>	<b>Recommended Retention Period</b>
Application forms and interview notes	6 months to a year
Assessments under health and safety regulations and records of consultations with safety representatives and committees	Permanently
HMRC approvals	Permanently
Money purchase details	6 years after transfer or value taken
Parental leave	Until child is 18 (birth/adoption)
Pension scheme investment policies	12 years from the ending of any benefit payable under the policy
Pensioners' records	12 years after end of benefit
Personnel files, training records (disciplinary records, working time records)	6 years after end of employment

Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years after date of redundancy
Statutory Sick Pay records, calculations, certificates, self-certificates	at least 3 months after the end of the period of sick leave, but 6 years after the employment ceases advisable
Time cards	2 years after audit
Trade Union agreements	10 years after end
Works Council minutes	Permanently

## **K) EMPLOYEE RIGHTS**

You have the following rights in relation to the personal data we hold on you:

- a) the right to be informed about the data we hold on you and what we do with it;
- b) the right of access to the data we hold on you. More information on this can be found in the section headed "Access to Data" below and in our separate policy on "Subject Access Requests";
- c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
- d) the right to have data deleted in certain circumstances. This is also known as 'erasure';
- e) the right to restrict the processing of the data;
- f) the right to transfer the data we hold on you to another party. This is also known as 'portability';
- g) the right to object to the inclusion of any information;
- h) the right to regulate any automated decision-making and profiling of personal data.

More information can be found on each of these rights in our separate policy on employee rights under GDPR.

## **L) CONSENT**

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.



## **M) MAKING A COMPLAINT**

If you think your data rights have been breached, you are able to raise a complaint with our Data Protection Officer (DPO). You can email the DPO at [dpo@abcict.co.uk](mailto:dpo@abcict.co.uk) or write to the following address:

Swanscombe & Greenhithe Town Council DPO  
81 Barnehurst Road  
Bexleyheath  
Kent DA7 6HD

If you are dis-satisfied with the reply given to you by our DPO, you can also contact the Information Commissioner (ICO) at:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire SK9 5AF

or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

## **N) DATA PROTECTION COMPLIANCE**

Our Data Protection Officer is:

Simon Evans – ABC Computers

His contact details can be found on this policy under "Making a Complaint"

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# **Privacy Notice for Job Applicants.**

## **Swanscombe & Greenhithe Town Council**

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, as prospective employees of our Company, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

### **A) DATA PROTECTION PRINCIPLES**

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, explicit, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- g) we comply with the relevant GDPR procedures for international transferring of personal data

### **B) TYPES OF DATA HELD**

We keep several categories of personal data on our prospective employees in order to carry out effective and efficient processes. We keep this data in recruitment files relating to each vacancy and we also hold the data within our computer systems, for example, recruitment logs.

Specifically, we hold the following types of data:

- a) personal details such as name, address, phone numbers;
- b) name and contact details of your next of kin;
- c) your photograph;
- d) your gender, marital status, information of any disability you have or other medical information;
- e) right to work documentation;
- f) information on your race and religion for equality monitoring purposes;
- g) information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter;
- h) references from former employers;
- i) details on your education and employment history etc;
- j) driving licence;
- k) criminal convictions.

### **C) COLLECTING YOUR DATA**

You provide several pieces of data to us directly during the recruitment exercise.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Should you be successful in your job application, we will gather further information from you, for example, your bank details and next of kin details, once your employment begins.

### **D) LAWFUL BASIS FOR PROCESSING**

The law on data protection allows us to process your data for certain reasons only.

The information below categorises the types of data processing we undertake and the lawful basis we rely on.

<b>Activity requiring your data</b>	<b>Lawful basis</b>
Carrying out checks in relation to your right to work in the UK	Legal obligation
Making reasonable adjustments for disabled employees	Legal obligation
Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion	Our legitimate interests
Making decisions about salary and other benefits	Our legitimate interests
Making decisions about contractual benefits to provide to you	Our legitimate interests
Assessing training needs	Our legitimate interests
Dealing with legal claims made against us	Our legitimate interests
Preventing fraud	Our legitimate interests

### **E) SPECIAL CATEGORIES OF DATA**

Special categories of data are data relating to your:

- a) health
- b) sexual orientation
- c) race
- d) ethnic origin
- e) political opinion
- f) religion
- g) trade union membership
- h) genetic and biometric data.

We carry out processing activities using special category data:

- a) for the purposes of equal opportunities monitoring
- b) to determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies:

- a) you have given explicit consent to the processing
- b) we must process the data in order to carry out our legal obligations
- c) we must process data for reasons of substantial public interest
- d) you have already made the data public.

#### **F) FAILURE TO PROVIDE DATA**

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment or administer contractual benefits.

#### **G) CRIMINAL CONVICTION DATA**

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We may use criminal conviction data to determine your suitability, or your continued suitability for the role. We rely on lawful basis to process this data.

#### **H) WHO WE SHARE YOUR DATA WITH**

Employees within our company who have responsibility for recruitment will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processing in line with GDPR.

Data is shared with third parties for the following reasons: we may share your data with outside, contracted employment agencies

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us. We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We do not share your data with bodies outside of the European Economic Area.

#### **I) PROTECTING YOUR DATA**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

## **J) RETENTION PERIODS**

We only keep your data for as long as we need it for, which, in relation to unsuccessful candidates, is six months to a year.

If your application is not successful and we have not sought consent or you have not provided consent upon our request to keep your data for the purpose of future suitable job vacancies, we will keep your data for six months once the recruitment exercise ends.

If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for nine months once the recruitment exercise ends. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data and there will be no consequences of withdrawing consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

## **K) YOUR RIGHTS**

You have the following rights in relation to the personal data we hold on you:

- a) the right to be informed about the data we hold on you and what we do with it;
- b) the right of access to the data we hold on you. We operate a separate Subject Access Request policy and all such requests will be dealt with accordingly;
- c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
- d) the right to have data deleted in certain circumstances. This is also known as 'erasure';
- e) the right to restrict the processing of the data;
- f) the right to transfer the data we hold on you to another party. This is also known as 'portability';
- g) the right to object to the inclusion of any information;
- h) the right to regulate any automated decision-making and profiling of personal data.

In addition to the above rights, you also have the unrestricted right to withdraw consent, that you have previously provided, to our processing of your data at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact our Data Protection Officer (see details on the following page)

## **L) MAKING A COMPLAINT**

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire

SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

## **M) DATA PROTECTION COMPLIANCE**

Our Data Protection Officer is:

Simon Evans

ABC Computers  
81 Barnehurst Road  
Bexleyheath  
Kent  
DA7 6HD

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• Lawful Bases for Processing  
Swanscombe & Greenhithe  
Town Council

•

# Lawful Bases for Processing

These are the lawful bases for processing that Swanscombe & Greenhithe Town Council will adhere to:

The lawful bases for processing are set out in Article 6 of the GDPR. Swanscombe & Greenhithe Town Council will ensure that at least one of these must apply whenever they process personal data:

- (a) **Consent:** the individual has given clear consent for Swanscombe & Greenhithe Town Council to process their personal data for a specific purpose.
- (b) **Contract:** the processing is necessary for a contract that Swanscombe & Greenhithe Town Council may have with the individual, or because the said individual has asked Swanscombe & Greenhithe Town Council to take specific steps before entering into a contract.
- (c) **Legal obligation:** the processing is necessary for Swanscombe & Greenhithe Town Council to comply with the law (not including contractual obligations).
- (d) **Vital interests:** Swanscombe & Greenhithe Town Council deems that the processing is necessary to protect someone's life.
- (e) **Public task:** the processing is necessary for Swanscombe & Greenhithe Town Council to perform a task in the public interest or for Swanscombe & Greenhithe Town Council's official functions, and the task or function has a clear basis in law.
- (f) **Legitimate interests:** Swanscombe & Greenhithe Town Council (in conjunction with the DPO) believes that the processing is necessary for Swanscombe & Greenhithe Town Council's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. Please see the additional Policy on citing legitimate interests to process or retain data

- Guidelines for Citing  
Legitimate Interest to  
Process or Retain Data

Swanscombe & Greenhithe

- Town Council

# Guidelines to be used by Swanscombe & Greenhithe Town Council in citing 'Legitimate Interest' for the Processing or Retention of Data

Swanscombe & Greenhithe Town Council (as a Data Controller) may rely upon its Legitimate Interests; subject to establishing that the processing is 'necessary'. The Town Clerk of Swanscombe & Greenhithe Town Council (in liaison with the DPO where considered necessary) will carry out a 'balancing test' to decide whether 'Legitimate Interests' may be used.

The Legitimate Interest can be one of the Data Controller (Swanscombe & Greenhithe Town Council) or of a Third Party to whom the data may be disclosed.

## These are the Guidelines to be used:

Direct vs Indirect Relationships The context of the relationship between the individual and the Data Controller (Swanscombe & Greenhithe Town Council) is a key element in understanding the legitimacy of the processing activity. It does not necessarily matter if there is a direct or indirect relationship between the individual and the Data Controller to have a Legitimate Interest, but it will be a factor to consider in a balancing test. The nature of the relationship should be weighed against the necessity of the processing and the impact on the individual.

Disclosure to Third Parties A direct relationship with the individual is not essential for relying on Legitimate Interests although the requirement to inform individuals that you have obtained their data from a Third Party would have to be taken into consideration. Recitals 47 to 50 in the GDPR refer to this.

The Balancing Test will also take into account the following:

- 1) **DIRECT MARKETING** - processing for direct marketing purposes under Legitimate Interests is specifically mentioned in the last sentence of Recital 47.
- 2) **REASONABLE EXPECTATIONS** - the fact that individuals have a reasonable expectation that the Data Controller will process their Personal Data, will help to make the case for Legitimate Interests to apply when conducting the balancing test.
- 3) **RELEVANT & APPROPRIATE RELATIONSHIP** - where there is a relevant and appropriate relationship between the individual and the Data Controller in situations where the individual is a client or in the service of the organisation. However, this does not mean that there will always be a Legitimate Interest in processing an individual's data. Legitimate Interests is more likely to apply when there is a direct 'appropriate' relationship with individuals because the processing is less likely to be unexpected or unwanted. Recital 47 indicates that it is more difficult to use Legitimate Interests when there is no pre-existing relevant relationship (although this is not ruled out).

4) **STRICTLY NECESSARY FOR FRAUD PREVENTION** - where the processing is strictly necessary for the purpose of preventing fraud. This could include verifying that the registered address of the cardholder for a particular credit or debit card is the same as the cardholder's normal place of residence or work.

5) **ORGANISATIONAL** - where Data Controllers are part of an organisational group or institutions affiliated to a central body that transmit Personal Data within that organisational group or to the central body. However, the rules on transferring Personal Data to a country outside the European Economic Area (EEA) must be complied with if this is relevant.

6) **NETWORK & INFORMATION SECURITY** - where the processing of Personal Data is strictly necessary and proportionate for the purposes of ensuring network and information security. An example of this would include monitoring authorised users' access to a Data Controller's computer network for the purpose of preventing cyber-attacks.

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# **SWANSCOMBE & GREENHITHE TOWN COUNCIL**

## **ACCEPTABLE IT USAGE POLICY.**

This Acceptable Usage Policy covers the security and use of all Swanscombe & Greenhithe Town Council's information and IT equipment. It also includes the use of email, internet, voice and mobile IT equipment. This policy applies to all Swanscombe & Greenhithe Town Council employees, contractors and agents (hereafter referred to as 'individuals').

This policy applies to all information, in whatever form, relating to Swanscombe & Greenhithe Town Council business activities worldwide, and to all information handled by Swanscombe & Greenhithe Town Council relating to other organisations with whom it deals. It also covers all IT and information communications facilities operated by Swanscombe & Greenhithe Town Council or on its behalf.

### **Computer Access Control – Individual's Responsibility**

Access to the Swanscombe & Greenhithe Town Council IT systems is controlled by the use of User IDs and passwords. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the Swanscombe & Greenhithe Town Council IT systems.

#### **Individuals must not:**

- Allow anyone else to use their user ID/token and password on any Swanscombe & Greenhithe Town Council IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access Swanscombe & Greenhithe Town Council's IT systems.
- Leave their password unprotected (for example writing it down on a 'post it note' and leaving it stuck to the computer or laptop screen).
- Perform any unauthorised changes to Swanscombe & Greenhithe Town Council's IT systems or information.
- Attempt to access data that they are not authorised to use or access.
- Exceed the limits of their authorisation or specific business need to interrogate the system or data.
- Connect any non-Swanscombe & Greenhithe Town Council authorised device to the Swanscombe & Greenhithe Town Council network or IT systems unless authorisation has been sought and provided by Swanscombe & Greenhithe Town Council Management.
- Store Swanscombe & Greenhithe Town Council data on any non-authorised Swanscombe & Greenhithe Town Council equipment.
- Give or transfer Swanscombe & Greenhithe Town Council data or software to any person or organisation outside Swanscombe & Greenhithe Town Council without the authority of Swanscombe & Greenhithe Town Council Management.

Line managers must ensure that individuals are given clear direction on the extent and limits of their authority with regard to IT systems and data.

### **Internet and email Conditions of Use**

Use of Swanscombe & Greenhithe Town Council internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to Swanscombe & Greenhithe Town Council in any way, not in breach of any term and condition of employment and does not place the individual or Swanscombe & Greenhithe Town Council in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which Swanscombe & Greenhithe Town Council considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to Swanscombe & Greenhithe Town Council, alter any information about it, or express any opinion about Swanscombe & Greenhithe Town Council, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Forward Swanscombe & Greenhithe Town Council mail to personal (non-Swanscombe & Greenhithe Town Council) email accounts (for example a personal Hotmail account).
- Make official commitments through the internet or email on behalf of Swanscombe & Greenhithe Town Council unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Department.

### **Clear Desk and Clear Screen Policy**

In order to reduce the risk of unauthorised access or loss of information, Swanscombe & Greenhithe Town Council enforces a clear desk and screen policy as follows:



- Personal or confidential business information must be protected using security features
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

### **Working Off-site**

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car.
- Laptops must be carried as hand luggage when travelling.
- Information should be protected against loss or compromise when working remotely (for example at home or in public places).
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected at least by a password or a PIN code.

### **Mobile Storage Devices**

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only Swanscombe & Greenhithe Town Council authorised mobile storage devices must be used, when transferring sensitive or confidential data.

### **Software**

Employees must use only software that is authorised by Swanscombe & Greenhithe Town Council on Swanscombe & Greenhithe Town Council's computers. Authorised software must be used in accordance with the software supplier's licensing agreements. All software on Swanscombe & Greenhithe Town Council computers must be approved and installed by the Swanscombe & Greenhithe Town Council IT Contractor (ABC Computers).

### **Individuals must not:**

Store personal files such as music, video, photographs or games on Swanscombe & Greenhithe Town Council IT equipment.

### **Viruses**

The IT Contractor (ABC Computers) has implemented centralised, automated virus detection and virus software updates within the Swanscombe & Greenhithe Town

Council IT System. All PCs have antivirus software installed to detect and remove any virus automatically.

**Individuals must not:**

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved Swanscombe & Greenhithe Town Council anti-virus software and procedures.

**Telephony (Voice) Equipment Conditions of Use**

Use of Swanscombe & Greenhithe Town Council voice equipment is intended for business use only. Individuals must not use Swanscombe & Greenhithe Town Council voice facilities for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communications

**Individuals must not:**

- Use Swanscombe & Greenhithe Town Council voice system for conducting private business.
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or International operators unless it is for business use.

**Actions upon Termination of Contract**

All Swanscombe & Greenhithe Town Council equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to Swanscombe & Greenhithe Town Council at termination of contract.

All Swanscombe & Greenhithe Town Council data or intellectual property developed or gained during the period of employment remains the property of Swanscombe & Greenhithe Town Council and must not be retained beyond termination or reused for any other purpose.

**Monitoring and Filtering**

All data that is created and stored on Swanscombe & Greenhithe Town Council computers is the property of Swanscombe & Greenhithe Town Council.

IT system logging will take place where deemed appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. Swanscombe & Greenhithe Town Council has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse. Any monitoring will be carried out in accordance with audited, controlled internal

processes, the UK Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000 and the 2018 GDPR.

This policy must be read in conjunction with:

- Computer Misuse Act 1990
- Data Protection Act 1998
- GDPR 2018

It is your responsibility to report suspected breaches of security policy without delay to your line management, the IT contractor or your Data Protection Officer.

All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with Swanscombe & Greenhithe Town Council disciplinary procedures.

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## **DATA CONTROLLER & DATA PROCESSOR AGREEMENT**

THIS AGREEMENT is made on [ ] 2018

**BETWEEN:**

- (1) **Swanscombe & Greenhithe Town Council** (the "Controller"); and
- (2) ??? (incorporated in, or existing and established under the laws of the UK whose registered office is at [REGISTERED OFFICE ADDRESS] (the "Processor").

### **BACKGROUND**

- (A) The Controller processes Personal Data in connection with its business activities;
- (B) The Processor processes Personal Data on behalf of other businesses and organisations;
- (C) The Controller wishes to engage the services of the Processor to process personal data on its behalf;
- (D) Article 28 and Recital 81 of the General Data Protection Regulation 2016/679 (GDPR) (as hereinafter defined) provides that, where processing of personal data is carried out by a processor on behalf of a data controller the controller must choose a processor providing sufficient guarantees in respect of the technical security measures and organisational measures governing the processing to be carried out, and must ensure compliance with those measures;
- (E) Article 28 and Recital 81 of the GDPR require that where processing is carried out by a processor on behalf of a controller such processing shall be governed by a contract or legal act binding the processor to the controller stipulating, in particular, that the processor shall act only on instructions from the controller and shall comply with the technical and organisational measures required under the appropriate national law to protect personal data against accidental or unlawful destruction or accidental loss, alternation, unauthorised disclosure or access and against all other unlawful forms of processing;
- (F) In compliance with the above-mentioned provisions of Article 28 and Recital 81 of the GDPR the Controller and Processor wish to enter into this processing security Agreement.

## **THE PARTIES HEREBY MUTUALLY AGREE AS FOLLOWS:**

### **1. DEFINITIONS AND INTERPRETATION**

1.1 In this Agreement the following words and phrases shall have the following meanings, unless inconsistent with the context or as otherwise specified:

**"Data Protection Directive"** shall mean the General Data Protection Regulation 2016/679 (GDPR) on the protection of individuals with regard to the processing of personal data and on the free movement of such data;

**"national law"** shall mean the law of the Member State in which the Processor is established;

**"personal data"** shall mean any information relating to an identified or identifiable natural person ('data subject'); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic cultural or social identity;

**"processing of personal data"** shall mean any operation or set of operations which is performed upon personal data, whether or not by automatic means, such as collection, recording, organization, storage, adaptation or alternation, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction;

**"sub-contract"** and **"sub-contracting"** shall mean the process by which either party arranges for a third party to carry out its obligations under this Agreement and **"Sub Contractor"** shall mean the party to whom the obligations are subcontracted; and

**"Technical and organisational security measures"** shall mean measures to protect personal data against accidental or unlawful destruction or accidental loss, alternation, unauthorised disclosure or access and against all other unlawful forms of processing.

### **2. CONSIDERATION**

2.1 In consideration of the Controller engaging the services of the processor to process personal data on its behalf the Processor shall comply with the security, confidentiality and other obligations imposed on it under this Agreement.

### **3. SECURITY OBLIGATIONS OF THE PROCESSOR**

3.1 The Processor shall only carry out those actions in respect of the personal data processed on behalf of the Controller as are expressly authorised by the Controller.

3.2 The Processor shall take such Technical and Organisational Security Measures as are required under its own national law to protect personal data processed by the Processor on behalf of the Controller against unlawful forms of processing. The

processor agrees that appropriate Technical and Organisational measures shall include, as a minimum standard of protection, compliance with the legal and practical security requirements set out in Article 32 of the GDPR. The controller reserves the right to ask that the processor make available to the controller all information necessary to demonstrate compliance with its obligations and to allow and fully cooperate with audits, including inspections, conducted by the controller or another person authorised to this end by the controller.

#### **4. CONFIDENTIALITY**

4.1 The Processor agrees that it shall maintain the personal data processed by the Processor on behalf of the Controller in confidence. In particular, the Processor agrees that, save with the prior written consent of the Controller, it shall not disclose any personal data supplied to the Processor by, for, or on behalf of, the Controller to any third party.

4.2 The Processor shall not make any use of any personal data supplied to it by the Controller otherwise than in connection with the provision of services to the Controller.

4.3 The obligations in clauses 4.1 and 4.2 above shall continue for a period of five years after the cessation of the provision of services by the Processor to the Controller.

4.4 Nothing in this agreement shall prevent either party from complying with any legal obligation imposed by a regulator or court. Both parties shall however, where possible, discuss together the appropriate response to any request from a regulator or court for disclosure of information.

#### **5. SUB-CONTRACTING**

5.1 The Processor shall not sub-contract any of its rights or obligations under this Agreement without the prior written consent of the Controller.

5.2 Where the Processor, with the consent of the Controller, sub-contracts its obligations under this agreement it shall do so only by way of a written agreement with the Sub-Contractor which imposes the same obligations in relation to the security of the processing on the Sub-Contractor as are imposed on the Processor under this Agreement.

5.3 For the avoidance of doubt, where the Sub-Contractor fails to fulfil its obligations under any sub-processing agreement, the Processor shall remain fully liable to the Controller for the fulfilment of its obligations under this Agreement

## **6. TERM AND TERMINATION**

6.1 This Agreement shall continue in full force and effect for so long as the Processor is processing personal data on behalf of the Controller.

6.2 Within 7 days following termination of this Agreement the Processor shall, at the direction of the Controller, (a) comply with any other agreement made between the parties concerning the return or destruction of data, or (b) return all personal data passed to the Processor by the Controller for processing, or (c) on receipt of instructions from the Controller, destroy all such data unless prohibited from doing so by any applicable law.

## **7. GOVERNING LAW**

7.1 This Agreement shall be governed by and construed in accordance with the national law of the Member state in which the Controller is established

**AS WITNESS** this Agreement has been signed on behalf of each of the parties by its duly authorised representative on the day and year first above written.

SIGNED on behalf of Swanscombe & Greenhithe Town Council

(Authorised signatory)

(Print name and title)

SIGNED on behalf of ???????

(Authorised signatory)

(Print name and title)



# PRIVACY POLICY – SWANSCOMBE & GREENHITHE TOWN COUNCIL

## 1. Introduction

- 1.1 We are committed to safeguarding the privacy of our website visitors and customers.
- 1.2 This policy applies where we are acting as a data controller with respect to the personal data of our website visitors and customers; in other words, where we determine the purposes and means of the processing of that personal data.

## 2. Credit

- 2.1 This document was created using a template from SEQ Legal (<https://seqlegal.com>).

## 3. How we use your personal data

- 3.1 In this Section 3 we have set out:
  - (a) the general categories of personal data that we may process;
  - (b) the purposes for which we may process personal data; and
  - (c) the legal bases of the processing.
- 3.2 We may process data about your use of our website and services "**usage data**". The usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your use of our website. The source of the usage data is our analytics tracking system. This usage data may be processed for the purposes of analysing the use of the website and services. The legal basis for this processing is consent or our legitimate interests.
- 3.3 We may process your account data "**account data**". The account data may include your name and email address. The source of the account data is data that you have previously consented to provide to us because you may have purchase from our website or web-based shops. The account data may be processed for the purposes of operating our website, providing our services, ensuring the security of our website and services, maintaining back-ups of our databases and communicating with you. The legal basis for this processing is consent OR our legitimate interests, namely the proper administration of our website and business OR the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.

## PRIVACY POLICY – SWANSCOMBE & GREENHITHE TOWN COUNCIL

- 3.4 We may process your information included in your personal profile on our website or on data you have consented to submit to us "**profile data**". The profile data may include and is not limited to your name, address, telephone number, email address, gender, date of birth, interests and hobbies. The profile data may be processed for the purposes of enabling and monitoring your use of our website and services. The legal basis for this processing is consent OR our legitimate interests, namely the proper administration of our website and business OR the performance of a contract between you and us and/or taking steps, at you request, to enter into such a contract.
- 3.5 We may process your personal data that has provided in the course of the use of our services "**service data**". The service data may include and is not limited to your name, address, telephone number, email address, gender, date of birth, interests and hobbies. The source of the service data is you. The service data may be processed for the purposes of operating our website, providing our services, ensuring the security of our website and services, maintaining back-ups of our databases and communicating with you. The legal basis for this processing is consent OR our legitimate interests, namely the proper administration of our website and business OR the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.
- 3.6 We may process information that you post for publication on our website or through our services "**publication data**". The publication data may be processed for the purposes of enabling such publication and administering our website and services. The legal basis for this processing is consent OR our legitimate interests, namely the proper administration of our website and business OR the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.
- 3.7 We may process information contained in any enquiry you submit to us regarding goods and/or services "**enquiry data**". The enquiry data may be processed for the purposes of offering, marketing and selling relevant goods and/or services to you. The legal basis for this processing is consent.
- 3.8 We may process information relating to our customer relationships, including customer contact information "**customer relationship data**". The customer relationship data may include and is not limited to your name, address, telephone number, email address, gender, date of birth, interests and hobbies and information contained in communications between us. The source of the customer relationship data is you. The customer relationship data may be processed for the purposes of managing our relationships with customers, communicating with customers, keeping records of those

# PRIVACY POLICY – SWANSCOMBE & GREENHITHE TOWN COUNCIL

communications and promoting our products and services to customers. The legal basis for this processing is consent OR our legitimate interests, namely the proper management of our customer relationships.

- 3.9 We may process information relating to transactions, including purchases of goods and services, that you enter into with us and/or through our website and web shops and our retail premises **"transaction data"**. The transaction data may include your contact details, your card details and the transaction details. The transaction data may be processed for the purpose of supplying the purchased goods and services and keeping proper records of those transactions. The legal basis for this processing is the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract and our legitimate interests.
- 3.10 We may process information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters **"notification data"**. The notification data may be processed for the purposes of sending you the relevant notifications and/or newsletters. The legal basis for this processing is consent OR the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.
- 3.11 We may process information contained in or relating to any communication that you send to us **"correspondence data"**. The correspondence data may include the communication content and metadata associated with the communication (Our website will generate the metadata associated with communications made using the website contact forms.) The correspondence data may be processed for the purposes of communicating with you and record-keeping. The legal basis for this processing is our legitimate interests, namely the proper administration of our website and business and communications with users.
- 3.12 We may process any of your personal data identified in this policy where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.
- 3.13 We may process any of your personal data identified in this policy where necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice. The legal basis for this processing is our legitimate interests, namely the proper protection of our business against risks.

# **PRIVACY POLICY – SWANSCOMBE & GREENHITHE TOWN COUNCIL**

3.14 In addition to the specific purposes for which we may process your personal data set out in this Section 3, we may also process any of your personal data] where such processing is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

3.15 Please do not supply any other person's personal data to us.

## **4. Providing your personal data to others**

4.1 We may disclose your personal data to our insurers and/or professional advisers in so far as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

4.2 We may disclose data you have consented to supply us with to our suppliers or subcontractors in so far as reasonably necessary for the purpose of carrying out our legitimate business interests.

4.3 Financial transactions relating to our website and services are OR may be handled by our payment services providers. We will share transaction data with our payment services providers only to the extent necessary for the purposes of processing your payments, refunding such payments and dealing with complaints and queries relating to such payments and refunds.

4.4 In addition to the specific disclosures of personal data set out in this Section 4, we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person. We may also disclose your personal data where such disclosure is necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

## **5. Retaining and deleting personal data**

5.1 This Section 5 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.

5.2 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

5.3 We will retain your personal data as follows:

# **PRIVACY POLICY – SWANSCOMBE & GREENHITHE TOWN COUNCIL**

- (a) personal data (which may include and is not limited to your name, address, telephone number, email address, gender, date of birth etc) will be retained for a minimum period of 1 month (if your enquiry to us goes no further than a simple enquiry) and for a maximum period of 6 years following your contact to us should we enter into a contract with you.

5.4 In some cases it is not possible for us to specify in advance the periods for which your personal data will be retained. In such cases, we will determine the period of retention based on the following criteria:

- (a) the period of retention of will be determined based on legal retention periods proscribed by current UK Legislation.

5.5 Notwithstanding the other provisions of this Section 5, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

## **6. Amendments**

- 6.1 We may update this policy from time to time by publishing a new version on our website.
- 6.2 You should check this page occasionally to ensure you are happy with any changes to this policy.
- 6.3 We will notify you of significant changes to this policy by ensuring that the newest policy is available to download from our website.

## **7. Your rights**

7.1 In this Section 8, we have summarised the rights that you have under data protection law. Some of the rights are complex, and not all of the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities ([www.ico.gov.uk](http://www.ico.gov.uk)) for a full explanation of these rights.

7.2 Your principal rights under data protection law are:

- (a) the right to access;
- (b) the right to rectification;
- (c) the right to erasure;
- (d) the right to restrict processing;

## **PRIVACY POLICY – SWANSCOMBE & GREENHITHE TOWN COUNCIL**

- (e) the right to object to processing;
- (f) the right to data portability;
- (g) the right to complain to a supervisory authority; and
- (h) the right to withdraw consent.

- 7.3 You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee.
- 7.4 You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.
- 7.5 In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: when the personal data we hold on you is no longer necessary in relation to the purposes for which it was collected or otherwise processed; you withdraw consent to consent-based processing; you object to the processing under certain rules of applicable data protection law; the processing is for direct marketing purposes; and the personal data has been unlawfully processed. However, there are exclusions of the right to erasure. The general exclusions include where processing is necessary: for exercising the right of freedom of expression and information; for compliance with a legal obligation; or for the establishment, exercise or defense of legal claims.
- 7.6 In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

## **PRIVACY POLICY – SWANSCOMBE & GREENHITHE TOWN COUNCIL**

- 7.7 You have the right to object to our processing of your personal data on grounds relating to your particular situation, but only to the extent that the legal basis for the processing is that the processing is necessary for: the performance of a task carried out in the public interest or in the exercise of any official authority vested in us; or the purposes of the legitimate interests pursued by us or by a third party. If you make such an objection, we will cease to process the personal information unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.
- 7.8 You have the right to object to our processing of your personal data for direct marketing purposes (including profiling for direct marketing purposes). If you make such an objection, we will cease to process your personal data for this purpose.
- 7.9 You have the right to object to our processing of your personal data for scientific or historical research purposes or statistical purposes on grounds relating to your particular situation, unless the processing is necessary for the performance of a task carried out for reasons of public interest.
- 7.10 To the extent that the legal basis for our processing of your personal data is:
- (a) consent; or
  - (b) that the processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.
- 7.11 If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with a supervisory authority responsible for data protection. You may do so in the EU member state of your habitual residence, your place of work or the place of the alleged infringement.
- 7.12 To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

# **PRIVACY POLICY – SWANSCOMBE & GREENHITHE TOWN COUNCIL**

7.13 You may exercise any of your rights in relation to your personal data by written notice to us.

## **8. About cookies**

8.1 A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

8.2 Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

8.3 Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

## **9. Cookies that we use**

9.1 We use cookies for the following purposes:

- (a) authentication - we use cookies to identify you when you visit our website and as you navigate our website
- (b) status - we use cookies to help us to determine if you are logged into our website
- (c) personalization - we use cookies to store information about your preferences and to personalize the website for you
- (d) security - we use cookies as an element of the security measures used to protect user accounts, including preventing fraudulent use of login credentials, and to protect our website and services generally
- (e) advertising - we use cookies to help us to display advertisements that will be relevant to you
- (f) analysis - we use cookies to help us to analyze the use and performance of our website and services
- (g) cookie consent - we use cookies to store your preferences in relation to the use of cookies more generally



# PRIVACY POLICY – SWANSCOMBE & GREENHITHE TOWN COUNCIL

## 10. Managing cookies

10.1 Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:

- (a) <https://support.google.com/chrome/answer/95647?hl=en> (Chrome);
- (b) <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences> (Firefox);
- (c) <http://www.opera.com/help/tutorials/security/cookies/> (Opera);
- (d) <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer);
- (e) <https://support.apple.com/kb/PH21411> (Safari); and
- (f) <https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy> (Edge).

10.2 Blocking all cookies will have a negative impact upon the usability of many websites.

10.3 If you block cookies, you will not be able to use all the features on our website.

## 11. Our details

11.1 This website is owned and operated by Swanscombe & Greenhithe Town Council.

11.2 Our Offices are at 16, The Grove, Swanscombe, Kent DA10 0AD.

11.3 You can contact us:

- (a) by post, to the postal address given above;
- (b) using our website contact form;
- (c) by email, using the email address published on our website

# **PRIVACY POLICY – SWANSCOMBE & GREENHITHE TOWN COUNCIL**

## **12. Data protection officer**

12.1 Our Data Protection Officer's contact details are:

Simon Evans

DPO – Swanscombe & Greenhithe Town Council

81 Barnehurst Road

Bexleyheath

Kent

DA7 6HD



Graham Blew

**From:** Community Review <Community.Review@dartford.gov.uk>  
**Sent:** 19 June 2018 14:06  
**Subject:** Community Governance Review

**Follow Up Flag:** Follow up  
**Due By:** 05 July 2018 10:00  
**Flag Status:** Flagged

Clerks,  
Could you please pass on this message to your Parish Chairman

Many thanks

---

Dear Parish Chairman,

As you are aware the Local Boundary Commission for England have published their final recommendations for Dartford. In some areas these have resulted in changes to the Parishes which are different to those that were proposed at the draft stages which you have commented on. Hopefully you have had time to digest the LGBCE proposals and will be able to provide us with your Council's views in due course.

As part of the Community Governance Review, Dartford Borough Council, as the principal council, have the powers to review and change the arrangements and the options that will be considered by the Electoral Provisions Sub-committee. The link to the agenda papers will be found here when published:

<http://committeedmz.dartford.gov.uk/ieListDocuments.aspx?CId=349&MIId=2781&Ver=4>

Members of the Sub-committee will consider these at their meeting and recommended their proposals to the General Assembly of the Council at its meeting on the 16 July 2018 for approval. Following this meeting, the draft options for all Parish Councils will be put out for public consultation.

We welcome any comments from the Parish Councils on these draft options, which if received will be considered by the General Assembly of the Council. All Parish Councils will be consulted separately about the draft options – seeking their views and advising on how the consultation will be undertaken.

Jeanette Pegler  
Electoral Services Manager  
Dartford Borough Council

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Any views expressed in this message are those of the individual sender, except where the sender specifies and with authority, states them to be the views of Dartford Borough Council.

See [www.dartford.gov.uk](http://www.dartford.gov.uk) to find out more.

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Wednesday 27 June 2018 7.00 pm, Electoral Provisions Sub-Committee

**Meeting attendance**

<b>Attendee</b>	<b>Role</b>	<b>Attendance</b>	
Councillor C J Shippam	Chairman	Expected	
Councillor D Swinerd	Vice-Chairman	Expected	
Councillor J S Hawkes	Committee Member	Expected	
Councillor K M Kelly	Committee Member	Expected	
Councillor B E Read	Committee Member	Expected	
Councillor D J Reynolds	Committee Member	Expected	
Councillor R J Wells	Committee Member	Expected	

## **TERMS OF REFERENCE:**

### **1. DELEGATED FUNCTIONS:**

1. To publish notice of the holding of a review on behalf of the Council.
2. To consult the Returning Officer for the parliamentary election held in the constituency which is wholly or partly in Borough of Dartford.
3. To seek representations from such persons as the Sub committee thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.
4. To receive representations from electors in the constituency situated in whole or in part in the authority's area.
5. To respond to consultation/discussion papers related to matters connected/associated with electoral arrangement functions in accordance with the Consultation/Discussion Papers Protocol.
6. To agree the process for consultation on change of scheme for elections.
7. To prepare and agree on submission proposals for pilot schemes for local elections.
8. To deal with the procedural aspects of community governance reviews.

### **3. REFERRED FUNCTION:**

To recommend accordingly to the General Assembly of the Council on the matters referred to in these Terms of Reference.

**ELECTORAL PROVISIONS SUB-COMMITTEE**

27 June 2018

**COMMUNITY GOVERNANCE REVIEW****1. Summary**

- 1.1 To consider the draft recommendations for the Community Governance Review for the Borough of Dartford and put forward recommendations to the General Assembly of the Council.

**2. RECOMMENDATION(S)**

- 2.1 That the draft recommendations for the Community Governance Review for the Borough of Dartford be approved and be referred to the General Assembly of Council for consideration and approval.
- 2.2 That the Aston Business School Scale of Representation be used when considering Parish Council representation.
- 2.3 That an additional consultation exercise for selected areas within the parishes of Stone, Darenth and Wilmington be undertaken and the findings be reported as part of the final recommendations to the General Assembly of the Council in due course.
- 2.4 That Members note that this Community Governance Review cannot make any changes to borough wards or county divisions.

**3. Background and Discussion**

- 3.1. A Community Governance Review is the process used to consider whether existing parish arrangements should be changed in any way. Previously the arrangements for parish reviews were shared between the Electoral Commission Boundary Committee and the principal council. However the Local Government and Public Involvement in Health Act 2007 transferred full responsibility for Community Governance Reviews (CGR) to the principal council (Dartford Borough Council).

- 3.2. In accordance with the Terms of Reference of the CGR published in January 2018 (and revised on 8 March 2018 ), Dartford Borough Council has resolved to undertake a CGR encompassing all eight of the parish and town councils listed below, as well as previously unparished areas:

-

- Bean Parish Council
- Darenth Parish Council
- Longfield and New Barn Parish Council
- Southfleet Parish Council
- Sutton-at-Hone and Hawley Parish Council

**ELECTORAL PROVISIONS SUB-COMMITTEE****27 June 2018**

- Stone Parish Council
  - Swanscombe and Greenhithe Town Council
  - Wilmington Parish Council
- 3.3. The Local Government Boundary Commission for England (LGBCE) has undertaken a review of the borough ward arrangements which was triggered due to the electoral imbalance across the Borough. This review considered changes in population and natural settlements caused by new developments which have also impacted the parish arrangements.
- 3.4. Although the LGBCE have included changes to the parish internal electoral arrangements as part of their recommendations, the principal authority can seek consent from the LGBCE to alter these changes. The reason for this is twofold: firstly, because the proposed arrangements have not been in place for five years and secondly, the principal authority has the power to introduce more substantial changes, for example to external boundaries.
- 3.5. Whilst undertaking its review of the borough ward boundaries, the LGBCE had regard to the statutory criteria set out in Schedule 2 of the Local Democracy, Economic Development and Construction Act 2009. One of these criteria is that if a parish is to be divided between different wards, it must also be divided into parish wards so that each parish lies wholly within a single ward. This has meant that some changes are required to the parish arrangements in the borough following the review.
- 3.6. The Community Governance Review can consider one or more of the following: -
- Creating, merging, altering or abolishing parishes;
  - Altering the boundaries of existing parishes;
  - Making changes to the electoral arrangements of parish councils;
  - The dissolution of a parish council.
- 3.7. The CGR needs to ensure that parish governance in the borough continues to be robust, representative and able to meet the challenges that lie before it and result in more efficient delivery of local services.
- 3.8. Members should note that the CGR cannot make any changes to the borough wards or county divisions and where possible the arrangements should be kept coterminous to avoid elector confusion. The polling district and polling place arrangements will be dealt with in a separate review, as required under the Representation of the Peoples Act 1983.
- 3.9. Although there is no maximum number of councillors for a parish, the Local Government Act 1972 sets that the legal minimum number for parish councillors for each council is not less than five councillors.



**ELECTORAL PROVISIONS SUB-COMMITTEE****27 June 2018**

- 3.10. Unlike the work that was undertaken for the local boundary review, there are no scales of representation that have to be considered. However as good practice, it is recommended that the Sub-committee agree that the number of parish councillors should be proportional to the electorate and adopt a scale of representation.
- 3.11. The Aston Business School conducted research that was published in 1992 which showed suggested levels of representation: -

<b>Electors</b>	<b>Councillors</b>
<500	5-8
501-2,500	6-12
2,500-10,000	9-16
10,001-20,000	13-27
>20,000	13-31

- 3.12 The current parish arrangements fit into this scale and there have not been any comments of under representation at the initial stages of this review. It is therefore recommended that the Sub-committee consider using this scale of representation when considering proposals.
- 3.13 Stage one of the CGR where initial submissions were invited has now been completed and these have been considered in the draft recommendations contained in Appendices A-H of this report.
- 3.14 The local electorate published on the 1 May 2018 was used for this report. Any forecasted electorate for 2023 was based on the same figures calculated and used for the LGBCE review. It is predicted that there will be an increase of around 14% in electorate for the borough by 2023.
- 3.15 Whilst considering options for some of the parishes, it become apparent that there was more than one option available for certain areas within the parishes of Stone, Darenth and Wilmington and therefore it is proposed that the views of the affected residents and the Parish Councils should be sought in an additional fact finder exercise, alongside stage three consultations on the draft recommendations.
- 3.16 Subject to the Sub-committee's approval, the affected households will be consulted by letter on the proposals and an analysis of the responses will be presented as part of the final recommendations to the September meeting of the General Assembly of the Council.
- 3.17 During the Annual Canvass, all parished properties will be advised that a CGR is being undertaken and invited to submit a response to the proposals which will be available on the Council's website.

**ELECTORAL PROVISIONS SUB-COMMITTEE****27 June 2018**

- 3.18 The options agreed by the General Assembly of Council will be put out to public consultation, which can include options for an area to become unparished.

4. Relationship to the Corporate Plan  
Not applicable

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

Financial Implications	The costs of the consultation exercise can be met from within existing budgets
Legal Implications	The Council will need to resolve to make a Reorganisation Order by December 2018 for these changes to come into effect for the local government elections in May 2019.
Public Sector Equality Duty	None
Crime and Disorder duty	None
Staffing Implications	None
Administrative Implications	There are no borough-wide elections scheduled before May 2019. If an election were to be called, it would have administration implications on the consultation process.
Risk Assessment	No uncertainties and/or constraints

6. Details of Exempt Information Category

Not applicable

7. Appendices

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

**ELECTORAL PROVISIONS SUB-COMMITTEE****27 June 2018**

<u>Documents consulted</u>	<u>Date / File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
Local Boundary Review Commission for England – Review of Dartford <a href="http://www.lgbce.org.uk/all-reviews/south-east/kent/dartford">http://www.lgbce.org.uk/all-reviews/south-east/kent/dartford</a>		Jeanette Pegler (01322) 343424	Electoral Services / Strategic (Internal)	N/A

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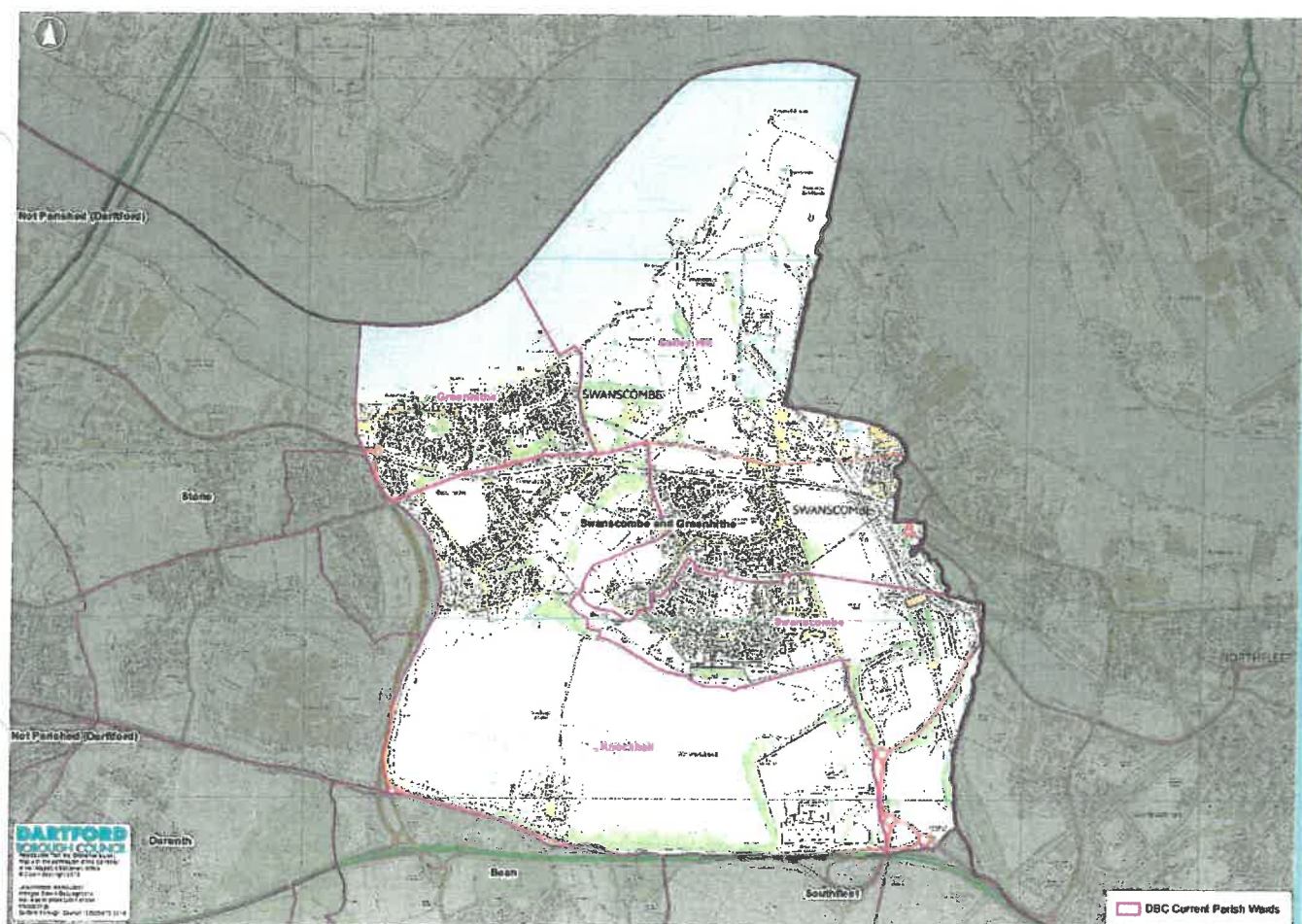
**ELECTORAL PROVISIONS SUB-COMMITTEE**

27 June 2018

**APPENDIX G****SWANSCOMBE & GREENHITHE TOWN COUNCIL**

The Swanscombe & Greenhithe Town Council has an electorate of 11086 and is currently represented by 20 town councillors and is divided into five wards.

Current Wards	No. of Cllrs	Electorate
Galley Hill Ward	5 Councillors	3066
Greenhithe Ward	5 Councillors	2906
Knockhall Ward	5 Councillors	2904
Swanscombe Ward	5 Councillors	2210



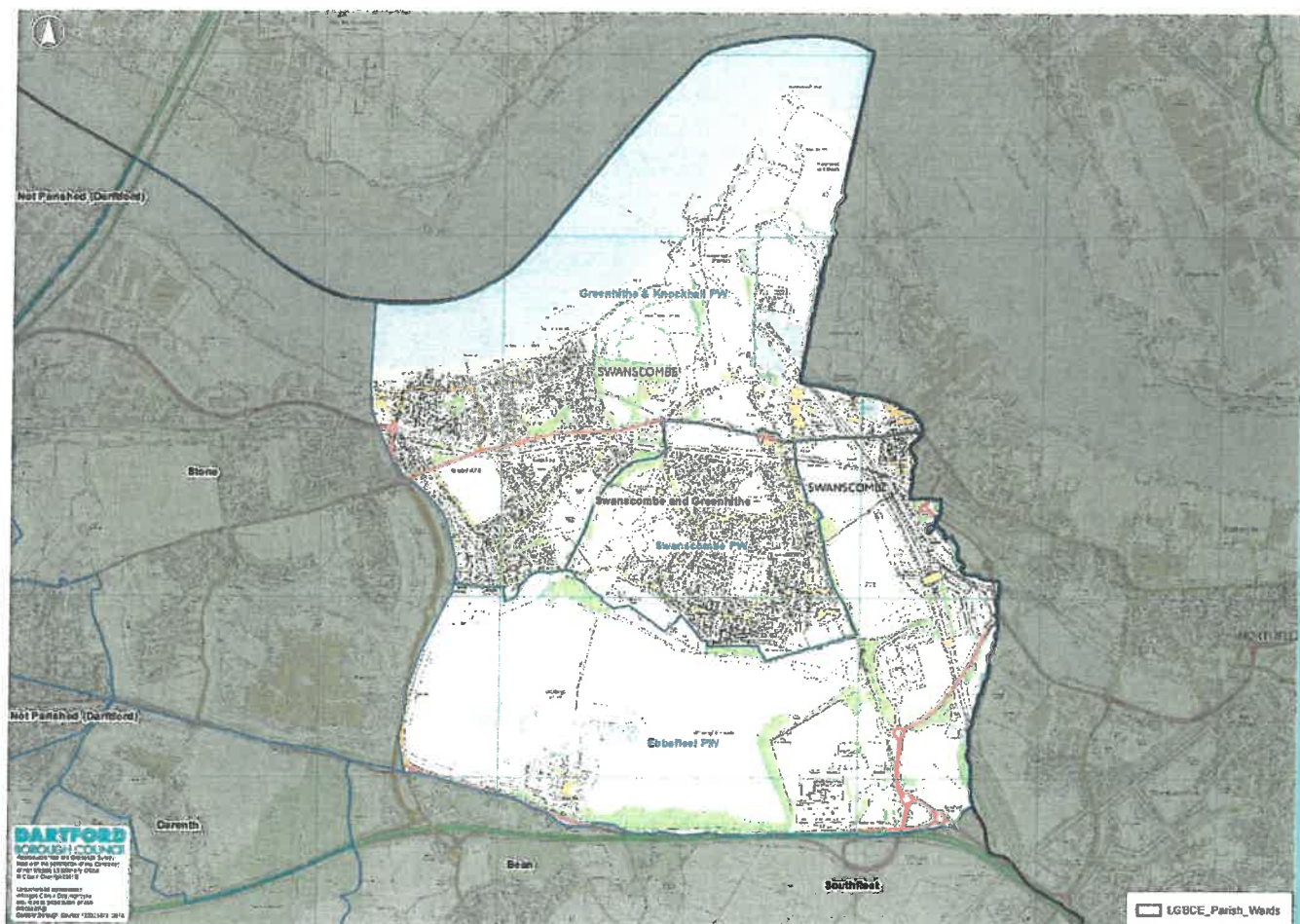
(Current Ward Arrangements – Fig. 16)

Under the review undertaken by the Local Government Boundary Commission for England, changes to the warding arrangements have been put forward to amend the internal warding arrangements to the parish so that there are only three parish wards. If no further changes are proposed as part of this review, these are the arrangements which will be put into place for the May 2019 elections.



**ELECTORAL PROVISIONS SUB-COMMITTEE****27 June 2018**

LGBCE Wards	No. of Cllrs	Estimated Electorate
Ebbsfleet Ward	7 Councillors	1167
Greenhithe & Knockhall Ward	7 Councillors	5167
Swanscombe Ward	6 Councillors	4752



(LGBCE Ward Arrangements – Fig. 1.

At the stage one of the Community Government Review, five consultation responses were received. One wanted the wards to remain as they were, three were happy with the original LGBCE proposal for three wards and one commented that the area of Ebbsfleet should have its own identity.

The LGBCE proposal was supported by Swanscombe & Greenhithe Town Council who commented as follows: -

*'We are certain your proposals for the Parish boundaries are correct and accurate, as such we would not seek to see any further changes. The Town Council therefore supports the Parish ward boundary recommendations for Ebbsfleet, Greenhithe & Knockhall and Swanscombe.*

*Also, we agree to the Parish member numbers of seven for Ebbsfleet, seven for Greenhithe & Knockhall and six for Swanscombe'<sup>5</sup>.*

<sup>5</sup> Stage 1 Consultation response from Swanscombe & Greenhithe Town Council

**ELECTORAL PROVISIONS SUB-COMMITTEE****27 June 2018**

The areas of Ebbsfleet, Greenhithe and Swanscombe has seen and will continue to experience major growth in residential properties which is increasing the electorate significantly in this area. By 2023, the predicted electorate for this parish is projected to be 17,217 electors. This is substantially larger than any of the other parishes.

In particular the creation of the Ebbsfleet Garden City has created a new community which could benefit from its own lower tier authority council in preparation for when the Ebbsfleet Development Corporation legacy ends.

This would give the electorate in the Ebbsfleet borough ward, which is predicted to grow to 6531 by 2023, an independent voice and a structure for taking community action for its environment and facilities and also independence in its own tax raising powers.

If this was to be introduced, then the remaining areas of the current town council could remain unchanged or be separated, to form two separate parish councils – separating the areas of Greenhithe and Swanscombe.

The Council has also carefully considered the number of electors per parish councillor and option three below proposes increasing the number of councillors for both Greenhithe and Swanscombe to nine.

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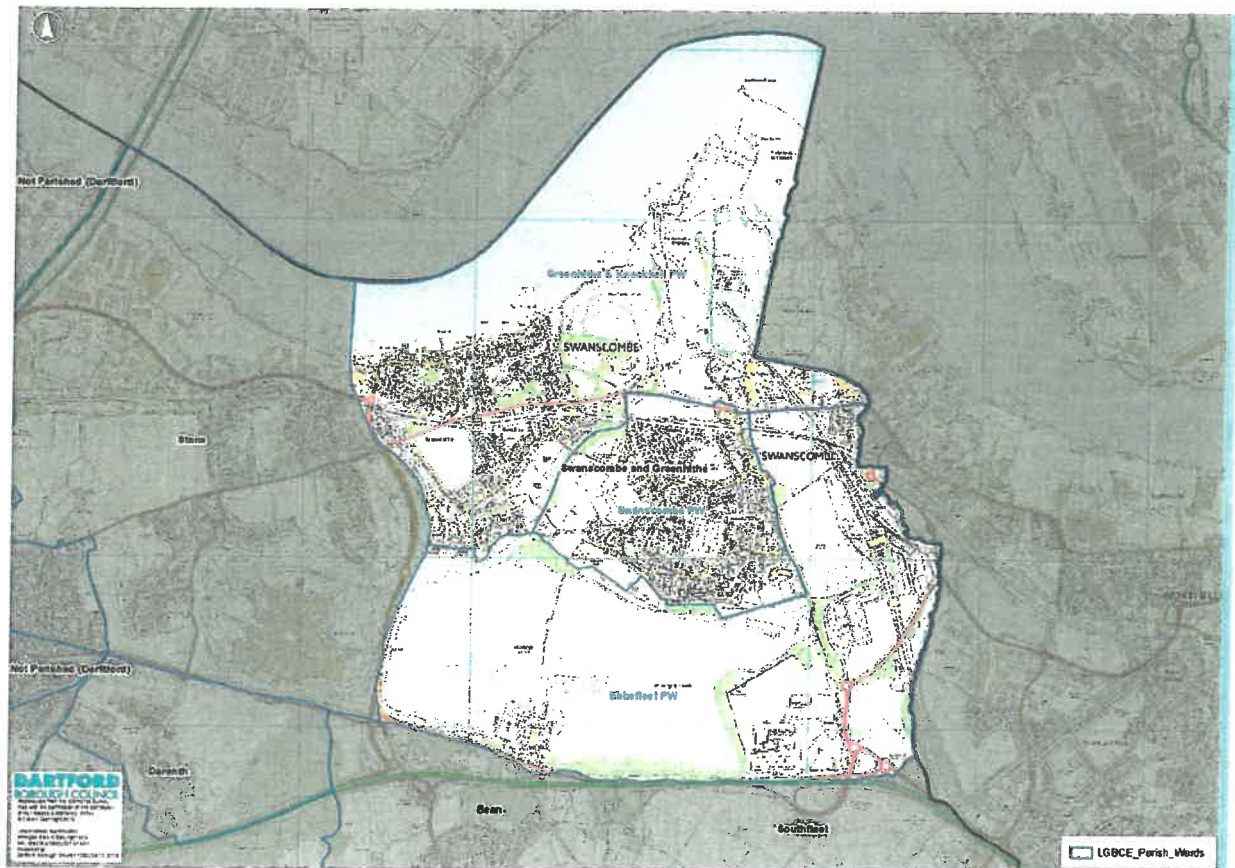
# ELECTORAL PROVISIONS SUB-COMMITTEE

27 June 2018

## DRAFT RECOMMENDATIONS

**Option One:** Subject to any minor boundary adjustments, the wards recommended by the LGBCE are implemented with a representation as follows: -

LGBCE Wards	No. of Cllrs	Estimated Electorate
Ebbsfleet Ward	7 Councillors	1167
Greenhithe & Knockhall Ward	7 Councillors	5167
Swanscombe Ward	6 Councillors	4752



(LGBCE Ward Arrangements – Fig. 18)

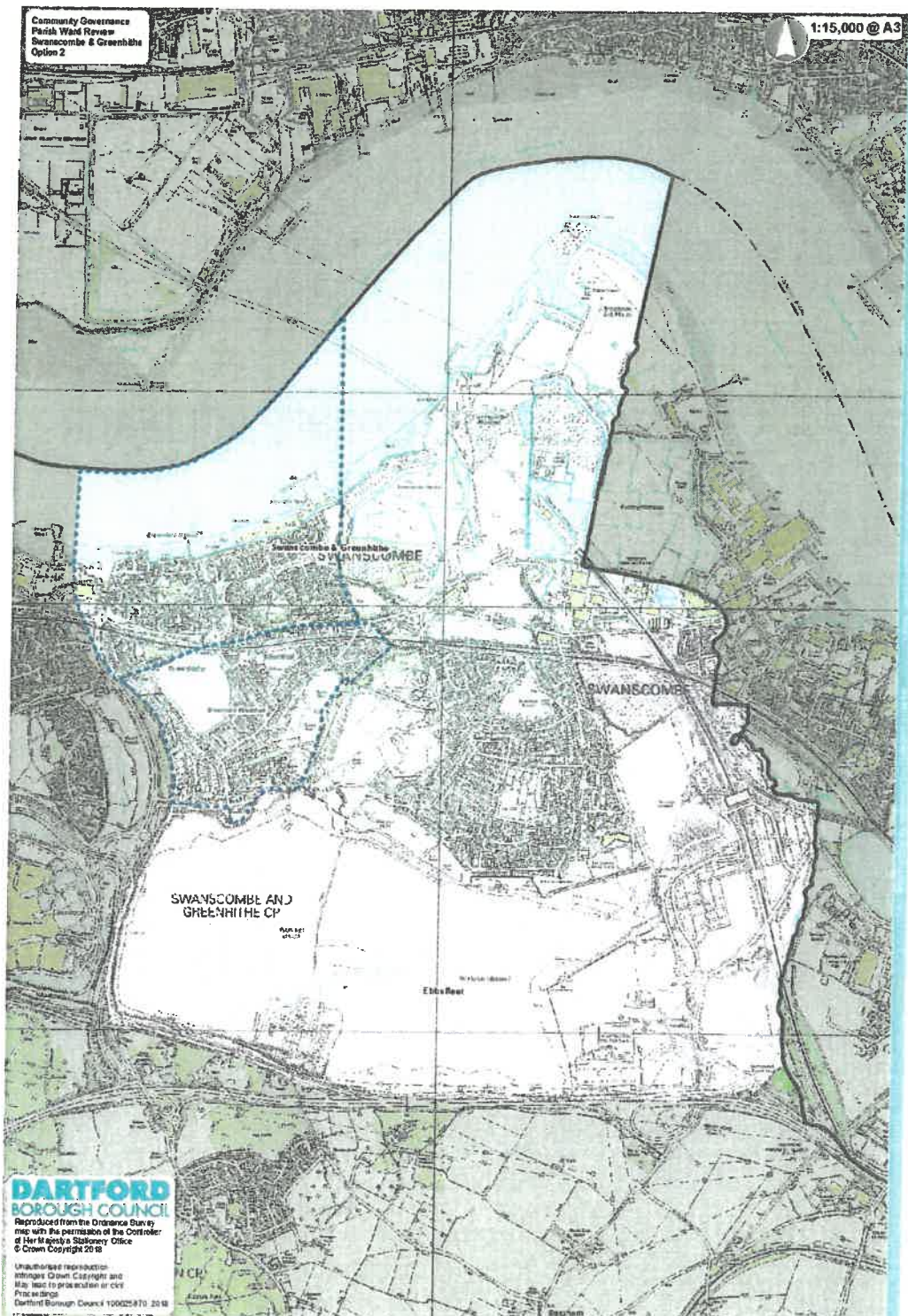
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# **ELECTORAL PROVISIONS SUB-COMMITTEE**

27 June 2018

**Option Two:** That subject to any minor boundary adjustments, the area is divided into the following councils and warding arrangements.

Ebbfleet Valley Community Council	Un-warded	5 Councillors (1167)
Swanscombe & Greenhithe Town Council	Swanscombe Ward	6 Councillors (4753)
	Greenhithe Ward	4 Councillors (2906)
	Knockhall Ward	3 Councillors (2260)



(Option Two - Ward Arrangements – Fig. 19)

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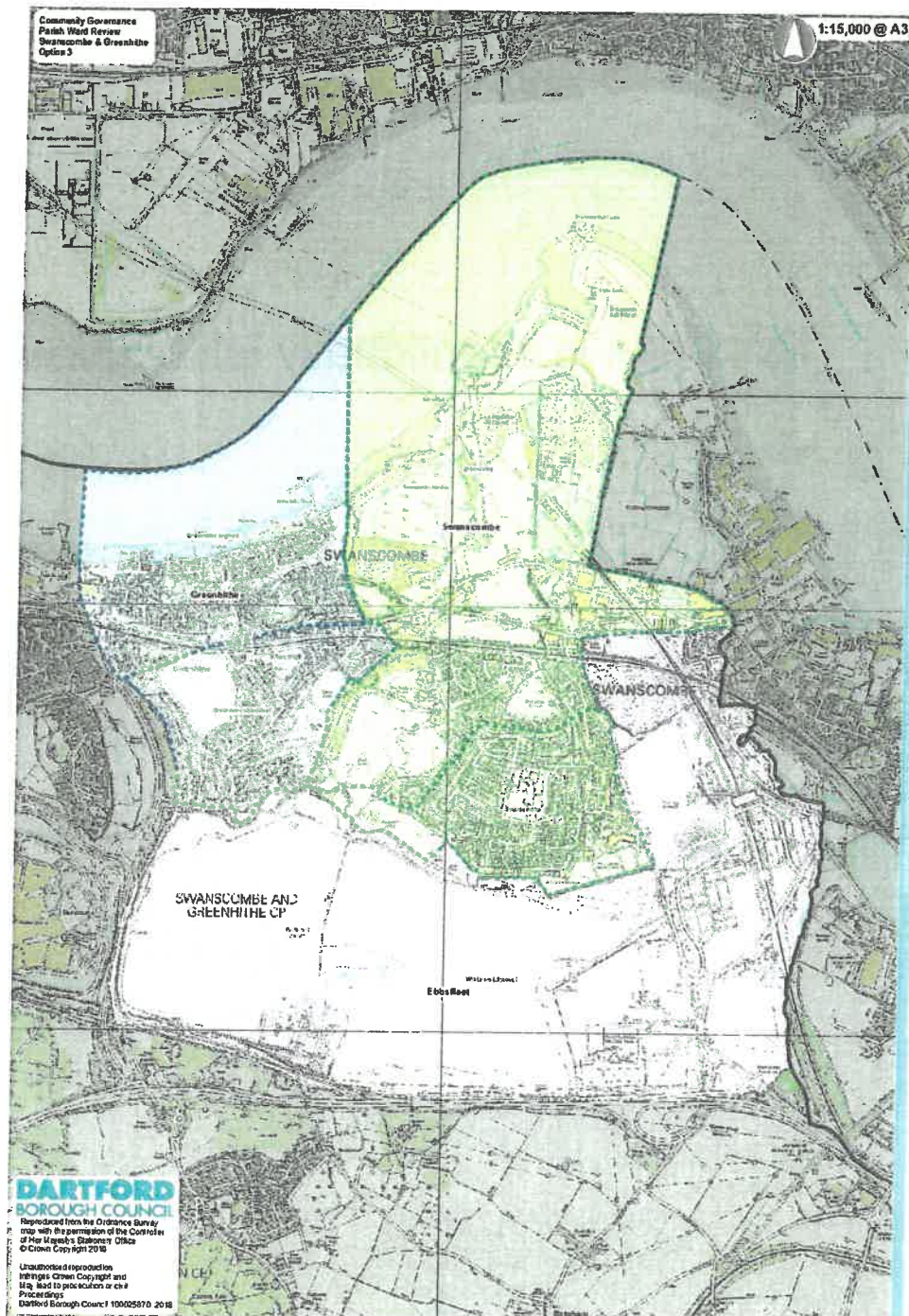


**ELECTORAL PROVISIONS SUB-COMMITTEE**

27 June 2018

**Option Three:** That subject to any minor boundary adjustments, the area is divided into the following councils:

Ebbfleet Valley Community Council	Un-warded	5 Councillors (1167)
Swanscombe Town Council	Swanscombe Ward	6 Councillors (3323)
	Broomfield Ward	3 Councillors (1430)
Greenhithe Parish Council	Greenhithe Ward	5 Councillors (2906)
	Knockhall Ward	4 Councillors (2260)



(Option Two - Ward Arrangements – Fig. 20)

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**DRAFT**

**Comments from Swanscombe and Greenhithe Town Council to Electoral Services Manager, DBC email dated 19 June 2018**

Introduction:

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

Comments:

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

- **Option 1**

This is the recommendation made by the Local Government Boundary Commission for England (LGBCE) and supports the existing community that is being built throughout the Town. The LGBCE noted in their rationale behind their recommendation that the growing community of Ebbsfleet would be best served by having a significant number of councillors represent them within the Town Council. As noted by Dartford Borough Council (DBC) this was supported by the Town Council and would enable the partnership work already undertaken between the Town Council and Ebbsfleet Development Corporation (EDC) towards building a cohesive community to continue.

It is worth noting that the Chief Executive Officer of the EDC felt, in his comments to the LGBCE, that a review of governance arrangements for Ebbsfleet would be more prudent in the future when further development has been undertaken and natural communities have been formed.

- **Option 2**

This option would separate the new communities within Ebbsfleet Valley and the existing community within Phoenix Parc from the remainder of the Town of Swanscombe and Greenhithe. The rationale provided for this is that the growing community of Ebbsfleet would be better served with its own Community (Parish) Council to enable better representation and the ability to set its own taxes. Although some may argue that this would be appropriate, given the future size of the area, it is hard to see how a Community Council consisting of only 5 elected members could effectively represent such a potentially large community. The LGBCE recommended 7 councillors to represent the area, but felt this would be far better served within the established community governance setting of the Town Council. As a newly formed parish council, the Ebbsfleet Community Council would be limited in providing its statutory functions, or any that it has the power to deliver, as the intention is that the



## Dartford Borough Council - Community Governance Review

majority of facilities in the area will be managed by private companies. Beyond the separation of Ebbsfleet, the Town Council note DBC have proposed a change to internal ward boundaries, that differ from both the existing ward boundaries and those suggested by the LGBCE. The Town Council would welcome the rationale for this change as we are aware the LGBCE would have to give formal consent for this.

- **Option 3**

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

DRAFT





# **DARTFORD**

## **BOROUGH COUNCIL**

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

To: All Members of the Electoral Provisions Sub-Committee

A meeting of the Electoral Provisions Sub-Committee will be held on:

Date: Wednesday 27 June 2018  
Time: 7.00 pm  
Venue: Civic Centre, Dartford

The Agenda is set out below:

### **A G E N D A - ADDENDUM**

4. **Community Governance Review (Pages 1 - 6) – Addendum**

To consider an addendum to the draft recommendations for the Community Governance Review for the Borough of Dartford as set out in Appendices A to H attached and put forward recommendations to the General Assembly of the Council accordingly.

## ELECTORAL PROVISIONS SUB-COMMITTEE

**ADDENDUM**

Following publication of their final recommendations, the Local Government Boundary Commission for England (LGBCE) has advised that they have identified errors in their report (please see attached). These errors are as follows:

- The number of Parish Councillors for Stone was incorrect in their report for Milestone ward (2) and St John's ward (3).
- For Darenth Parish Council the ward should have been shown as 'Darenth Valley' ward not 'Darenth Park' Ward in the LGBCE report and maps.

Neither of these issues affect the proposals for consideration.

**ADDITIONAL COMMENTS RECEIVED****BEAN PARISH COUNCIL**

A resident has suggested that the northern boundary of the parish should be realigned down the centre of the A296 and the A2.

Although using the centre of roads is preferable, the final ward boundary for Bean and Village Park follows this parish boundary line and County Division so it is not recommended that it changes so the arrangement remains conterminous.

**DARENTH PARISH COUNCIL**

- Darenth Parish Council, at their meeting held on the 20th May 2018, commented as follows:-
  1. There is no objection to the renaming of Darenth Park Ward to Darenth Valley Ward
  2. Subject to the approval of residents of the Ward the removal of Fleetdown is endorsed.
  3. The Council remains of the view as initially expressed that the current Lane End and Ladywood Wards would be better served by retaining the two separate wards each having a reduced number of members (from four to three)

The Parish Council agreed that Agenda item 4 (Page 17) - Option Two is the one preferred and that this would be more beneficial to the residents.

- A local resident commented that the current parish arrangements divided Lunedale Road in half and cuts off properties in Swaledale Road from the rest of the road and they did not think this was acceptable solution and offered alternatives for the parish arrangements, including those properties located to the west of M25 in Fleet Downs Ward.

## ELECTORAL PROVISIONS SUB-COMMITTEE

**SOUTHFLEET PARISH COUNCIL**

- A comment has been received that properties in New Barn Road would appear to have a closer affinity with New Barn than with Southfleet village.

The Council's recommendations have not suggested any changes to this boundary, but this could be reviewed if requests were made from residents in this area during the consultation.

- A suggestion has been received that the wards should be renamed 'Southfleet' and 'Betsham'.
- It was suggested that the northern boundary of the parish should be realigned down the centre of the A2 so that Springhead Nurseries is transferred to Swanscombe & Greenhithe Town Council.

Although using the centre of roads is preferable, the final ward boundary follows the parish boundary line and county division so it is not recommended that it changes so the arrangement remains conterminous.

**STONE PARISH COUNCIL**

- A request has been received that the boundary line to the west of the parish should be reviewed and consideration be given to extending the parish so that it is in line with the borough ward. This already forms part of the proposals being put to members for consideration.

**SUTTON-AT-HONE & HAWLEY PARISH COUNCIL**

- A resident raised concern that the construction of the M25 has cut a small part of Darenth Parish from the rest of the parish and suggested that it should be transferred to Sutton-at-Hone & Hawley Parish Council. This however would mean that the parish and boundary lines are not conterminous.

**SWANSCOMBE & GREENHITHE TOWN COUNCIL**

- A comment has been received that over the years there have been sporadic requests from Greenhithe residents for a separate Greenhithe Parish Council, but they were not clear whether there was a current appetite for a separate parish. This would be clarified during the consultation proposed.
- A resident has suggested that the southern and western boundary of the parish should be realigned down the centre of roads and around the superstore (Asda).

Although using the centre of roads is preferable, the final ward boundary for local Wards follows the parish boundary line and county division so it is not recommended that it changes so the arrangement remains conterminous.



The  
Local Government  
Boundary Commission  
for England

Ms Jeanette Pegler  
Electoral Services Manager  
Dartford Borough Council  
Civic Centre, Home Gardens  
Dartford  
Kent DA1 1DR

21 June 2018

Dear Jeanette,

**ELECTORAL REVIEW OF DARTFORD: FINAL RECOMMENDATIONS UPDATE**

As per our phone conversation, I can confirm that there is an error in the report in relation to the allocation of parish councillors to the parish wards in Stone parish.

The correct arrangement should be the following;

<b>Final recommendation</b>	
Stone Parish Council should comprise 12 councillors, as at present, representing three wards:	
Parish ward	Number of parish councillors
Milestone	2
St John's	3
Stone Castle	7

I can also confirm that the names of the parish wards in Darenth are correctly shown on the mapping and the report has been updated to reflect this. The parish wards in Darenth are:

<b>Final recommendation</b>	
Darenth Parish Council should comprise 12 councillors, as at present, representing four wards:	
Parish ward	Number of parish councillors
Darenth Valley	2
Fleetdown	2
Green Street Green	1
Lane End	7

Please find attached an updated version of the Final Recommendations Report from Dartford showing the correct arrangements. This report is also now on our website.

**Martin Harding**

**To:** Graham Blew  
**Subject:** Wayfinding

**From:** Hannah Coster [REDACTED]  
**Sent:** 20 June 2018 11:22  
**To:** Graham Blew <graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>  
**Cc:** Paul Boughen [REDACTED]  
**Subject:** Wayfinding

Dear Graham,

Thank you very much for taking the time to meet with us this week. We found it very useful and hope to continue working in a collaborative manner with yourselves.

Please see the mapping discussed, attached. We have developed this mapping system to allow us to support wayfinding across the area, for existing and new residents alike, as routes and facilities are developed and delivered.

We would be most grateful if you could provide any feedback you have regarding the maps. In particular, we would appreciate if you would consider:

- Any landmarks or destinations you think are missing or should not be included;
- The ease of use;
- Would Swanscombe be amenable to working with EDC for the production of a wayfinding leaflet for Swanscombe residents; and,
- Are Swanscombe happy to work with EDC to develop wayfinding across Swanscombe, Ebbsfleet Garden City and the wider area? For example, the location, design and specification for wayfinding signage and maps.

As discussed, with all work we undertake together we will deploy the Garden City logo and branding sensitively.

Kind Regards,

Hannah

**Hannah Coster**  
Assistant Project Manager – Projects Directorate  
Email: [REDACTED]

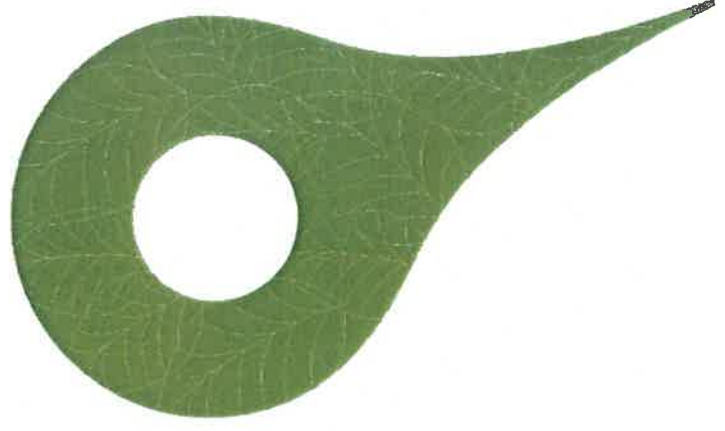


For all the latest news from Ebbsfleet Garden City visit [ebbsfleetdc.org.uk](http://ebbsfleetdc.org.uk)



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Welcome to  
**EBBSFLEET**  
**GARDEN CITY**



Mapping Project //

# Putting Ebbfleet on the map



# In January 2018 EDC commissioned Maynard Design to develop 2 mapping systems for the GardenCity.

## 1 Wayfinding Mapping System



## 2 Walking and Cycling Network map



Ebbfleet Central Map



Castle Hill Map



Castle Hill Handout Map

These maps  
are designed  
to be used in  
a range of  
formats.



Wayfinding



Printed Maps  
&  
Publications



Websites



Mobile Apps



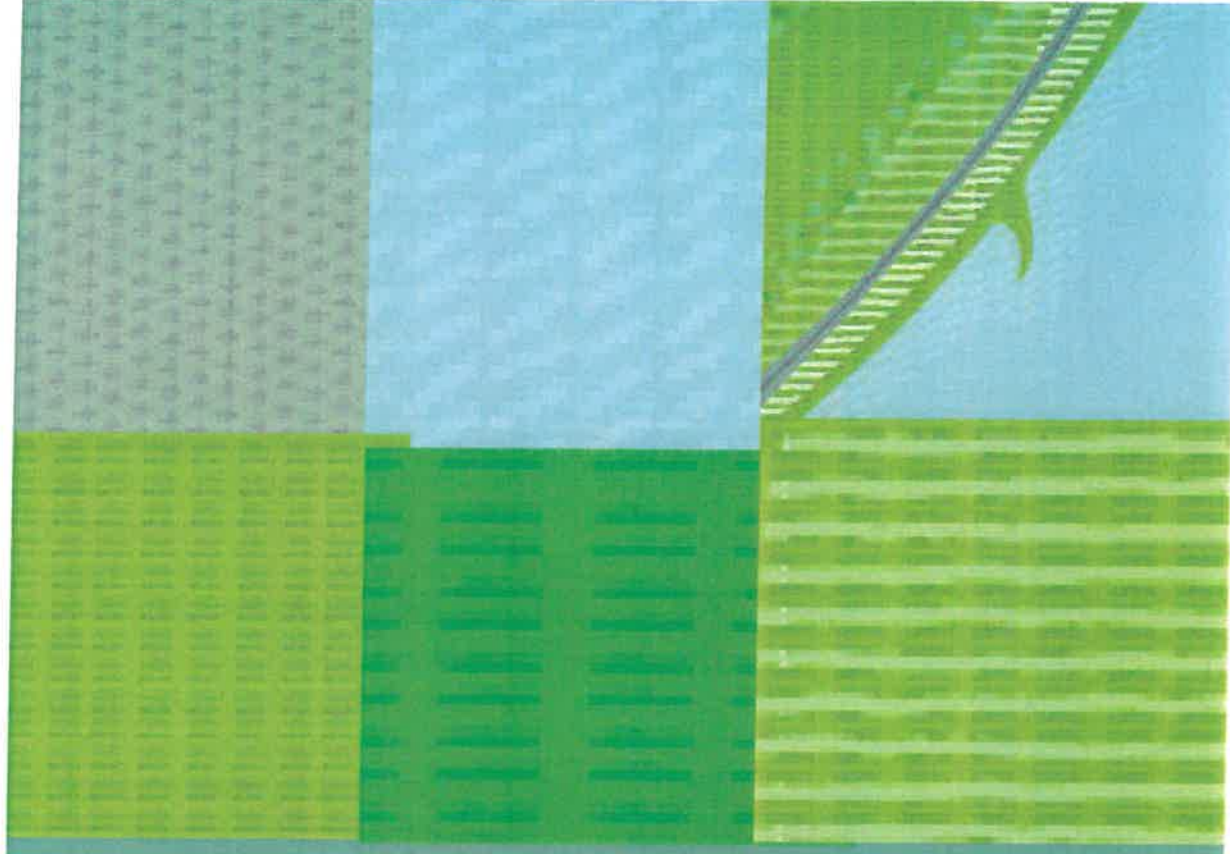
Deliverable 1:  
**Wayfinding  
Mapping  
System**

The Brief asked  
for a distinctive  
graphical style  
for the map that  
achieved the  
following:

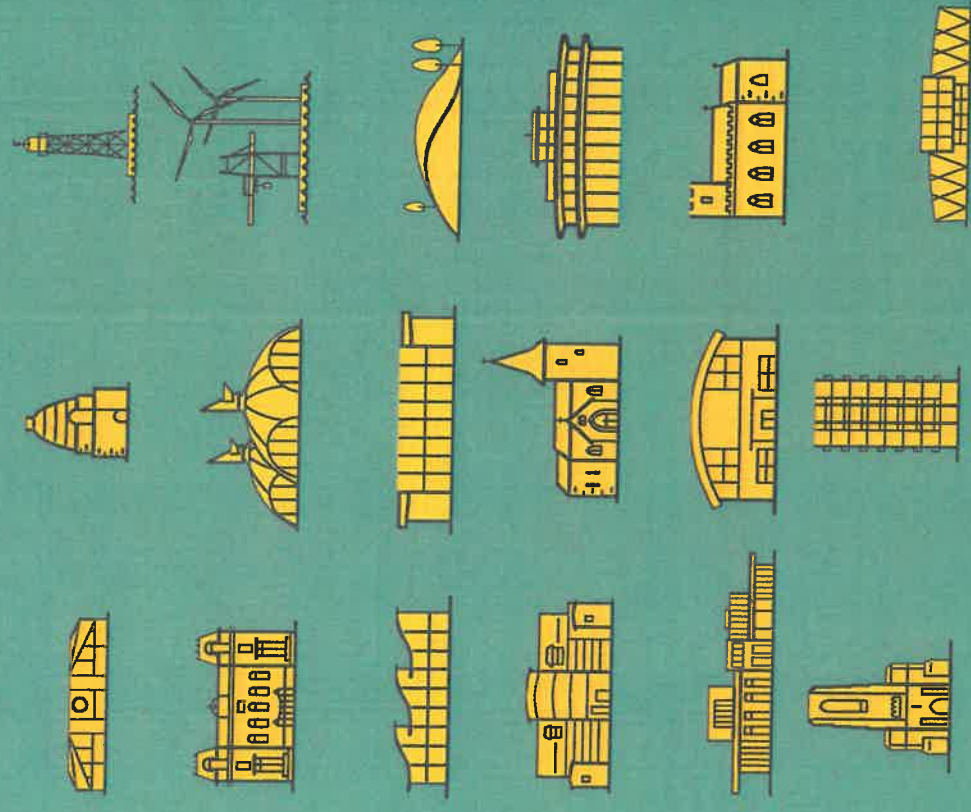
- Looked like a Garden City
- Used key local landmarks to help navigate :
- Illustrated the landscape of the cliffs
- Used the Garden City's branding and colour palettes.



Textures derived  
from old maps  
of Ebbfleet  
area used to  
illustrate  
landscape, and  
create a  
distinctive 'look'



Mini illustrations of key landmarks have been developed that work at all scales, to help people navigate in the city.





A bespoke suite  
of activity icons  
have been  
developed to  
highlight  
available active  
/ sports facilities



[illegible]







## Wayfinding Map Review Questions

# Please consider the following questions :

- Is the map clear, legible and easy to understand?
- Do the maps have everything on them that you would expect to see, or what else would you like to see on the maps?
- Are the icons and illustrations legible / understandable
- Are the cliffs legible?

Deliverable 1:  
**Walking and  
Cycling  
Mapping  
System**



# The walking and cycling network map is intended to encourage people to travel actively in Ebbfleet;

The map has been developed in order to;

- 1) Feed into the Active Travel Strategy that will be developed by EDC in the next 4 months – by illustrating the current proposed route network in a legible way that allows the public to fully engage and provide helpful feedback.
- 2) Develop the thinking / branding for future walking and cycling maps to ensure alignment with the general mapping system.
- 3) Test the idea of an abstracted 'London tube' style map, to simplify routes, and show how cycle routes connect the villages and key destinations.
- 4) Visually show how easy it is to travel by walking and cycling locally, and 'nudge' behaviours towards walking and cycling.
- 5) Network map will have to be developed to show phasing over coming years





## Walking & Cycling Map Review Questions

# Please consider the following questions :

- Is the map clear, legible and easy to understand?
- Does the abstraction of the geography help to understand the cycle route network?
- Do the maps have everything on them that you would expect to see, and is there anything else that could be included to encourage greater uptake of walking and cycling.
- How should we engage local communities on naming these cycle routes ?

# Deliverables 3 : Ebbfleet International Area Map

The commission includes the first  
application of these mapping systems for  
signage boards at Ebbfleet International:







# Deliverables 3 : Castle Hill Area Map Handout

The commission includes the first application of these mapping systems for a handout map for Castle Hill.











## Castle Hill Handout Map Review Questions

# Please consider the following questions :

- Does the handout map for Ebbsfleet contain the key information, or what else should the handout include?
- Does the map cover a wide enough area?
- What's missing ?

So what  
do you think?...



in

The logo for Ebbsfleet Garden City, featuring a stylized location pin icon to the left of the text. The text 'EBBSFLEET' is in a dark green color and 'GARDEN CITY' is in a lighter green color, both in a bold, sans-serif font.  
EBBSFLEET  
GARDEN CITY

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# KENT ASSOCIATION OF LOCAL COUNCILS NEWS

AGENDA ITEM 10

T/C 5/7/18



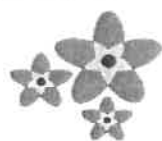
Serving Parish & Town  
Councils in Kent

June 2018

## A STRATEGIC COMMITMENT FOR KENT

KALC has joined up with Alzheimer's Society and Kent Fire & Rescue Service (KFRS) to help local communities across the county combat dementia in their local areas.

At KFRS Service HQ on 24 May, the Chairman of KALC, Cllr Sarah Barker, and Jackie Swapp, Alzheimer's Society Operations Manager for Kent and Medway, jointly signed a strategic commitment on dementia. KFRS was instrumental in developing the strategic commitment through its participation in the Prime Minister's Challenge Group on Dementia Friendly Communities and bringing KALC and the Alzheimer's Society together on this important national initiative.



**Dementia  
Friendly  
Communities**

Do let us know if your community is doing something to enhance its Dementia Friendliness!

We will be doing a special feature on the subject in our Summer issue in August, and would like to get as many stories and articles as possible that show the initiative in its best possible light! Any features to be sent to Tricia at:  
[communications.officer@kentalc.gov.uk](mailto:communications.officer@kentalc.gov.uk)



## MEMBERSHIP SUBSCRIPTIONS 2018-2019

We have now sent out all the membership subscription invoices and Benefits of Membership leaflets (KALC and NALC) by email. If you have not received the one for your Council, then do contact the office.

Thank you to all those Councils who have already renewed their membership for this financial year. For those of you who have yet to renew, please note that the deadline is 30 June 2018. Formal membership of the Kent Association of Local Councils ceases on 1 July unless you have been in contact with the Chief Executive to agree an extension.

## OUR ANNUAL GENERAL MEETING - 17 NOVEMBER 2018

### *Second That Motion!*

As you will know, as part of the Annual General Meeting (AGM), delegates debate motions that have been submitted by Member Councils, KALC Area Committees or the KALC Executive Committee. Please note that the deadline for submitting a motion for the 2018 AGM is Friday 21 September. It should be sent to the following email address:  
[chief.executive@kentalc.gov.uk](mailto:chief.executive@kentalc.gov.uk)

### *Review of the Constitution*

The KALC Constitution is reviewed every two years and any amendments are submitted to the AGM for adoption. If Member Councils want to propose any amendments to the KALC Constitution, they must be submitted by 21 September and should be sent to Terry Martin at his email address here:  
[chief.executive@kentalc.gov.uk](mailto:chief.executive@kentalc.gov.uk)

What's  
new

what's  
inside

## Your News This Issue



- Page 3 - Our Commitment to Making Kent More Dementia Friendly
- Page 4 - Learning and Development News
- Page 5 - The Latest On GDPR
- Page 6 - Came and Company Advertisement
- Page 7 - News from Kent's Police and Crime Commissioner.
- Page 8/9 - Kent Police News
- Page 10 - Kent Fire and Rescue Service
- Page 11/15 - Kent County Council Updates and Consultations
- Page 16/18 - In Your Neck of The Woods: Good News Stories from KALC Members
- Page 19 - Military Matters - Events and Commemorations for World War I Centenary and Armed Forces Day
- Page 20/22 NALC NEWS: The latest from our National Association
- Page 23/24 National Parks: Our Future Natural and National Heritage
- Page 25 Allotment Law - Are You Up to Speed?
- Back Page





## Another Step In Making Kent More Dementia Friendly...

KALC, Alzheimer's Society and KFRS believe that Parish and Town Councils have the potential skills and understanding to make communities safer, more accessible and sustainable for all. We will work together to support our member Councils to achieve their potential and support their communities to fight against this disease. By signing this very important strategic commitment, KALC will:

- help our members develop the necessary awareness, skills and understanding to recognise and support people living with dementia in the communities we serve;

- work together and with our local partners to help maintain and improve the general safety, health and wellbeing of people living with dementia, their families and carers.

- support Alzheimer's

to develop more Dementia Friendly Communities and Dementia Friends in line with the Prime Minister's challenge on dementia;

- ☐ work with the Alzheimer's Society and other recognised experts to share best practice and publicise effective policies, procedures, practices and training.

Jackie Swapp, Alzheimer's Society Operations Manager for Kent and Medway said: "It is great to hear of the positive work happening in Kent, with KALC and Kent Fire and Rescue Service. This Dementia Action Week (21-27 May), we are calling on everyone to unite and take actions, big or small, to improve the everyday lives of people affected by dementia." "In the UK, one person develops dementia every three minutes and there are 23,921 people in Kent and Medway living with dementia. Almost everyone knows someone whose life has been affected. Yet too many people face the condition alone, without adequate support. "Alzheimer's Society is determined to change this and every-

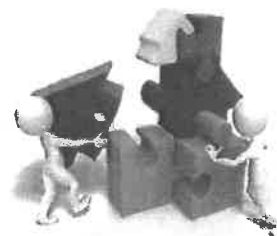
a dementia-friendly UK, which is why it is so great to see KALC and Kent Fire and Rescue Service making this commitment to people affected by dementia."

Cllr. Sarah Barker, Chairman of KALC, said: "We are delighted to work with the Alzheimer's Society and Kent Fire and Rescue Service in raising awareness and increasing understanding about dementia. Some of our local Councils are already involved in projects linked to raising dementia awareness. We will support them and all our member Councils in helping to alleviate the effects of local people living with dementia."

Sean Bone-Knell, Director of Operations for KFRS and member of the Prime Minister's Challenge Group on Dementia Friendly Communities, said: "We are delighted that KALC have joined blue light services and local councils in signing a strategic commitment on dementia, Parish and Town Councils are at the very heart of their community. I believe that with their valuable input and commitment we really can work towards building safer and more dementia friendly communities."

# Leading Your Learning

KALC Learning and Development 2018-19



## Upcoming Events...

- **An Introduction to Planning For Local Councils - 2 July, Tenterden Town Council**
- **Annual Councillors' Conference - 10 July, West Faversham Community Centre**
- **Annual Clerks Conference - 13 September, Ditton Community Centre**
- **Allotment Management and Law Workshop - 24 September, Lenham Community Centre**
- **Annual Finance Conference - 18 October, Ditton Community Centre**
- **KALC Annual Meeting - 17 November, Ditton Community Centre**

Hard to believe, of course, but yet again we are heading to our summer months when council business slows down a little and our events tail off until September. Our last big event before the summer break is our annual Councillors' Conference which takes place on Tuesday 10 July at West Faversham Community Centre. This year, we are concentrating our agenda on "Developing Partnerships" - something that has become more relevant to our tier of local government for quite some time, and shows no sign of abating. Partnerships can and do make sense, especially in our communities, and can secure a positive outcome for all concerned. If you haven't considered attending our Conference, now is the time to book your place. The event is proving to be very popular and is in danger of becoming oversubscribed!

We have also been looking to the future, and we are eager to launch new conferences and workshops as we approach our busy autumn season. We will shortly be making arrangements to run our biennial Chairmanship Conference. This is always a popular and well attended event, so do look out for our publicity in the near future.

Our annual Clerks' Conference is now a September event and has had very positive feedback since we changed its schedule to early autumn. We have now arranged Ditton Community Centre as our venue for 13 September. Make sure you save the date for now - online booking will be available from the beginning of July, when we aim to have a draft programme in place.

We are pleased to announce the return of our Allotment Management and Law Workshop, taking place at Lenham Community Centre on 24 September. Online booking will be released in mid July and we expect it to be a well subscribed session as in previous years.

If your Council wishes to host one of our well established programmes, such as our Dynamic Councillor session, do let us know. There is always a generous discount for the Council who holds the event, and it is always a good way of making sure that your councillors acquire the training they need to be up to date.



# GDPR

Hopefully, you will all have picked up from KALC e-mails and the NALC Chief Executive Bulletin at the end of May, that the Government amendment to exempt all Parish and Town Councils and Parish Meetings from the requirement to appoint a Data Protection Officer (DPO) was successful. The Data Protection Act came into force on 25 May 2018.

Appointing a DPO will therefore be discretionary and considered good practice. However, all the other GDPR requirements still apply. As set out in KALC GDPR Information Note 2 and NALC PB01-18 on 18 April 2018 - *The Commissioner has said previously that the GDPR is a journey rather than a destination. She will be looking to councils to demonstrate that they are committed to making progress towards embedding the right processes and procedures. She wants to reassure councils that if they have a positive attitude to finding practical solu-*

*tions to some of the challenges of implementation, they will find a pragmatic, fair and proportionate regulator.*

A Joint Information Governance Group (JIGG) has been set-up by NALC and the SLCC to support the sector on information governance. The JIGG will be producing a new Information Governance Guide later this year, which we will send to all member councils as soon as it has been published.

All relevant resources, including the NALC Toolkit and Legal Briefings, are available on the NALC website ([www.nalc.gov.uk](http://www.nalc.gov.uk)) and in the members section of the KALC website under Information Law/Data Protection/GDPR ([www.kentalc.gov.uk](http://www.kentalc.gov.uk)). The Information Commissioner's website has a lot of helpful advice, including the 12-step guide [ICO website](#).

*Latest on the General Data Protection Regulations...*

# AND FROM Kent's

## Police and Crime Commissioner

Dear Councillors,

Following the KALC Crime & Safety Event in December 2018 which I attended with ACC Jo Shiner, concerns were raised about the level of PSCO attendance at meetings. We undertook to review the situation and as a result of this ACC Shiner set an expectation that the PSCOs would attend a meeting at least once every three months. In addition to this, the Divisional Commanders were tasked to ensure that they also committed to increasing the level of representation to ensure there was also a more strategic and senior representation at meetings.

In addition, ACC Shiner and I agreed to meet with the KALC committee once a quarter. The first joint meeting took place last month and one excellent example of the value of this meeting is the introduction of a forum with the 13 KALC Area Committee Chairs.

I'm sure you will appreciate the expectations on everyone's time never ceases. I regularly receive invitations to attend local meetings which, due to the pressures of my diary, I have to sometimes turn down. I am conscious of the need to understand local concerns and the importance of you, as representatives of the communities, being able to meet with me. Given this, it was agreed that together with ACC Shiner, we would meet with the KALC Area Committee Chairs every six months.

I look forward to the first of these meetings which has been arranged for 10am on Thursday 2 August at Police Headquarters.

Of course you can still contact me via email – [contactyourpcc@pcc.kent.pnn.police.uk](mailto:contactyourpcc@pcc.kent.pnn.police.uk) and keep up to date with the latest news by visiting my website - <https://www.kent-pcc.gov.uk/news/social-media-and-newsletters/>  
Kind regards

*Matthew*

Matthew Scott  
Kent Police and Crime  
Commissioner

Website: [www.kent-pcc.gov.uk](http://www.kent-pcc.gov.uk)  
Twitter: [@PCCKent](https://twitter.com/PCCKent)





**Kent  
Police**

# The latest from Kent Police

Kent Police is changing its firearms licencing policy in a bid to improve the safety of gun users and members of the public.

From **Thursday 31 May 2018** every person who applies for a new firearms, shotgun or explosives licence will be required to provide medical information verified by a GP.

The new requirement will also apply to renewals of licenses with effect from **1 October 2018**.

The medical information provided will be valid for five years to cover the length of the licence. There will not be a requirement to provide yearly information.

The change is being implemented to enable Kent Police to make informed decisions which will protect both gun users and the wider public.

Current Home Office guidance states that if a police force does not receive a response to their request for medical information from the applicant's GP, they should assume there are no medical issues and grant the applicant a licence.

Temporary Assistant Chief Constable Steve Corbishley says the new approach provides greater protection:

'It is a dangerous assumption to believe that

just because someone has not provided verified medical information, that they are safe to own and use firearms, shotguns or explosives, and we are no longer prepared to accept that risk.

'There are more than 27,000 Licences in Kent and the local shooting community are very responsible and we want to work together with them to ensure the safety of all.

'We have a duty to protect every resident in the county and this new process will protect both licence holders and the public.'

Kent Police and Crime Commissioner Matthew Scott said: 'It is incumbent on anyone who wishes to own or use a gun in our county to demonstrate they are medically fit to do so.

'Previously I have worked with Kent Police to help address backlogs in processing firearms licence applications and that move was widely welcomed by the county's shooting community. I hope they will support this measure too because, while I appreciate the new processes

may cause some inconvenience, these rigorous checks should not slow down the application process and will make all of us safer in Kent.'

Further information can be found at this website:

<https://www.kent.police.uk/advice/firearms-licences-apply-today/?viewmode=0>

# AT RISK OF GOING MISSING?

KENT FIRE AND RESCUE JOIN PARTNERS IN AN INNOVATIVE NEW SCHEME...

As part of Dementia Action Week that was held between 21 and 27 May 2018, Kent Search and Rescue (KSAR), in collaboration with Kent Police, Kent Fire and Rescue Service (KFRS), and the National Police Air Service launched a potentially life saving form that could help police and search teams find vulnerable missing people quicker.

The "At Risk of Going Missing" form provides quick, detailed information about a person's background and history to help police identify priority areas to search, often speeding up the time taken to find them, especially if the person is living with dementia.

The form, which is handed out by all agencies, allows police, Kent Search and Rescue and Kent Fire and Rescue Service to gather as much useful information as possi-

ble. It gives an indication of someone's mobility, preferred mode of travelling, routes frequented, general health issues and significant places they are likely to gravitate towards. This form enables all this information to be documented in advance.

Completed forms are kept in a safe place by families or carers so they can be found quickly if the person is reported missing. They are also stored on police systems, meaning officers have easy access to the information when needed most.

Phil Morris, Community officer at Kent Search and Rescue said: "We have produced this video message in support of Dementia Action Week in the hope that it will help people understand how important a com-

pleted "At Risk" form can be and, in doing so, encourage more families to fill in the form if they are caring for someone who is living with dementia, or who may go miss-



**Kent Fire & Rescue Service**

ing for another reason. Please don't wait until the person goes missing. Download the form from the Kent Police, KSAR or KFRS website(s) and fill it in today! The information that you record in the form may give us the one important clue that we need to help find your missing loved-one...when every second counts."

Further information can be found by visiting the KFRS website here:

<http://www.kent.fire-uk.org/news/news-releases/may-2018/helping-emergency-services-find-missing-vulnerable-people-fast/>



# YOUR HIGHWAYS

## SOFT LANDSCAPE MAINTENANCE... A NEVER ENDING STORY!

"Robin Hadley, Kent County Council's Soft Landscape Manager has confirmed that they will be carrying out six cuts to the urban highway grass verges this year. These are the grass verges within the built up areas of towns and villages and are normally within the 30mph limit. We have already completed the first urban grass cut of the year and are currently carrying out our second. We have appointed a new contractor for this year and we are working with them to make sure that they learn the rounds quickly and that the work is programmed efficiently. For the first time this year the areas of grass that are cut by KCC are shown on the online fault reporting tool [www.kent.gov.uk/highwayfaults](https://www.kent.gov.uk/highwayfaults), this asset layer is triggered on the map when any grass fault type is chosen from the drop down menu on the front page.

During this cut there has been a lot of warm wet weather that has meant that the grass has grown more than usual. This is slowing us down as the mowers need to go over the same verge several times to ensure that the quality of the cut is acceptable. The second grass cut is due to complete at the end of June and as our new contractor gets used to the local area we anticipate that the third cut should be carried out quicker.

Just a reminder that grass cuttings are not collected as part of the asset management plan due to the extra costs of time, equipment and green waste disposal. The cuttings are spread evenly over the verge and blown off footpaths, driveways and the road back onto the verge where it is safe for an operative to do so. However it is not safe for an operative to stand and blow cuttings off a busy road.

More information on how we maintain highway verges and which ones we cut can be found at <https://www.kent.gov.uk/roads-and-travel/what-we-look-after/soft-landscape-maintenance>.

We are always pleased that residents report faults to us and the best way to do this is via our website [www.kent.gov.uk/highwayfaults](https://www.kent.gov.uk/highwayfaults) as we will provide a unique reference number to enable tracking of our progress. However, we ask residents to ring us on 03000 418181 if they spot a problem on the highway that could cause an accident."

**Kent  
County  
Council**  
[kent.gov.uk](https://kent.gov.uk)



Recently the grass has grown more than expected because of warm wet weather, so it is taking longer to cut. If an area of grass in built up areas of towns and villages hasn't been cut by 28 June you can report this to KCC online.



# Consultation, Consultation, Consultation

“The vision of the Rights of Way Improvement Plan is to provide a high quality, well maintained Public Rights of Way network, that will support the Kent economy, encourage active lifestyles and sustainable travel choices, and contribute to making Kent a great place to live, work and visit.



## RIGHTS OF WAY Improvement Plan

2018 - 2028

PUBLIC CONSULTATION  
Have your say!

[kent.gov.uk/rightsofwayimprovementplan](http://kent.gov.uk/rightsofwayimprovementplan)  
Consultation from 20 June – 12 September 2018



The plan set out our vision for the Rights of Way network and how we will work towards delivering this over the next 10 years. We would like your views on the Rights of Way Improvement Plan 2018 - 2028 to ensure that it meets the needs and expectations of Kent residents.

The draft Strategy is available to download from the 'Documents' section below. Please let us know your thoughts by completing the online questionnaire (via the 'Respond to this Consultation' section below).

We have published a copy of our Equality Impact Assessment (EqIA) for you to read and make comments on via the consultation questionnaire.

Your responses will be compiled into a consultation report, which will help produce the final version of the Rights of Way Improvement Plan.

**Please note this consultation closes at midnight on 12 September 2018.”**

# *Make Sure You have Your Say...*

**Kent  
County  
Council**  
[kent.gov.uk](http://kent.gov.uk)







### Gravesham (Pepperhill) Household Waste Recycling Centre (HWRC) - Temporary Closure

Pepperhill Household Waste Recycling Centre & Transfer Station is remains closed following a fire on Saturday 21<sup>st</sup> April which caused damage to the infrastructure and should re-opened in August 2018. Kent County Council has been working in partnership with the local authorities to ensure that kerbside collections have not been affected.

In a bid to help residents, the opening hours at the three closest HWRC's Swanley, Tovil and Dartford have been extended on Wednesday until 6.30pm and Thursday until 6.00pm.

During the clean-up operation, Paul Fitzpatrick, the site's contract and transport manager found two kittens. He said "The mother came back and took one of the kittens away but when I did my last check before leaving, I could not leave the remaining kitten exposed to the elements, so, I took her home.

The following morning, I took her to the vets and they recommended a special diet and showed me how to feed her using a syringe, this continued for two weeks, I was feeding every four hours day and night". Paul Fitzpatrick has now adopted the kitten and she has now fully recovered from her ordeal.



### Litter Picking? Borrow a Litter Picking Kit!

If you are arranging a volunteer litter pick, remember you can borrow a litter picking kit from your local authority. Kent County Council provided the kits as part of the Great British Spring Clean litter picks that took place in March.

#KeepKentClean

### Going on Holiday? Forget Food Waste!

What do you do with your fresh food if you are going on holiday? It has been established that the most wasted foods are milk, salad, fruit, yoghurt and bread.

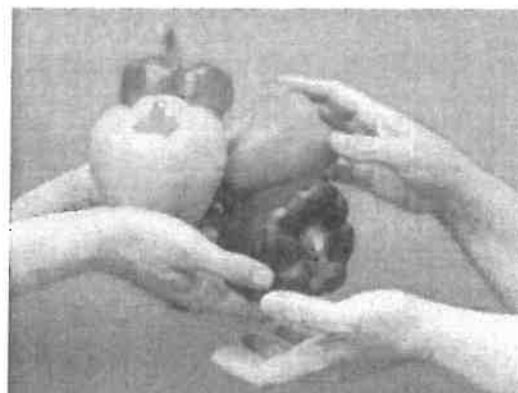
You can add 3 simple steps to your pre-holiday routine to help reduce food waste:

Freeze your food so it can still be used upon your return

Gift the food to a neighbour, friends, family or someone else

Cook any leftovers before going away

Please help share this message by using the hashtags





### #DriveDownLitter Campaign

Hubbub are promoting a campaign which local authorities in Kent have signed up to.

Hubbub get involved in environmental matters and have taken a fresh approach in communicating environmental issues, focusing on people's passions such as fashion, food, homes and neighbourhoods.

The #DriveDownLitter campaign offers motorists the ability to claim 'money off' vouchers by putting empty plastic bottles and coffee cups in new 'recycling reward' machines. One can be found at the RoadChef (at Maidstone) and Shell (at Folkestone). The campaign aims to

target litter on motorways and encourages road users to dispose of their litter responsibly.

This campaign will run until November 2018.

Get involved #DriveDownLitter #KeepKentClean

## In Your Neck Of The Woods

## Good News Stories from Our Parishes and Towns

### Kelly Makes a Dash!

Dame Kelly Holmes grew up in Hildenborough and it was a lovely and fitting surprise that she came to her local parish council to present a KALC Community Award to very deserving recipients. Janet Richardson and Julie Kury are the managers of the Farmers Market in Hildenborough, and it recently celebrated ten years of its foundation. Both Janet and Julie work extremely hard in making the enterprise a success and it was for that reason that they were nominated for a KALC Community Award.

Hopefully Dame Kelly did not have to run off before the marvellous cake was cut!



Dame Kelly Holmes DBE presents the KALC Community Award to Janet Richardson and Julie Kury.

### Its All About Heritage In Sandgate

Rosemary Sanders, a long time resident of Sandgate, near Folkestone, received her KALC Community Award on 15 May. She was nominated by her parish council as she has made a significant contribution to the local community and continues to do so.

Rosemary is passionate about local heritage and preservation, and it is this that makes her so valuable in the community.



The Chairman of the Council, Cllr. Robert Bliss, was on hand to present the award.

Cllr Bliss was also recognised for his longstanding work and contribution to the fabric of Sandgate life at the same meeting. Cllr David Owen, Chairman of Folkestone and Hythe District Council (FHDC), came to present him with a medal commemorating his position as Honorary Alderman of FHDC.

Well done to both of them!

**PARLEZ-VOUS FRANÇAIS?  
IN SANDGATE THEY DO!  
A SANGATTE, NOUS PARLONS FRANÇAIS!**



For some years now, Sandgate Parish Council has had a successful twinning with their friends across the channel in Sangatte. The little French town can be found not too far from the Channel Tunnel terminal at Coquelles, but it has an identity all of its own, along with a very pretty beach and a thriving community.

Every year, there is a reciprocal Pentanque Tournament in spirit with a very earnest "Entente Cordiale", and this year it was the turn of the British side to host the event.



It took place on Saturday 16 June at Sandgate Park on Military Road, and there were over fifty French and forty five British competitors, all playing for the honour of winning the coveted title of Pentanque Champion.

Naturally, the hospitality was fantastic, with the participants making sure there was plenty of food, drink and fun to be had for all.

It just goes to show what a successful twinning relationship can do!

If your community has a twin town or parish relationship, do let us know. We are always happy to hear about your get togethers... wherever they may be!

Heralding your  
New Town  
and Community  
Councils...



**SHEERNESS: FINALLY  
BECOMING A TOWN!**

It was good news for the community in Sheerness on 13 June when the proposal for the town to have its own local Council was given the go ahead. KALC was very pleased with the outcome and was happy to have given guidance and support to the project from start to finish. Local elections for nine councillor posts will be held in May 2019.

Likewise, we are very happy to announce that two new community Councils have been created in the Ashford area of Kent. South Willesborough and Newtown, along with Kennington have long wanted to have their own local council and that is now becoming a reality.

Their formal creation will also be in 2019, and we look forward to welcoming all three councils into our tier of government in Kent.

*In Your*

**Neck**

*Of The Woods...*



## Eynsford Honours Margaret...

Eynsford Parish Council, located not too far from Swanley, had its Annual Parish Meeting on 11 May. Always a chance for parishioners to come and chat to Councillors and find out about their community, the meeting was a great success. There were many stall holders at the meeting, including Kent Fire and Rescue Service and Kent Police.

A highlight of the evening was the KALC Community Award. We were fortunate that Cllr. Christopher Woodley, Vice Chair of Kent Association of Local Councils came along and present the award to Margaret Newbold. Margaret has served the village for many many years in various ways. In particular she was recognised for editing

the Trident magazine for 37 years! Margaret was presented with a certificate by Mr Woodley and with flowers by the chair of the parish council, Sarah Boyle. <sup>1</sup>

<sup>1</sup> [http://www.eynsfordparishcouncil.org.uk/article-annual\\_parish\\_meeting\\_provides\\_lifesaving\\_experience\\_.html](http://www.eynsfordparishcouncil.org.uk/article-annual_parish_meeting_provides_lifesaving_experience_.html)

# MILITARY MATTERS

## Armistice 2018

As our members will be aware, the Armistice Centenary on 11 November 2018 will herald the cessation of World War One, that took place one hundred years ago. There are many ways in which our local communities can join in: the most obvious being the lighting of WWI Beacons Of Light. Many of our Councils have already registered for the event and if yours has done so, make sure you publicise it accordingly. Further information on the scheme can be found by visiting <http://brunopeek.co.uk/>

## BATTLE'S OVER



A NATION'S TRIBUTE

11TH NOVEMBER 2018

100 YEARS OF REMEMBRANCE

### EVENTS FOR YOUR DIARY

- o **Armed Forces Day - Medway, 30 June 2018 at Brompton Barracks, Chatham, Kent ME4 4UG**
- o **Centenary Service - 23 September 2018 Spillfire Cricket Ground, Canterbury, Kent CT1 3NZ**

## Armed Forces Day - Get Involved!

Armed Forces Day, previously known as Veterans' Day, will take place on 30 June 2018. It was first observed in 2006 and has since grown in popularity to the point that it is now an official event and is scheduled for the last Saturday in June, every year.

Many of our Councils choose to commemorate the Day, and the organisers of the event are keen that all activities are registered. Any event that fits in with the Armed Forces Day campaign theme can be listed. If you are unsure as to the criteria, the events should be:

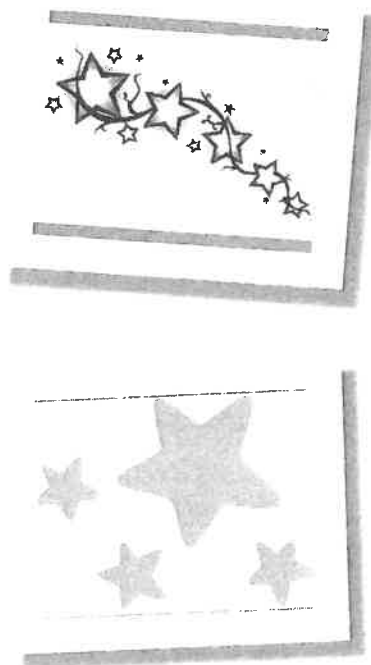
- Held within two weeks of the Day, including weekends (Saturday 23 June to Sunday 8 July)
- Have Armed Forces in the event title
- Relevance to today's serving Armed Forces
- Have free access to members of the Armed Forces Family: Serving Personnel, Veterans, Cadets and their families (Though a charge for parking/programmes is acceptable)
- Are not centred around fundraising or recruitment.

Further information about registering your event can be found by visiting the website for the Day here:

You should make sure that all the relevant details for your event are included in your registration, including name of event and so on, but it is key to make the event you have planned sound as interesting as possible!

Good luck with any event or commemorations you have planned during the fortnight.





NALC is delighted to invite entries to the Star Council Awards, which they are running for the fourth successive year in 2018.

The awards are a fantastic opportunity for local councils, councillors, clerks and county associations to showcase how they have made a positive difference locally. They are the only awards in England to recognise the contribution local councils make to their communities.

This year, the theme of the awards will be how local councils have engaged with their communities and made a positive impact on them. We are encouraging anyone who has made a difference to people living in their area to put themselves forward.

Over the years, the awards have received hundreds of nominations from every corner of England. This year, NALC would like to build on that success and see even more nominations submitted by councils, county associations, community members and MPs.

The Association will celebrate the local council sector's achievements through five categories. To give Councils more of a say on who wins awards, this year the Council of the Year category will be decided by a public vote.

Being a Star Council Awards winner not only gives local councils national recognition for the services they have provided to their community but also allows them to share their expertise with their peers. Winners will be announced at awards dinner at the **Annual Conference**, taking place on 30 October 2018 at DoubleTree by Hilton in Milton Keynes.

Entrants have until **17 August** to submit their entries.

More information can be found by following this link:

<https://www.nalc.gov.uk/starcouncilawards>

## NALC Supports Rural Housing Renaissance

*The National Association, along with other organisations, raises the issue in the Sunday Times.*

The National Association of Local Councils (NALC) and nine other organisations have raised the issue of rural housing in a joint letter to *The Sunday Times*.

The letter published on 27 May 2018, warns that the government's draft National Planning Policy Framework (NPPF) could worsen the provision of affordable housing.

The prime minister has declared it her personal mission to fix Britain's housing crisis - and that rural England needs quality affordable homes in the right places.

The letter also said: "However, as it stands the draft NPPF could make this situation worse.

"The draft NPPF is a broadly positive step. Indeed, its support in principle for development that helps villages to prosper has been largely welcomed by rural organisations.

"Not so welcome, however, is the Entry Level Exception Site policy contained within the draft.

"This would allow for more land outside of normal planning boundaries to be released for development - but, unlike the existing approach to exceptional development, it does not involve the

community, does not recommend meeting local housing needs and does not safeguard future affordability.

"Furthermore, given that open market homes will make a significant proportion of any sites, this policy will increase land values - which will further undermine the delivery of affordable homes to rent.

"We urge the government to reconsider. Existing policies, when applied well in practice, already deliver quality, affordable homes in rural England. This draft policy is a backward step."

The letter was signed by following organisations: National Association of Local Councils, Rural Housing Alliance, Campaign to Protect Rural England, Rural Services Network, National Housing Federation, Action with Communities in Rural England, National CLT Network, Rural Housing Solutions, Hastoe Housing Association, and English Rural Housing Association.<sup>1</sup>

<sup>1</sup> <https://www.nalc.gov.uk/news/entry/1029-nalc-letter-to-sunday-times-warns-nppf-plans-will-worsen-the-rural-affordable-housing>

## Ready to be a partnership?

Principal and local councils have more in common than we sometimes give them credit for. They share the same ethos - which is, of course to create a prosperous community that enhances our civic life and improves the quality of life for all our residents.

It make sense, then, that an element of partnership working will add value to the work that both principal and local councils can achieve.

There are many examples nationally where Councils are working together and that co-operation means that decision making can be easier and that engagement with residents is facilitated. Furthermore, it means that any devolved services are taken to the lowest appropriate level - often our local councils!

The Local Government Association (LGA) and the National Association of Local Councils (NALC) have been working on a Guide to effective partnership working that was finally launched on 16 May.

Called "One Community", the Guide sets out how principal and local councils can work more effectively in partnership.



**Local Government Association**

version can be downloaded by visiting the National Association of Local Councils website here:

<https://www.nalc.gov.uk/news/entry/1016-nalc-launches-one-community-guide-with-the-lga>

The column aside has a very brief synopsis of that Guide, and a full

We are all used to the buzzwords that have been part of local council vocabulary in recent years. In 2010, the "Big Society" was very much in the forefront of local council thinking, encouraging community groups and bodies to take over certain public services.<sup>i</sup> From that seed, we saw the current trend for what we now know as "Localism"<sup>ii</sup> - which was formalised by the Localism Act in 2011 and remains very much part of the current philosophy behind partnership working with principal and local councils.

The new guide, "One Community", explores the different ways that councils can work effectively together in partnership with each other. It points out the way ahead for the best possible outcome and so really should be part of your "required reading".

The guide offers a broad principle for how different organisations of varying sizes can work together towards a common purpose. Whilst some of this may seem obvious to some, the guide's explanation is clear and concise and will help break down barriers that may exist between tiers of local government.

A wide virtual resource library is also included in the Guide. This should help all tiers in their research for for a particular way of working, and should make the path a little easier. Of particular note are the links to template letters that can be used to approach principal councils regarding a potential project, as well as the Local Government Association workbook on working with Town and Parish Councils.

As it stands, partnership working is here to stay. There is no doubt that the need for co-operation has never been greater, especially when budgets are smaller and there is an onus on principal councils to be more commercial and efficient.

It may well be that your Council is already in a viable and successful partnership with your principal authority. If so, let us know. It would be good to hear how you achieved your outcome, and what it has meant to your community too.

We look forward to hearing from you.

<sup>i</sup> David Cameron launches Tories' 'big society' plan

<sup>ii</sup> <https://www.gov.uk/government/policies/localism>



# **National Parks and Areas of Outstanding National Beauty... Your National and Local Treasures**

## **National Parks**

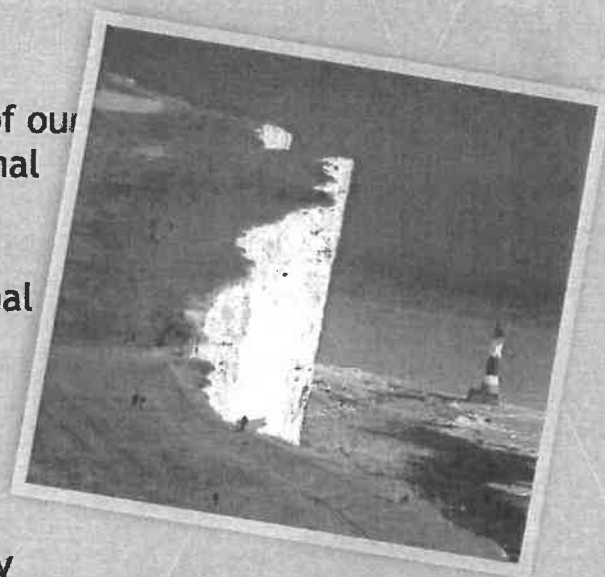
Michael Gove, who became Secretary of State for Environment, Food and Rural Affairs in 2017, recently launched a review of the country's National Parks and Areas of Outstanding National Beauty.

It's almost seventy years since an Act of Parliament established National Parks to preserve and enhance the natural beauty of our countryside along with providing recreational opportunities for the public.

Sir Arthur Hobhouse's landmark report was keen to promote the parks as a "recreational gift to Britain's Second

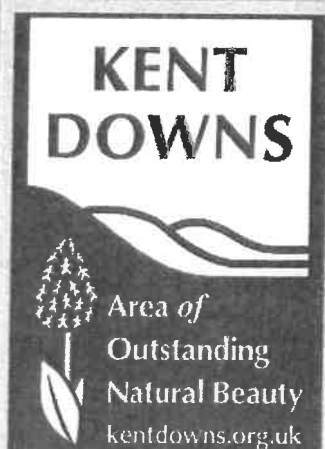
World War service men and women" and the scheme was greeted with great warmth - paving the way for popular countryside pursuits. During the early 1950s, ten National Parks had been properly established, and by 2011, that figure

had risen to fifteen. That included the Park that is nearest to our own county - the South Downs, which became fully operational in April of that year.



It seems suitable, then, that there should be a review made about the future of these areas, along with their smaller cousin - the Area of Outstanding Natural Beauty (AONB) - there are currently forty six AONBs nationally, including two that cover parts of Kent. Consequently, one or other of the designated areas is bound to touch on our parishes and towns.

Indeed, that review has now begun and was announced formally by the Secretary of State for Environment, Food and Rural Affairs on 27 May 2018. It forms part of the present Government's commitment to a "25 Year Environment Plan", that was launched in January 2018. That plan outlines the government's vision for improving the environment over a generation by connecting people with nature and helping wildlife to thrive.<sup>1</sup>



<sup>1</sup>Stubley, P., 2018. The Independent. [Online]  
Available at: <http://independent.co.uk>  
[Accessed 12 June 2018].

## **National Parks and Areas of Outstanding National Beauty... Your National and Local Treasures**



What does that mean for our county? As already mentioned, Kent has two AONBs: the High Weald, which covers some of West Kent, and the Kent Downs. The latter stretches a swathe of East Kent as well as the middle part of the county. The South Downs National Park isn't that far from us either, and as the review takes place, you may be asked to get involved. The review is to be led by Julian Glover, a journalist who has been employed as a special advisor to the review. It has been welcomed by both National Parks and AONBs nationwide and they are keen that both schemes should continue being the havens for natural beauty and inspiration that they were conceived as almost seventy years ago. It is hoped that the focus will be on re-engagement of the population - especially with its countryside. We are a small nation that is lucky enough to have a wealth of natural landscapes. The Glover Review will go some way to make sure that continues, but as we enter the second phase of the 21<sup>st</sup> century, it is ultimately our responsibility to make sure that we make use of, and publicise, the areas that we are lucky enough to have on our doorstep.

# Allotments...

## How green is your valley?

Allotments are a big story. They've come a long way since 1908 when the Small Holdings and Allotment Act came into force - effectively placing a duty on local authorities to provide sufficient slices of land according to demand. No longer is the image of the allotment one of old, pipe smoking, flat cap wearing men who plant and tend vegetables on a Saturday afternoon.

No, the allotment has become the territory of those who simply fancy 'growing their own'.

The answer could lie within many factors:

- the soaring prices of produce
- the want to decrease "carbon footprint"
- the desire to grow produce that has no artificial additives and can be as organic and natural as possible.

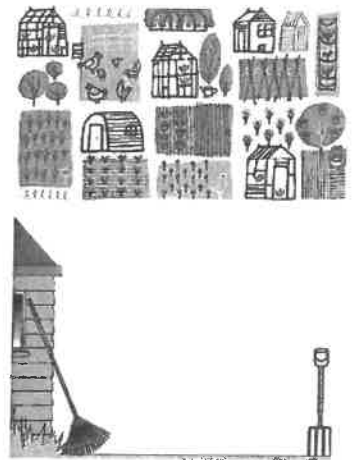
In short: allotments are trendy, popular and needed.

Indeed, it is estimated that there are around 90,000<sup>1</sup> gardeners who are currently on a waiting list for their little piece of "milk and honey". That figure does not include those on parish and town council lists, so it could be a lot higher than official figures suggest.

As a result, your council may see an increase in its applications for a plot, or you may have to monitor both your waiting list and those who surrender their agreement.

It would seem that most of our member councils have allocated space to provide allotment provision when requested. Indeed, we have seen an increase in new plots that have been released to communities, which is always a positive step.

The management of allotment sites is a decision that has to be made, and often an association is formed if the rent is not taken directly by the Council. It can be a challenging task to make allotment management work in the best way possible for both the community at large and the Council so efficiency is always key. The Local Government Association has



## "Let Us Cultivate Our Garden"

<sup>1</sup> Voltaire, *Candide*

produced two leaflets that should help with that task, and they are free to download :

- [Growing in the community \(second edition\)](#)
- [A place to grow: supplementary document to 'Growing in the community'](#)

The booklets are a little old, but they should help in deciding what is "best practice" for **your** allotment gardens in **your** area.

KALC will be running a workshop on Allotment Law and Management on 24 September. It will be available for booking in mid July so do save the date for it now. We will have forty places available on this session, so it will be limited and on a strictly "First Come, First Served" basis.

Whatever your Council does, it is true to say that allotments bring people together and in many cases, the end product is one of nourishment, practicality and in some cases, beauty. Summer will see allotments flourish and there is bound to be a flurry of activity as fruit and vegetables are ready for harvest. It is wise that we not only "Cultivate Our Garden" as Voltaire advises, but also to make sure we "Cultivate Our Allotment Law" too!

<sup>1</sup> <https://www.nsalg.org.uk/allotment-info/brief-history-of-allotments/>



- **Coastal Revival Fund:** Invitation to apply for funding. The new round of funding for the Coastal Revival Fund is now open. Any application must be completed and submitted by 5 July 2018. Further information can be found by visiting GOV.UK at this web address: <https://www.gov.uk/government/publications/coastal-revival-fund-an-invitation-to-apply-for-funding>

- **Grants available for elderly and isolated:** Fund closing on 31 August 2018 - Kent Community Foundation.

<http://www.kentcf.org.uk/apply/funding-round/#themed-funds>

- **#Iwill Campaign.** <http://www.iwill.org.uk/>

This is a fund that enables organisations to understand and recognise high quality youth social action. Funded by the National Lottery, and endorsed by the Department for Digital, Culture, Media and Sport, it may be something that your community can use to engage its youth. The aim is to increase social action by 50% by 2020. You can apply for consideration to the fund here:

<https://ukcf.secure.force.com/forms/forms/KentCF/YSA-Round2-Application>



All our advertised vacancies can be found by looking at our dedicated webpage - you can find it here:

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