

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 18 DECEMBER 2014 at 7.00 PM

PRESENT:

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

ALSO PRESENT:

1 x member of the public
Graham Blew – Town Clerk
Sara Stapleton – Responsible Financial Officer (RFO)
Rebecca Rawlings – Administration Assistant

ABSENT:

Councillor J M Harman

320/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' K G Basson (work commitments), Ms L M Hall (other commitments), P M Harman (work commitments), J A Hayes (other commitments), Mrs C K Openshaw (other commitments), V Openshaw (other commitments) and P A Read (work commitments).

321/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Ms L M Cross declared a prejudicial interest in agenda item 27 Pavilion – Update, as she is a Town Council representative on the Pavilion Community Sports & Social Club Committee.

Councillor R J Lees declared a prejudicial interest in agenda item 27 Pavilion – Update, as he is a Town Council representative on the Pavilion Community Sports & Social Club Committee.

Councillor R J Lees declared a DPI interest in item 26 – Advice Service Dartford (CAB)-Outreach Service-Update, as he is a Director and Trustee Board Member of the applicant (Citizens Advice Bureau).

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

322/14-15. MINUTES OF THE MEETING HELD ON 16 OCTOBER 2014.

Members were provided with a copy of the Minutes of the Meeting held on 16 October 2014.

RESOLVED:

That the Minutes of the Meeting held on 16 October 2014 be confirmed and signed as a true record.

323/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

324/14-15. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 12 NOVEMBER 2014 AND 3 DECEMBER 2014.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 12 November 2014 and 3 December 2014 be confirmed and the recommendations made therein be adopted.

325/14-15. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 27 NOVEMBER 2014.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 27 November 2014 be confirmed and the recommendations made therein be adopted.

326/14-15. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 6 NOVEMBER 2014.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 6 November 2014 be confirmed and the recommendations made therein be adopted.

327/14-15. MINUTES OF THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE MEETING HELD ON 8 OCTOBER 2014.

RESOLVED:

That the Minutes of the Anti-Social Behaviour & Crime Sub-Committee meeting held on 8 October 2014 be confirmed and the recommendations made therein be adopted.

328/14-15. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 15 OCTOBER 2014.

RESOLVED:

That the Minutes of the Personnel Committee Meeting held on 15 October 2014 be confirmed and the recommendations made therein be adopted.

329/43-15. MINUTES OF THE HERITAGE PARK/SKULL SITE SUB-COMMITTEE MEETING HELD ON 15 OCTOBER 2014.

RESOLVED:

That the Minutes of the Heritage Park/Skull Site Sub-Committee meeting held on 15 October 2014 be confirmed and the recommendations made therein be adopted.

330/14-15. NATIONAL NON-DOMESTIC RATES (NNDR) BUSINESS RATES.

Further to the Town Council's appeal against the NNDR for the Town Council Offices and the Leisure Centre advice had been received from the Senior Rating Consultant (Aitchinson Rafferty Property Consultants) that it would be prudent to withdraw the appeal.

RESOLVED:

That the appeal be withdrawn.

331/14-15. COMPLAINT.

In accordance with the Complaint Handling Procedure members received the documents relating to the complaint about the recent tree maintenance work carried out at Saxon Court/Alkerden Lane.

After discussion Members agreed that the complaint had been dealt with in accordance with the Town Council's Complaints Handling Procedure and that no further action was required. Members agreed that the complaint was now considered to be closed.

RESOLVED:

- 1 That the actions taken by the Town Clerk to date be noted and endorsed.
- 2 That no further action be taken and the complaint be deemed as closed.

332/14-15. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) 2014 – 2015.

Members were reminded that consideration needed to be given to proposing appropriate projects for future funding applications to the Capacity Building Fund.

RESOLVED:

That the item be noted.

333/14-15. REVOCATION OF STANDING ORDER 35.

Further to minute 236/14-15 members were requested to agree to the revocation of Standing Order 35.

RESOLVED:

That Standing Order 35 be revoked.

334/14-15. INSURANCE CLAIM/S – UPDATE.

Members were informed that claim reference 27140000662 had been settled with an excess of £100.00.

RESOLVED:

That the item be noted.

335/14-15. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

RESOLVED:

That the item be noted.

336/14-15. PUBLIC RIGHTS OF WAY MEETING WITH KENT COUNTY COUNCIL – ORGANISED BY SOUTHFLEET PARISH COUNCIL – 21 OCTOBER 2014.

Councillor R J Lees apprised members of the meeting.

RESOLVED:

That the item be noted.

337/14-15. DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT (DCLG) – CONSULTATION ON THE GOVERNMENT'S INTENTIONS TO MODERNISE PARISH POLL REGULATIONS.

Members considered the consultation document which had a deadline for responses of 30 January 2015.

Members requested that this item be deferred to the 15 January 2015 meeting to enable members to have further time to consider any response/s.

Councillor R J Lees disagreed with this as he felt that members had received sufficient notice of this consultation and should be able to formulate responses to the questions at this meeting.

RESOLVED:

That the item be deferred to the 15 January 2015 full Council meeting.

338/14-15. STAFF / MEMBER TRAINING – UPDATE.

Councillors' Ms L M Cross and Ms L C Howes had attended the KALC AGM on 22 November 2014.

RESOLVED:

That the item be noted.

339/14-15. FINANCIAL RISK ASSESSMENTS (FRA) FOR 2015 – 2016.

At its meeting on 6 November 2014, minute 266/14-15, the Finance and General Purposes Committee endorsed the findings of the Financial Risk Assessment Working Group (*that the FRA's should be maintained at the level/s indicated and that the Town Council should not, at this point, be looking to add or increase anything contained in the FRA's*). The FGP recommended that the FRA's should be submitted to full council for approval and inclusion in the Estimates for 2015 – 2016.

A bound copy of the FRA's had been supplied to each member with the agenda.

The Chairman of Finance and General Purposes Committee thanked the FRA Working Group for keeping this large and complex project on track.

RESOLVED:

That the FRA's, as supplied, be approved and included in the Estimates for 2015 – 2016.

340/14-15. ANNUAL ESTIMATES FOR 2015 – 2016.

Members were informed that officers had begun work on the estimates for 2015 – 2016, the draft annual estimates had been provided by the Responsible Financial Officer (RFO) for members' information at this stage.

Members were invited to contact the RFO, outside of the meeting, and inform her of any suggestions and/or items they felt should be included.

The RFO, in consultation with the Chairman of the Finance and General Purposes Committee (FGP), would review the drafts over the festive period and the final copies would be submitted to the FGP on 15 January 2015 to be agreed; the agreed figures then

being submitted to the Special Town Council meeting held directly after the FGP meeting on 15 January 2015 as this is required to set the Council Tax Rate for Band D.

- * To assist with this process members had been supplied with a copy of the draft Financial Risk Assessments as per the preceding agenda item.

Members thanked the RFO for providing the details/figures contained in the draft annual estimates and acknowledged the amount of work that goes into this item.

RESOLVED:

That the item be noted.

341/14-15. **REPORTS OF OUTSIDE REPRESENTATIVES.**

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

Dartford Youth Advisory Group (DYAG)

Councillor Ms L C Howes is the Town Council's representative on the DYAG. As previously agreed the agenda for the 13 October and 8 December 2014 meetings which included the minutes from the 13 October 2014 meeting were available in the Chamber for inspection.

Bluewater Forum (BF).

The Town Mayor, or agreed substitute, is the Town Council's representative on the BF. As previously agreed details of the 27 November 2014 meeting, including the minutes from the 25 September 2014 meeting, were available in the Chamber for inspection.

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

Councillor R J Lees and the Town Clerk are the Town Council's representatives on the KALCDAC. As previously agreed the agenda for the 11 December 2014 meeting, including the minutes from the 18 September 2014 meeting were available in the Chamber for inspection.

Advice Service Dartford Partnership (ASDP).

The Town Clerk attended the Citizens Advice Bureau (CAB) Partnership meeting on 11 November 2014 with the agenda, including the minutes from the 13 May 2014 meeting, being available in the Chamber for inspection.

Ingress Park Greenhithe Management Limited (IPGM).

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

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

Councillor P C Harris advised the meeting that the IPGM AGM had been held on 18 November 2014 and had included:

1. The Community Hal would be built by next year on the site currently occupied by the sales office which will be re-located.
2. Work on the secondary access will commence in the New Year and be completed by the summer of 2015.
3. In general terms the new Consort Management Team were now bedded in and were providing a much improved service.

342/14-15. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman had submitted a report which included the following items:

KCC Wardens Scheme - Proposed Cutbacks:

I am pleased that the proposal to drastically reduce the KCC Warden Service was rejected by KCC following public consultations. There was very wide public support for the wardens' service, and it is good that on this occasion public opinion was clearly listened to by KCC.

Members Combined Grant Scheme:

The former "Members Highway Fund" and "Members Community Grant Scheme" were combined this year into one scheme with a total allowance of £25,000.

With regards Highway Scheme funding it is possible that some funds may be allocated for parking controls at Ingress Park, or possibly a 20 mph development speed limit, but it seems most likely that this will now fall within the 2014/15 allowance. I am continuing to look for new low cost Highways Schemes, although (with the new combined system and a total reduced allowance) any Highway scheme now funded would significantly reduce monies available for Community Funding.

I am continuing to focus Community Funding to £500 sums so that the allowance is widely spread amongst local organisations. I receive a number of requests for funding for KCC wide schemes (and sometimes national schemes), but I try to focus in particular on schemes within the Town. Schemes recently agreed include funding for both elderly persons lunch clubs (i.e. the "Wednesday" and the "Thursday" clubs), and also on a request for support to improve the kitchen facilities at the church hall at St Peters and St Pauls Church. There is still money available for this financial year, so further requests by local organisations are welcome. I shall ensure that any funding not allocated by 31 January 2015 is directed towards KCC wide groups so that it is not lost.

Flooding within the Town:

These are matters that I have been very concerned about. I will continue to closely monitor progress on these issues as I believe they have particularly serious effects on local residents.

In particular the flooding at Stanhope Road and Southfleet Road concerns me very much (the majority of Town Councillors will have seen the photographs and video clips that I emailed to them). Initial work of cleaning out gullies and interceptors has caused a great improvement to the situation. I have not been informed by residents of any further serious flooding at this location, although it is not clear at this time whether this is due to the works carried out or the recent weather. Further actions are still being considered by the KCC Drainage Team, and I will continue to monitor the situation

With regards the flooding at Milton Street, I have recently received an email (previously forwarded to Town Councillors) confirming that major work to the system in that area lasting some weeks will be carried out to improve matters and stop flooding.

With regards flooding at the High Street, Greenhithe cleaning works and a CCTV inspection were carried out, and the KCC Drainage Team are considering what further actions need to be taken.

RESOLVED:

That the item be noted.

343/14-15. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

DBC had submitted a response to Central Government regarding the environmental report expected from the London Paramount Resort developers and that the Swanscombe and Greenhithe Residents Association had endorsed this response as it had included local infrastructure, keeping local identity and also involving the current community.

RESOLVED:

That the item be noted.

344/14-15. SEALING OF DOCUMENTS.

There were none.

345/14-15. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor advised/updated on the following items:

The Town Mayor had attended 77 functions, 46 in Swanscombe and Greenhithe, 9 in Dartford and 22 outside of Dartford.

The Town Mayor had attended the Swanscombe Seniors Christmas Lunch yesterday which had been a huge success with approximately 55 participants.

At the invitation of the Kent Police the Town Mayor had, today, attended Bluewater for the presentation of a cheque for charity (approximately £18,500) which had been raised at previous events.

There was a Carols by Candlelight event on 19 December at 7pm outside Ingress Abbey, Greenhithe.

The Town Mayor would be attending, and helping to prepare/serve, the Christmas Day Lunch at St Marys Church, Greenhithe.

Future events included a Vintage Valentine on 14 February at the Swanscombe Leisure Centre and A la Carte being performed by Walk Tall on 11 April in Bluewater.

The Town Mayor advised the meeting that, on behalf of the Town Council, she would be writing a letter of congratulations to Master Jack Merritt who was a young Swanscombe resident that had recently received the Overall Winner Award at the Kent County Council Try Angle Awards 2014, which were in their 20th Anniversary.

346/14-15. QUESTIONS.

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

347/14-15. EXCLUSION OF THE PRESS AND PUBLIC.

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

RESOLVED:

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

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

348/14-15. LAND FRONTING KNOCKHALL ROAD.

Members considered the response received from the land owner and agreed that the land owner again be advised that the Town Council did not wish to dispose of the land and that we would look into removing the current barrier and installing a gate or drop down bollards and supplying the land owner with a key to enable them to have access.

RESOLVED:

That the land owner again be advised that the Town Council did not wish to dispose of the land and that we would look into removing the current barrier and installing a gate or drop down bollards and supplying the land owner with a key to enable them to have access.

349/14-15. GROVE CAR PARK.

Further to minute 303/14-15 members were asked to form a Working Group to investigate the possible future operation of the Grove Car Park.

Member agreed that the Working Group be made up of: Councillors' Mrs S P Butterfill, Ms L C Howes, B E Read and P J Scanlan.

Members agreed that the first course of action should be to arrange a meeting of the Working Group with the Transport Services Manager, DBC, to ascertain what the possible options were available to the Town Council.

RESOLVED:

That the Working Group, as detailed above, meets with the Transport Services Manager, DBC, to ascertain what the possible options were available to the Town Council.

350/14-15. ADVICE SERVICE DARTFORD (CAB) OUTREACH SERVICE – UPDATE.

The Town Clerk informed members of the information received at the Advice Service Dartford Partnership meeting on 11 November 2014 regarding the funding situation for the outreach services particularly those located at the Community Café, Church Road, Swanscombe and at St Marys Greenhithe.

RESOLVED:

That the item be noted.

Having already declared a prejudicial interest Councillors' Ms L M Cross and R J Lees left the chamber and took no part in the debate or decisions of the following item.

351/14-15. THE PAVILION COMMUNITY SPORTS & SOCIAL CLUBS – UPDATE.

Members were informed that the upgrade/replacement works to the shower boiler, shower heads and hot water cylinder for the main building had been completed.

The Town Clerk informed members of his concerns, as detailed in the confidential report, and asked members to consider how the Town Council wished to proceed and plan for the future of the facility.

During the discussions Members requested that The Pavilion be asked to submit copies of the Gas Safety Certificates for the appliances used, including the main boiler.

It was also agreed that a meeting between the Pavilion and the Pavilion Working Group be arranged to discuss any issues.

RESOLVED:

1. That The Pavilion be asked to submit copies of the Gas Safety Certificates for the appliances used, including the main boiler.
2. It was also agreed that a meeting between the Pavilion and the Pavilion Working Group be arranged to discuss any issues.

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

Signed: _____ Date:- _____
(Chairman)

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MINUTES of the SPECIAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 15 JANUARY 2015 at 7.15 PM

PRESENT:

Councillor Mrs S P Butterfill – Town Mayor
Councillor K G Basson
Councillor Ms L M Cross
Councillor Ms L Hall
Councillor J M Harman
Councillor P C Harris
Councillor Mrs A R Harvey
Councillor J A Hayes
Councillor Ms L C Howes
Councillor R J Lees
Councillor B R Parry
Councillor B E Read
Councillor P J Scanlan

ALSO PRESENT:

Graham Blew - Town Clerk
Sara Stapleton – Responsible Financial Officer (RFO)

ABSENT: Councillor A Harvey

363/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' P M Harman (work commitments), J B Harvey (family commitments), Mrs C K Openshaw (unwell), V Openshaw (other commitments), Mrs I A Read (unwell) and P A Read (work commitments).

Apologies for lateness were received and accepted from Councillors' Ms L M hall and J A Hayes.

Members were informed that Councillor Mrs C K Openshaw had undertaken an operation and was currently in the Intensive Care Unit at Darenth Valley Hospital. On behalf of the Council the Town Mayor asked that a card of best wishes be sent to Councillors' V Openshaw and Mrs C K Openshaw.

364/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

365/14-15. ANNUAL ESTIMATES FOR 2015 – 2016.

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

RESOLVED:

That the proposed Annual Estimates for 2015– 2016 and subsequent proposed Council Tax Base (Band D) be approved.

366/14-15. COUNCIL TAX BASE 2015 – 2016.

Members were asked to set the Council Tax Base for Band D properties 2015 - 2016. Members were pleased to note that the Town Councils' proposed Council Tax Base for Band D properties had been frozen for the second consecutive year.

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

RESOLVED:

That the Council Tax Base for Band D properties 2015 – 2016 be set at £110.63.

367/14-15. DEPARTMENTS FOR COMMUNITIES AND LOCAL GOVERNMENT (DCLG) – CONSULTATION ON THE GOVERNMENT'S INTENTIONS TO MODERNISE PARISH POLL REGULATIONS.

This item had been deferred from the 18 December 2014 meeting (minute 337/14-15).

After discussion Members agreed that the following responses be submitted.

Question 1. What are your views on the proposed trigger?

We agree that there should be a trigger and the proposed figures are a good move away from the current very low amount (%) of electors required. The figures needed should be regularly reviewed.

Question 2. What are your views on the Government's proposal to modernise voting arrangements?

Whilst not having any objections to the four points proposed the financial/cost implications involved for parish councils needs to be taken into account.

Question 3. Do you consider that the proposed criteria sufficiently tighten the subject matter so that a poll can only be held on a parish issue?

The Town Council agrees with the proposal.

Question 4. What are your views on the proposals (A-E)?

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The Town Council agrees with proposals A-E although on proposal E we feel that parish councils should be required to publish a short statement not simply able to publish one.

RESOLVED:

That the responses, as detailed above, be submitted.

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

Signed: _____

(Chairman)

Date: _____

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T/C 26/2/15

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 21 JANUARY 2015 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor P J Scanlan
Councillor K G Basson
Councillor P M Harman
Councillor Mrs A R Harvey
Councillor J A Hayes
Councillor B R Parry

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor Mrs S P Butterfill
Councillor V Openshaw

368/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' P C Harris (work commitments), J B Harvey (other commitments) and P A Read (work commitments).

An apology for lateness was received and accepted from Councillor J A Hayes.

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

369/14-15. SUBSTITUTES.

There were none.

370/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor P M Harman declared a prejudicial interest in application DA/14/10831/CPO as he is the Kent County Councillor for Swanscombe and Greenhithe.

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

371/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

372/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 DECEMBER 2014.

Recommended: The Minutes of the meeting held on 3 December 2014 were confirmed and signed.

373/14-15. DEVELOPMENT POLICIES DRAFT PLAN AND OPTIONS STAGE CONSULTATION.

As per minute 309/14-15 Members were asked to consider the consultation which had a deadline date of 30 January 2015 (details previously emailed to members on 15 December 2014).

Members expressed their disappointment that this consultation had been held over the Christmas and New Year period as this was not felt to be conducive to encouraging responders'.

Members discussed the Consultation and agreed that the Planning, Major Developments, Transportation & the Environment Committee members submit their comments to the Chairman of the Committee who would then arrange for these to be consolidated and despatched to all members of the council for their comments.

Recommended: That the Planning, Major Developments, Transportation & the Environment Committee members submit their comments to the Chairman of the Committee who would then arrange for these to be consolidated and despatched to all members of the council for their comments.

374/14-15. CLAIMED FOOTPATH RUNNING FROM THE HIGH STREET TO THE FORESHORE ADJACENT TO THE SIR JOHN FRANKLIN PH.

Members were disappointed to receive The Planning Inspectorate's decision that the appeal against the recommendation of Kent County Council to "Decline to Make an Order" (minute 314/14-15) should be declined.

Recommended: That the item be noted.

TOWN PLANNING:

375/14-15. OBSERVATIONS BEEN SUBMITTED BY THE TOWN CLERK, IN CONSULTATION WITH THE CHAIRMAN OF PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE DUE TO THE TIMESCALES INVOLVED.

DA/14/01702/FUL	Application for the temporary relocation of the sales and marketing suite at Ingress Park (previously approved under planning permission DA/14/00645/FUL). Crest Sales Office, Stonely Crescent, Greenhithe.
OBSERVATIONS:	A retrospective planning application for the erection of a detached building to provide a sales office at Ingress Park for temporary use for a period of up to 5 years was granted by Dartford Borough Council in July 2014. The Town Council would like to seek assurances that the previous commitments of the Management Plan and the building of the Community Centre will take place and the developer should be reminded in the strongest terms that the section 106 agreement signed as part of planning permission 08/0160/FUL requires a Community Hall to be constructed and made available for public use prior to 80% occupation of building 4C, which has now been completed and partly occupied and any failure to comply with the legal requirements of the s.106 agreement could result in enforcement action.

Recommended: That the observations be noted and endorsed.

376/14-15. APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.

DA/14/01689/OUT	Outline application for residential development for up to 110 mixed tenure units, including a new vehicular access to Craylands Lane, including emergency access and creation of a development platform and associated works including the demolition of existing buildings. Land at London Road and Craylands Lane, Swanscombe.
OBSERVATIONS:	The Town Council objects to the application in its original form on traffic, noise, air quality and ecology issues.

	<p>The Town Council feel that the Planning Authority should take into account the increase in vehicular movements on London Road since the original application in 2004.</p> <p>The Town Council adopted a Local Development Framework in 2008 which was submitted to the Regeneration Director (DBC) and considered by Cabinet on 22 January 2009 where it was resolved:</p> <ol style="list-style-type: none">1 That the Swanscombe and Greenhithe Town Council: "Development of Town" document be noted.2 That the document be taken into account where relevant in the consideration of "106 planning obligations in Swanscombe and Greenhithe where this is compatible with Dartford Borough Council's own planning objectives and the statutory requirements for planning obligations.3 That the broad objectives of the Swanscombe and Greenhithe Masterplan be taken into account in the development of Dartford Borough Council's Local Development Framework Core Strategy and other relevant Local Development Documents. <p>Obviously the original application for outline planning permission was made prior to the Town Council's LDF being adopted and the Town Council would respectfully request that the planning officers ensure that the Town Council's LDF is considered and taken into account, specifically the identified projects in close proximity to the site of this application, prior to the Development Control Board considering this current application. Appendix I of the Town Council's LDF does highlight projects, including calculations, regarding the most appropriate ways the Town Council feels developers, who wish to undertake projects within the Town, should contribute towards creating sustainable and integrated communities within the Town.</p> <p>The Town Council have concerns that the financial contributions included in the original Section 106 Agreement (made between Lafarge Cement UK Plc, Ravenseft Properties Limited, Dartford Borough Council and Kent County Council and dated 21 August 2008, under section 3.1 (a) – General Application of Contributions (Schedule 2) , and the Deed of Variation dated 24 August 2011, do not have any mention or legal requirement for the Town Council to be involved in how the monies collected will be used and</p>
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	<p>would seek the Planning Authorities co-operation, in line with Central Governments "Big Society" aspirations, to ensure the Town Council have a voice in how the Town of Swanscombe and Greenhithe would benefit from this development, should it be approved.</p> <p>The Town Council feels that the parish level of Local Government should be included in the discussions regarding the setting up process of Section 106 Agreements for developments, such as this, that directly affect the communities they are elected to represent.</p>
DA/14/01690/FUL	<p>Erection of a single storey rear extension and conversion of existing integral garage into habitable room together with associated alterations to front elevation (revisions to previously approved planning permission DA/14/00564/FUL in respect of provision of a pitched roof over extension).</p> <p>17 Caspian Way, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council objects to this application as it would take away an off street parking facility and therefore be detrimental to the character of the surrounding area and is therefore contrary to the objectives of Policies CS15 and CS17 of the adopted Dartford Core Strategy and Policy B1 and Appendix 9 of the Dartford Local Plan.</p> <p>Policy B1 of the Dartford Borough Local Plan 1995 includes; "(a) Proposed Use – The nature of and characteristics of the proposed use should be appropriate for its location and should not have a detrimental effect on the local area through visual impact, traffic generation, noise, fumes or other factors" as well as (f) Parking and Garaging</p>
DA/15/00011/FUL	<p>Provision of new shop front with disabled ramp, erection of a single storey rear extension and internal alterations to create open plan retail area.</p> <p>Greenhithe Market Place, 102-104 Knockhall Road, Greenhithe.</p>
OBSERVATIONS:	No observations.
DA/15/00026/NONMAT	Application for a non-material amendment following grant of planning permission DA/14/01280/FUL in respect of removal of loft conversion from proposal.

	3 Beaton Close, Greenhithe.
OBSERVATIONS:	No observations.
DA/15/000220/LDC	Application under Section 10 of Planning and Compensation Act 1991 (Lawful Development Certificate) for the erection of a single storey rear extension. 17 Pentstemon Drive, Swanscombe APPLICATION WITHDRAWN.

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

377/14-15. PLANNING APPLICATIONS SUBMITTED BY KENT COUNTY COUNCIL FOR MEMBERS' OBSERVATIONS.

DA/14/10831/CPO	Consultation on an application for details of a school travel plan and ecological mitigation and management plan pursuant to conditions 6 and 10 of planning permission DA/14/108. Manor Community Primary School, Keary Road, Swanscombe.
OBSERVATIONS:	No observations.

378/14-15. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/14/01418/FUL	Provision of a new footpath link Southfleet Road and Station Access Road. Station Quarter North.
DA/14/01426/FUL	Removal of cement silo and installation of batching plant with silo. VMC Ltd. Unit E1-E3 Kent Kraft Industrial Estate, Lower Road.
DA/14/01492/FUL	Removal of existing uPVC French Doors and replacement with single pane uPVC glazed doors; Remove two existing

	<p>uPVC casement windows, enlarge openings downwards, to match existing door height and install new uPVC windows.</p> <p>11 Bridge View, Greenhithe.</p>
DA/14/01320/FUL	<p>Provision of replacement sash windows, reinstate doorway into rear garden (previously been made into a window) and fit 2 velux roof lights (velux windows are retrospective).</p> <p>The Hollies, 9 High Street, Greenhithe.</p>
DA/14/01570/FUL	<p>Erection of a rear conservatory (retrospective application).</p> <p>39 The Grove, Swanscombe.</p>
DA/14/00850/TPO	<p>Application to carry out various works to various trees/groups of trees within Ingress Park subject to Tyree Preservation Order No.11 1990 as shown in Tree Report dated 15-02-13 by Hallwood.</p> <p>Ingress Park site, Ingress Park Avenue, Greenhithe.</p>

379/14-15. **REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.**

The following refused decision notices were noted.

DA/14/01651/TDA	<p>Application of determination pursuant to Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) order 1995 as to whether prior approval is required for the installation of a 15M high monopole supporting 3 No. antennas, installation of 3 No. radio equipment cabinets and ancillary works.</p> <p>Highway verge off The Avenue, Greenhithe.</p>
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380/14-15. **GRANTED DECISION NOTICES SUBMITTED BY KENT COUNTY COUNCIL FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/14/1512	Section 73 application to amend condition 2 of planning permission DA/06/200 to upgrade the existing percolate management system. Broadness Percolate Treatment Compounds, Manor Way, Swanscombe.
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There being no further business to transact, the Meeting closed at 7.50 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 5 FEBRUARY 2015 at 7.00PM

PRESENT: Councillor P M Harman (Vice-Chairman in the Chair)
Councillor J B Harvey
Councillor R J Lees (substituting for Councillor J M Harman)
Councillor B E Read
Councillor P J Scanlan

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

ABSENT: Councillor Ms L M Hall
Councillor J A Hayes

401/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' K G Basson (work commitments), J M Harman (work commitments), A Harvey (work commitments), Mrs A R Harvey (family commitments), Ms L C Howes (holiday) and B R Parry (family commitments).

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

402/14-15. SUBSTITUTES.

Councillor R J Lees substituted for Councillor J M Harman.

403/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor R J Lees declared a prejudicial interest in agenda item 7.1 – Recreational Facility Charges 2015 – 2016, as he is a Trustee of Cygnets Pre-School.

Councillor R J Lees declared a prejudicial interest in agenda item 7.11 – Pavilion Update, as he is one of the three council representatives on the Pavilion Committee.

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

404/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members that it had been necessary, in consultation with the Chairman of Finance and General Purposes Committee and the Responsible Financial Officer, to authorise work on the Knockhall Changing Rooms (replacing the fascia at the

rear and the housing for the electricity supply) as these had both worn/eroded. The cost for these works was approximately £1,150.00

The Town Clerk informed the Committee that the Allotment & Cemeteries Sub-Committee had met with the newly formed Allotment Association on 2 February 2015.

405/14-15. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2014.

Recommended: That the Minutes of the Meeting held on 27 November 2014 were approved and signed as a true record.

406/14-15. SENIOR GROUNDSMAN/GARDENER'S REPORT.

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

Swanscombe Park, Manor Park, Broomfield. Knockhall, Heritage Park, Saxon Court, Valley View and Spring Vale.

Recommended: That the item be noted.

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

407/14-15. RECREATION FACILITY CHARGES 2015 – 2016.

Members discussed the proposed charges contained in the report. Members agreed that the Council Chamber could be hired for appropriate meetings during council Office hours at a rate of £40 per hour.

Recommended: That the proposed increases for 2015 – 2016, as detailed, be approved.

408/14-15. SPRING VALE WOODED AREA.

Further to minute 287/14-15 members were provided with a quotation to carry out a survey on the middle area (i.e. the trees that had not yet been surveyed).

Recommended: That the survey, as per the quotation, be carried out.

409/14-15. SAXON COURT CHILDRENS PLAY AREA.

Members considered the report and correspondences regarding residents taking dogs into the children's play area despite ample signage advising that dogs were not allowed in the area. Members endorsed the action taken thus far by the Town Clerk and asked that clarification be sought regarding any possible bye laws / legal steps that could be taken.

Recommended: That the situation be monitored whilst information regarding the councils legal position be sought.

410/14-15. UNAUTHORISED USE OF KNOCKHALL RECREATION GROUND.

The Town Clerk and the Senior Groundsman/Gardener detailed the problems encountered and members considered the action taken to date, the advice received from the council's Solicitor and the draft response to the MP's letter. Members were informed that signs had been purchased and installed at Knockhall Recreation Ground advising that all organised activity must be authorised by the Town Council in advance (samples included in the report).

After discussion members agreed that the draft letter be amended to include a request for the MP to pass on the Town Council's invoice for the occasional use of the football pitch area by the group on the occasions known to date.

Recommended:

1. That the actions taken thus far by the Town Clerk be endorsed.
2. That an invoice be raised for the occasional use of the football pitch area by the group on the occasions known to date.
3. That the draft letter be amended to include a request for the MP to pass on the Town Council's invoice for the occasional use of the football pitch area by the group on the occasions known to date.
4. That the Parks Staff continue to monitor the matter, and invoices be raised for each occasion use by the group is witnessed.

411/14-15. KENT COUNTY COUNCIL (KCC) CONSULTATION ON FUTURE DELIVERY OF LIBRARY, REGISTRATION AND ARCHIVE SERVICES IN KENT.

Members had been informed that the public consultation would be running from 12 January to 8 April 2015 with details being available via www.kent.gov.uk/lraconsultation

Members requested that this item be deferred to the full Council meeting on 26 February 2015. Councillor R J Lees voiced his disappointment at this request as he felt that members had a received ample time to be in a position to submit a response.

After voting it was agreed that this item be deferred to the full Council meeting on 26 February 2015.

Recommended: That the item be deferred to the full Council meeting on 26 February 2015.

412/14-15. ALLSTAR ECOPOINT SCHEME.

Members considered the letter informing of the scheme and agreed that this was a good opportunity for the Council and agreed to participate in the Scheme.

Recommended: That the Town Council participate in the scheme at the cost indicated in the letter.

413/14-15. REQUEST TO USE AREA OF SWANSCOMBE HERITAGE PARK.

Members considered the request submitted by the Deputy Manager, Springfield Lodge Nursery, Swanscombe and agreed that it should be supported provided that it was permissible in terms of the Lease for the site and that there was no risk to the Heritage site. Members asked that the Friends of Swanscombe Heritage Park be informed so that they were aware.

Recommended: That the request be supported provided that it was permissible in terms of the Lease for the site and that there was no risk to the Heritage site.

414/14-15. "WE'RE WATCHING YOU" – DOG FOULING CAMPAIGN.

The recent Anti-Social Behaviour & Crime Sub-Committee had asked that the Committee consider this campaign.

After lengthy discussion members agreed that the Town Council should purchase 10 x A3 posters (version No.3) and 22 x stickers for the dog bins.

Recommended:

- 1 That the Town Council should purchase 10 x A3 posters (version No.3) and 22 x stickers for the dog bins.
- 2 That the Town Clerk be delegated authority to decide where the poster be located.

415/14-15. EXCLUSION OF THE PRESS AND PUBLIC.

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

RESOLVED:

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

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

416/14-15. CAFÉ AND CAFÉ WORKING GROUP – UPDATE.

The Working Group had met on 22 January 2015 and Members considered the notes from that meeting with Members of the Working Group giving a verbal update. The Responsible Financial Officer had also supplied an updated Monthly Takings Comparison (from 2010/11 to up to Wk 37-40 2014/15). The Town Clerk informed members that Councillors B E Read and P J Scanlan had met with the Manager-Dartford CAB earlier today.

In response to an enquiry from Councillor B E Read regarding the possibility of him having a declarable interest in the item as a Trustee of the Dartford Citizens Advice Bureau Councillor R J Lees advised that he did not feel the need to declare an interest in this item as there would only be a conflict if the council were to make a decision that would affect the finances of the organisation he was involved in.

Councillor B E Read informed the meeting that he did not wish to detail the contents of the discussions with the Manager-Dartford CAB as he felt they contained information that might not yet be available to the Trustees of CAB and did not want to compromise the position of the Manager Dartford-CAB.

There then ensued a heated debate about the understanding of Declarations of Interest and how confidential items should be addressed.

Councillor R J Lees left the Chamber.

417/14-15. ADJOURNMENT.

The Chairman adjourned the meeting for 10 minutes.

Councillor R J Lees left the meeting.

418/14-15. MEETING RE-ADJOURNED.

The Chairman re-adjourned the meeting.

419/14-15. **CAFÉ AND CAFÉ WORKING GROUP – UPDATE.**

Recommended: That the item be noted and the Working Group be thanked for their efforts to date.

420/14-15. **PAVILION – UPDATE.**

The Pavilion Working Group had met on 15 January 2015 and were informed of the Town Clerks concerns about the facility. The Pavilion had been requested to supply a Gas Safety Certificate for the appliances at the site (including the main boiler); Members had been provided with the correspondences between the Town Clerk and the Pavilion as a result of this request.

With regards to the possibility of *a leak with the iron barrelled pipe underground* the Town Clerk informed Members that the Councils insurers had advised that this would be specifically excluded under the Policy and that they would be unable to financially assist on this occasion. Under the terms of the Lease this therefore fell to the responsibility of the tenant (The Pavilion).

The Town Clerk re-iterated his concerns about the current running of the facility and also about the fact that the Town Council had no formal contingency plan for the facility, especially the changing rooms/showers/toilet facilities used by the sports hirers, should the current tenants cease operating.

Members acknowledged the Town Clerks concerns and agreed that the formation of a contingency plan should be included in the remit of the Pavilion Working Group.

Councillor P M Harman informed that he would talk to the Pavilion informally to request that they have information (facts/figures regarding the situation/possibilities of the main boiler, roof etc.) for the scheduled meeting with the Pavilion Working Group on 19 February 2015.

Recommended: That the Town Clerks concerns be noted and that the Pavilion Working Group be tasked with formulating a contingency plan for the facility.

There being no further business to transact, the Meeting closed at 9.20 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at
THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 15 JANUARY 2015
AT 7.00PM

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

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

ABSENT: There were none.

352/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were submitted and accepted for Councillors' V Openshaw (other commitments) and Mrs I A Read (unwell).

353/14-15. SUBSTITUTES.

There were none.

354/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

355/14-15. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

356/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 NOVEMBER 2014.

Recommended: The Minutes of the meeting held on 6 November 2014 were confirmed and signed as a true record.

357/14-15. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

Members were provided with details of all receipts and payments for authorisation for October and November 2014.

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

Recommended: That the receipts and payments for October and November 2014, as per the annexed list, be approved.

358/14-15. SUMMARY OF ACCOUNTS.

Members were provided with details of the Summary of Accounts, balanced to 30 November 2014.

Recommended: That the details of the Summary of Accounts, balanced to 30 November 2014 be noted.

359/14-15. SECTION 137 EXPENDITURE: LIMIT FOR 2015 – 2016.

The Department for Communities and Local Government had confirmed that the appropriate sum for parish councils for the purposes of section 137 (4) (a) of the Local Government Act 1972 for 2015 – 2016 is £7.36.

RESOLVED:

That the item be noted.

360/14-15. ANNUAL ESTIMATES 2015 - 2016.

The Chairman introduced the report which included that the number of properties paying council tax within Swanscombe and Greenhithe had increased from approximately 4420 to 4518.

The Town Clerk advised Members that the figures included in the Estimates allowed for no increase in football and cricket hire charges as well as no increase in hall hire charges for the two pre-schools that used the halls. The Recreational Facility Charges were set by the Recreation, Leisure & Amenities Committee in February so opportunity was available if members wished to amend this.

After discussion members unanimously agreed to approve the Annual Estimates for 2015 – 2016, as detailed, and to submit these to full Council for endorsement.

Recommended: That the proposed Annual Estimates for 2015 – 2016, be submitted to full council for approval.

361/14-15. EXCLUSION OF THE PRESS AND PUBLIC.

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

RESOLVED:

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

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

362/14-15. EMPLOYEE 43 – WAIVE RECOVERY OF “OVERPAYMENT”.

Members considered the confidential report and, whilst acknowledging that the decision would need to be formally endorsed by the Personnel Committee, agreed with the recommendation.

Recommended: That the actions taken by the Town Clerk be endorsed and the recovery of the amount as detailed be waived.

There being no further business, the Meeting closed at 7.15 pm.

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the ALLOTMENTS & CEMETERIES SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on MONDAY 2 FEBRUARY 2015 at 11.00 AM

PRESENT: Councillor B E Read – Chairman
Councillor Mrs S P Butterfill

Councillor R J Lees (substituting for Councillor Mrs C K Openshaw)
Councillor P J Scanlan

ALSO PRESENT: Gwenda Prior – Allotment Association Chairman
Bill Morrison – Allotment Association Vice-Chairman
Annie Littell – Allotment Association Treasurer
Alan Jobling – Allotment Association Secretary
Linda Brown – Allotment Association
Graham Road – Allotment Association
Ange Morrison – Allotment Association
Graham Blew – Town Clerk

ABSENT: Councillor J A Hayes

395/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' P M Harman (work commitments) and Mrs C K Openshaw (unwell).

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

396/14-15. SUBSTITUTES.

At the Chairman's' invitation Councillor R J Lees substituted for Councillor Mrs C K Openshaw.

397/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

398/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

399/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2014.

Recommended: That the Minutes of the Meeting held on 18 September 2014 be confirmed and signed as a true record.

400//14-15. **ADMINISTRATION OF ALLOTMENTS – ALLOTMENT ASSOCIATION.**

The Town Clerk supplied all those present with copies of the following :-

- A. A list of the allotment association members;
- B. A copy of the previous agreement between the Town Council and the former allotment association;
- C. A copy of the membership rules of the previous allotment association;
- D. A copy of the current plot holders' agreement used when plots are hired from the Town Council.

Discussions took place on various aspects of the allotment administration including:-

The Lease arrangements for Keary Road, the Allotment Association asked that the Town Council seek clarification as to whether the current notice period of the Lease could be extended. The Allotment Association also asked if the land owner could confirm whether compensation would be available for any monies invested by the plot holder should notice be served;

Details of who was responsible for the block of "sheds" that were thought to have been in place from 1967 (these were in need of repair);

Clarification as to the current procedure of charging a full years rent for plots hired during the course of the year.

The Allotment Association confirmed that there membership was virtually nil at the current time and it was hoped they could collect memberships when plot holders came to the Town Council offices to pay their rents (April).

The Allotment Association informed that their AGM was scheduled to take place 20 May 2015 and that they would need to draw up their rules for membership/constitution.

The Chairman thanked all those that had taken the time to attend.

Recommended:

1. That the Lease arrangements for Keary Road be clarified with the land owner (whether the current notice period of the Lease could be extended).
2. That the land owner be asked to confirm whether compensation would be available for any monies invested by the plot holder should notice be served.
3. That investigations be made to try and ascertain who was responsible for the block of "sheds" that were thought to have been in place from 1967 (these were in need of repair);
4. That clarification be sought as to the current procedure of charging a full years rent for plots hired during the course of the year.

There being no further business to transact, the Meeting closed at 12.00 noon.

Signed _____
Chairman Date

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MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 28 JANUARY 2015 at 7.00 PM

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

ALSO PRESENT: Sara Stapleton, Responsible Financial Officer (RFO)
District Commander Gary Woodward, Kent Police
Sgt Sarah Tyler, Kent Police
Christine Bates, KCC Community Warden for Stone and Greenhithe
3 x members of the public

ABSENT: There were none.

381/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Ms L C Howes (holiday), Mrs C K Openshaw (unwell), Colin Newmarch (Community Safety Unit (CSU) Dartford Borough Council), PC Rob Payne (Kent Police), PCSO Kelly Shurmer (Kent Police), PCSO Steve Howard (Kent Police) and Billy Unsworth (KCC Community Warden, Swanscombe).

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

382/14-15. SUBSTITUTES.

Councillor B R Parry substituted for Councillor Ms L C Howes.

383/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

384/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Vice-Chairman had requested updates on three items from the last meeting:-

1. The status of the letter regarding obstructive parking (Chief Inspector Woodward).

District Commander Woodward advised that the letter was now being used and any calls that the Police had to attend, the letter would be put on the vehicles windscreen. Inspector Woodward confirmed that he would provide the Town Council with a copy of the letter.

2. An update on the "Action Day" held in Swanscombe and the possibility of a similar event in Greenhithe;

Sgt Sarah Tyler advised that the Action Day was successful. There had been a great deal of engagement with the community and positive feedback had been received. A further "Action Day" was planned for Greenhithe and Stone on 24 – 28 March 2015 and Kent Police requested suggestions of areas within Greenhithe for them to target.

3. Communication of reported crimes via the Neighbourhood Watch Schemes

Discussion took place on how to improve communications. After a lengthy discussion on this subject, Commander Woodward suggested it might be better to look at the current systems and processes and see if they could be improved.

Members were also advised that the CSU unit at Dartford Borough Council had requested areas in Swanscombe and Greenhithe that could benefit from the assistance of the Community Payback team.

385/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 8 OCTOBER 2014.

Recommended: That the Minutes of the Meeting held on 8 October 2014 be confirmed and signed as a true record.

386/14-15. TOWN COUNCIL'S PROBLEM LOG.

Members were provided with a copy of the incidents reported to the Town Council since the last meeting. Members were reminded that the Town Council should be made aware of any incidents reported to the police, in order for them to be added to the problem log. The RFO advised that the problem log was emailed monthly to the CSU at DBC and also to the Police.

Recommended: That the incident log be noted.

387/14-15. BEAT OFFICER AND POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

Sgt Sarah Tyler provided members with a report from PC Robert Payne. She confirmed that daily patrols had been attending the leisure centre in relation to calls received regarding groups of young people congregating at side of building causing anti-social behaviour. The incidents had stopped. The PCSOs had been concentrating on vehicles parking on the zig-zag lines in the High Street. She confirmed that mopeds and off road motorcycles were becoming a problem again and the anti-social behaviour car was therefore making a visible presence in the

area. She urged everyone to forward any details of motorcycles seen onto the Police. A drugs warrant had been executed in Ingress Park. A theft warrant had also been executed with two people being arrested. Operation Eliminate, an initiative to eliminate burglary had been running using Special Constables. With high visibility patrolling, there had been a noticed reduction in overnight crime. She confirmed the letter being issued to obstructively parked vehicles was in its early stages and would therefore report information regarding this at the next meeting. The Police also wished to progress the "Allotment Watch" initiative but there appeared to be no interest. Councillor B E Read advised that the council was meeting with the Allotment Association and would advise them of this initiative.

Recommended: That Sgt Tyler be thanked for attending the meeting, and that the report be noted.

388/14-15. ANTI-SOCIAL BEHAVIOUR VIA DARTFORD BOROUGH COUNCIL, DARTFORD HOUSING SERVICES (DHS).

An officer from DHS was not present and a report was not provided.

Recommended: That DHS be contacted to request a written report if an Officer was not able to attend the meeting.

389/14-15. DARTFORD BOROUGH COUNCIL (DBC) – MULTI AGENCY MEETINGS.

Councillor Mrs S P Butterfill advised that there had not been any multi-agency meetings. She confirmed that she attended the CSU the previous week and noted that the unit was being reorganised. She also confirmed that she would be attending the Community Alcohol Partnership project and that she had visited the community bus during the Gunn Road initiative.

Recommended: That the item be noted.

390/14-15. KCC COMMUNITY WARDENS REPORT.

KCC Community Warden for Swanscombe, Billy Unsworth was unable to attend the meeting but provided members with a detailed report on items that he had dealt with since the last meeting. The KCC Community Warden for Stone and Greenhithe, Christine Bates, advised that she had returned to the area following her secondment to Swanley. She gave an overview on the matters that she had been involved with since she had been returned to the area.

Councillor Ms L M Cross requested that it be recorded in the minutes, members thanks for the support that Billy Unsworth provided to the Council and the area.

Recommended: That the KCC Community Wardens be thanked for providing their reports and that they be noted.

391/14-15. "WE'RE WATCHING YOU!" DOG FOULING CAMPAIGN.

Councillor B R Parry had requested that this item be placed on the agenda for consideration. Members discussed the information/documents detailing the national

campaign launched at the beginning of the year and also the smaller campaign developed with parish and town councils in mind. Councillor Parry gave more detailed information regarding the campaign and advised that a new campaign would be launched on 16 March 2015. Members of the sub-committee would like the council to be involved in some way in the campaign and referred the matter to the Recreation, Leisure and Amenities Committee to progress forward.

Recommended: That the item be referred to the Recreation, Leisure & Amenities Committee to progress forward.

392/14-15. COMMUNITY CRIME MEETINGS.

Members received the minutes from the meeting held on 6 September 2014. Members noted that there were some mistakes in the minutes. Dartford Borough Councillor Steve Doran had contacted Sgt Sarah Tyler because the Police were not attending the meetings because of hostility received at previous meetings. Sgt Tyler confirm that they were going to discuss the format of the meeting and the possibility of changing the date and times of future meetings.

Recommended: That the item be noted.

393/14-15. DATE OF THE NEXT MEETING.

Recommended: That the next meeting be held on Wednesday 22 April 2015 at 7.00 pm, unless there was a requirement to call a meeting earlier and that the RFO, when dispatching the agendas to the outside representatives, also asks them to confirm their attendance.

394/14-15. EXCLUSION OF THE PRESS AND PUBLIC.

There were no confidential items to discuss.

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

Signed _____
Chairman Date

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

Author: Councillor Susan Butterfill

It was agreed by the Town Council at its meeting on 16 October 2014 (239/14-15) to adopt the Swanscombe & Greenhithe Town Council (SGTC) **Recognition Award** for local people/groups.

To allow further consideration to the criteria etc. a small working was established. This report outlines a proposal for an introduction of an "award scheme" to be implemented by Town Councillors.

The purpose of this award is to publically recognise and acknowledge outstanding

- ***Achievements***
- or
- ***Contributions to Community Life***

either by residents of the Swanscombe & Greenhithe community, or within Swanscombe and Greenhithe.

Publicity.

1. The **Recognition Award** would be advertised locally to residents of Swanscombe & Greenhithe or proposed by a Councillor or member of the community;
2. Any publicity should be advertised on the internet and via leaflets placed in local public places;
3. All Councillors should actively promote the scheme with the organisations and members of our community that they come into contact with in their role as community leaders.

Criteria for nomination.

1. A nomination must be put forward to the Town Council using the official nomination form and must have both a proposer and a seconder, neither of whom should be related to the nominee;
2. Details of why the person/group is being put forward and information/contact details of those making the nomination should be provided, as well as background information on the person/group and what they are actively doing within the community;
3. Nominations will not be accepted for a serving Councillor or Officer of the Town Council, nor for someone who has within the last two years served as a Councillor or Officer of the Town Council.

The Working Group propose that nominations should only be considered once a year.

The Working Group propose that there should be a deadline set for nominations to allow adequate time for the Panel to meet and make its decisions ahead of the Awards being made at each year's Annual General Meeting of the Council

The Working Group propose that although nominations could only be accepted if submitted on the official form, letters of support submitted with that official form would be welcomed.

Panel of Councillors.

It is proposed that a group of five (5) Councillors form a panel to consider nominations and decide who is to receive the **Recognition Award**. This panel will be led by the Town Mayor and consist of four further Town Councillors (including the Deputy Mayor) each representing one of the Town Council Wards.

Membership of this panel should be decided each year at the Town AGM.

It is proposed the Award Panel will be restricted to selecting no more than 4 recipients for the award each year, with no more than one recipient from each of the Town Wards.

Recognition.

The Mayor of Swanscombe & Greenhithe will present the Recognition Awards to the person/group recording their achievement at the Annual General Meeting of the Town Council

If a group or organisation is to be awarded, it will be for that body to decide who should attend the AGM to receive the award.

Budget Implication.

A specific allocation from the budget would be required to cover the costs of printing and framing the certificates, although it is not envisaged that this will be a significant amount. In the two civic years 2014-15 and 2015-16, the cost will be met by personal sponsorship, offered by two current Town Councillors, who wish to see the scheme successfully launched as soon as possible. This will provide an accurate cost for inclusion in future years.

To provide a consistent, professional delivery of the scheme, it is proposed that Town Council staff administer the scheme, i.e. facilitating the Panel meeting, receiving/filing the nominations and preparing/producing the framed certificates.



**Swanscombe & Greenhithe Town Council
Recognition Award Nomination Form**

We would like to nominate..... Print Name

Reason.....
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Proposed by..... Print Name

Seconded by..... Print Name

Please return this form to:
The Town Mayor, Swanscombe & Greenhithe Town Council, Council Office. The Grove. Kent, DA10 OGA

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239/14-15. **SWANSCOMBE AND GREENHITHE TOWN COUNCIL RECOGNITION AWARD – PROPOSAL.**

Members discussed the proposal details put forward by the Town Mayor and agreed that this was a very worthwhile proposal and requested that a Working Group be set up to investigate how best to progress this idea and to investigate and finalise the detail of how this recognition award/s would be administered and managed and then submit their findings/recommendations to full Council for consideration.

It was agreed that the Working Group membership be made up of the Town Mayor and Councillors' Ms L M Cross, P M Harman and R J Lees.

RESOLVED:

That a Working Group be set up to investigate how best to progress this idea and to investigate and finalise the detail of how this recognition award/s would be administered and managed and then submit their findings/recommendations to full Council for consideration.

That the Working Group membership be made up of the Town Mayor and Councillors' Ms L M Cross, P M Harman and R J Lees.

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SWANSCOMBE AND GREENHITHE TOWN COUNCILS BUDGET STATEMENT FOR 2015 – 2016.

Although central government does not provide any grants to parish and town councils that are able to achieve a tax freeze (which it does to other tiers of local government), and in addition to Dartford Borough Council having resolved to reduce the Revenue Grant Funding allocated to parish and town councils the Swanscombe and Greenhithe Town Council is pleased to be able to announce that, for the second consecutive year, it has taken the formal decision to **FREEZE** its council tax so when residents receive their tax bills they will see that there will be **NO INCREASE** in the Swanscombe and Greenhithe Town Council section.

Not only have the Town Council been able to manage a second consecutive **TAX FREEZE** we are committed to continue providing a high level of services and support within what is not only the boroughs largest parish, but is also an area facing development that is unprecedented and of national importance. The following is a brief synopsis of what we have, and hope to continue to offer to the residents and community:

- We have given funding assistance to many local organisations including Walk Tall, Cambria Sea Cadets, Scouts, Lions Hospice, Friends of the Heritage Park, Swanscombe Tigers FC;
- We have worked in partnership with the CAB to ensure the provision of Advice Service Dartford Outreach surgeries in both Swanscombe and Greenhithe (3/month);
- We have collaborated with Kent County Council Trading Standards and are an active member of the Swanscombe Community Alcohol Partnership and have provided funding towards a programme of monthly "Youth Club on a Community Bus" events.



SWANSCOMBE AND GREENHITHE TOWN COUNCILS BUDGET STATEMENT FOR 2015 – 2016.

We provide/manage a wide range of facilities that includes:-

- 3 x Community Halls which enable 2 pre-schools to operate (fees frozen) as well as a myriad of other community uses such as karate, exercise classes, Irish Dancers, aerobics, computer & cake club etc. which averages as 230 regular weekly footfall plus the social and corporate event hirers;
 - Swanscombe Leisure Centre – averages 3904 monthly visits, 846 members ;
 - Community Café – used for surgeries and community events such as book launches ;
 - The Pavilion Sports and Social Club.
-

- 2 x FREE outdoor hard surface tennis courts;
- 2 x FREE car parks (in excess of 120 spaces);
- 1 x FREE basketball facility;
- 1 x FREE rounders' facility;
- 2 x bowls greens (incorporating Istead Rise Bowls Club/Pavilion);
- Facilities for 9 x senior football teams (fees frozen);
- Facilities for 8 x junior football teams (fees frozen);
- Facilities for 2 x cricket clubs (fees frozen);
- 4 x allotment sites (88 plots)
- 7 x children's play areas – inspected daily
- 4 x large parks/open spaces (in excess of 63 acres)
- 22 x dog waste bins – emptied weekly
- 37 x litter bins – emptied daily
- Supply and maintain lamp columns ;
- Church Yard;
- War Memorial and 12m flag pole;
- Christmas Lights in both the Swanscombe and Greenhithe High Streets.

We also support and provide a variety of increasingly popular community events, attended by all sections/ages of the community, throughout the year which includes:

- 9 x Children's Summer Entertainment events (in excess of 1000 attendees);
- International Women's Day girls 5-a-side football tournament;
- 2 x Weekly Seniors Lunch Clubs;
- Easter Egg Hunt, Teddy Bears picnic, Halloween Disco, Back to School Disco;
- Annual Civic Reception which is held to thank and recognise the local groups that do so much for the community of Swanscombe and Greenhithe.

Swanscombe and Greenhithe Town Council Tax:-

FROZEN

(2nd consecutive year)

 **% increase**

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SWANSCOMBE AND GREENHITHE TOWN COUNCIL (SGTC)

TRAINING/ LEARNING AND DEVELOPMENT POLICY.

1 Introduction

1.1 This document forms the Council's Training and L & D Policy. It sets out:

- The Council's commitment to training
- The identification of training needs
- Corporate training
- Financial assistance
- Study leave
- Short courses/workshops
- Evaluation of training
- Links with other policies
- Reporting on progress

1.2 The objectives of this strategy are to:

- Encourage Members and staff to undertake appropriate training /L & D
- Allocate training in a fair manner
- Ensure that all training is evaluated to assess its value

2 Commitment to Training

2.1 SGTC is committed to the ongoing training and development of all Councillors and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the town/village.

2.2 According to the Chartered Institute of Personnel and Development (2007), training can be defined as:

"A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation." Learning and development describes the formal, ongoing efforts that are made within organizations to improve the performance and self-fulfilment of their employees and in our case members (i.e. Councillors) through a variety of educational methods and programs. In the modern local government, these efforts have taken on a broad range of applications—from instruction in highly specific job skills to long-term professional development. In recent years, training and development has emerged as a formal business function, an integral element of strategy, and a recognized profession with distinct theories and methodologies. More and more companies of all sizes have embraced "continual learning" and other aspects of



training and development as a means of promoting employee growth and acquiring a highly skilled work force.

2.3 SGTC recognises that its most important resource is its Members and officers and is committed to encouraging both Members and officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

2.4 Providing training yields a number of benefits:

- Improves the quality of the services and facilities that SGTC provides;
- Enables the organisation to achieve its corporate aims and objectives;
- Improves the skills base of the employees and members;
- Produces confident, highly qualified staff working as part of an effective and efficient team; and
- Demonstrates that the employees are valued.

2.5 Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

2.6 The process of development is as follows:

- Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
- Planning and organising training to meet those specific needs.
- Evaluating the effectiveness of training.

3 The Identification of Training Needs

3.1 Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. There are number of additional ways that the training needs of staff may be recognised:

- Questionnaires
- During formal interview/review
- Following confirmation of appointment.
- Formal and informal discussion

3.2 Members will be asked to identify their development needs with advice from the appropriate body or person: i.e. committee, Town Clerk. There are a number of additional ways that the training needs of Members may be recognised:

- Questionnaires
- During review



- Following election/co-option
- Formal and informal discussion

3.3 Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling.
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff
- Devolved services / delivery of new services

3.4 Employees who wish to be nominated for a training course should discuss this in the first instance during their appraisal; where it will be determined whether the training is relevant to the authority's needs and/or service delivery.

4 Corporate Training

4.1 Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

5 Financial Assistance

5.1 It is important to note that all supported training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.

Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.

In order to best ensure cost effectiveness, Members and employees will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Personnel Committee in the interest of operational effectiveness or Best Value.



- 5.2 Other considerations include the following:
- Implication of employee release for training course(s) on the operational capability of the council
 - The most economic and effective means of training
 - Provision and availability of training budget

- 5.3 For approved courses Members and employees can expect the following to be sponsored:

- The course fee
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination

- 5.4 Members and officers attending assisted courses are required to inform the Town Clerk immediately of any absences, giving reasons.

- 5.5 Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

6 **Study Leave**

- 6.1 Employees who are given approval to undertake external qualifications are granted the following:

- Study time to attend day-release courses
- Time to sit examinations
- Study time of one day per examination (to be discussed and agreed by line manager in advance)
- Provision of study time must be agreed with the line manager prior to the course being undertaken.

7 **Short Courses/Workshops/Residential Weekends**

- 7.1 Where attendance is required at a short course, paid leave will be granted to employees.

- 7.2 Members and staff attending approved short courses/workshops/residential weekends can expect the following to be paid:

- The course fee (usually invoiced following the event)
- Travelling expenses in accordance with the Council's current policy
- Subsistence in accordance with the Council's current policy



8 Evaluation of Training

- 8.1 Records of all training undertaken by employees will be kept in the personnel files of each member of staff.
- 8.2 As part of SGTC's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

9 Linking with other Council Policies

9.1 Relationship with other Council policies:

- Equality of opportunity in all aspects of Member and officer development;
- Risk Assessments – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management;
- Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the authority;
- Undertaking training is a clear indication of Continuing Professional Development.

- 10 **Reporting on Progress** – Member and Staff training will be reported in to full Council meetings as and when it has been undertaken.

11 Conclusion

- 11.1 The adoption of a training or learning and development policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Elected Members and staff.
- 11.2 The adoption of a training or learning and development policy has a practical implication for SGTC's budget and ensures that the Council is aware of the implication of its commitments and allocates adequate and appropriate funding in a long term and sustainable platform that supports these aspirations and commitments.



12 Freedom of Information

- 12.1 In accordance with the *Freedom of Information Act 2000*, this Document will be posted on the Council's Website and copies of this document will be available for inspection on deposit in the Council Office.

13 Commitment to Officers and Members

- 13.1 SGTC has a fully integrated policy in the field of training and L&D based in this document and the commitment to funding in its' regular budget. SGTC supports the concept of investing in life long L&D for members and officers and will commit an appropriate budget percentage (%) of its budget on a regular sustainable basis. The Council will work with and avail itself of the resources of professional bodies/organisations, as appropriate.

Graham Blew

T/C 26/2/15

From: Graham Blew
Sent: 12 January 2015 09:08
To: Cllr Alex Harvey; Cllr Annette R Harvey; Cllr Bryan E Read ; Cllr Bryan R Parry; Cllr Jeffrey Harvey ; Cllr John A Hayes; Cllr Josephine M Harman ; Cllr Kevin G Basson ; Cllr Lorna M Cross; Cllr Mrs Susan P Butterfill ; Cllr Ms Lesley C Howes; Cllr Paul A Read ; Cllr Peter C Harris; Cllr Peter M Harman ; Cllr Richard J Lees (mac); Cllr Richard J Lees (Town Council); Cllr Vic Openshaw
Subject: Consultation on future delivery of Library, Registration and Archive services in Kent

Sent on behalf of Michael Hill, OBE, Cabinet Member for Community Services, Kent County Council

Dear Sir or Madam

Consultation on future delivery of Library, Registration and Archive services in Kent

As you may have seen in the local media, Kent County Council is transforming the way it delivers its services as well as reducing costs.

Because Library Registration & Archive services are valued by our communities, we have given a lot of consideration as to how to deliver them in the future. From many options we have looked to find the most sustainable that will deliver customer-focused services and contribute to the savings KCC has to make. Setting up a Charitable Trust to deliver the LRA service is our preferred option on which we are now in a position to consult.

The public consultation will run from 12th January 2015 to 8th April 2015 and I wanted you to be aware of this and encourage you to consider the proposal and feedback your thoughts. No formal decision has been taken and we want to hear everyone's views.

More detail about the proposals and the consultation questionnaire can be found online at www.kent.gov.uk/lraconsultation from Monday 12th January. It will also be available in all Kent Libraries and Registry Offices.

We will also be running 24 drop-in roadshows across the county where people can come and speak to staff about the proposals. You will find all the dates and times of these online at www.kent.gov.uk/lraconsultation and I would encourage you to come along to one of these.

Should you have any specific questions about the proposal and how this might affect you or your partnership with us, please do not hesitate to contact me by emailing LRAconsultation@kent.gov.uk or call 03000 413131.

Michael Hill, OBE
Cabinet Member for Community Services

From RLA 5/2/15 Minute 41/14-15.

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Electoral Review of Kent

AGENDA ITEM
T/L 28/12/15. 10

The independent Local Government Boundary Commission for England is carrying out an electoral review of Kent County Council.

The review will draw new electoral division boundaries across Kent.

The Commission has also announced that it is minded to recommend that 81 county councillors should be elected to the council in future: three fewer than the current arrangement.

Now we are asking for evidence about your local area to help us decide a new pattern of electoral divisions for Kent County Council.

Your views will make a difference

Local people know their area best. That's why we are asking you for evidence on a range of issues:

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

For more details and interactive maps, visit:

www.consultation.lgbce.org.uk or www.lgbce.org.uk

Have your say

Send your views to:

The Review Officer (Kent)
Local Government Boundary Commission for England
Layden House
Turnmill Street
London EC1M 5LG

Email: reviews@lgbce.org.uk

Follow us on Twitter: @LGBCE

The consultation closes on **2 March 2015**

The
Local Government
Boundary Commission
for England

* emailed to Members on 11/12/14



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The
Local Government
Boundary Commission
for England

09 December 2014

Dear Parish or Town Clerk,

ELECTORAL REVIEW OF KENT COUNTY COUNCIL

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

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

What is an electoral review?

The electoral review will recommend new electoral arrangements for Kent County Council. In particular, it will propose:

1. The total number of councillors elected to the council in the future.
2. The number of divisions.
3. The number of councillors representing each division.
4. Division boundaries.
5. Names of divisions.

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

When?

Today 9 December 2014 is the start of a 10 week public consultation during which the Commission is inviting proposals for new warding arrangements. The consultation will close on 2 March 2015. After considering all representations made during this consultation, the Commission intends to publish draft recommendations in Kent. There will then be a further period of consultation on the draft recommendations. Final recommendations are expected to be published in September 2015. The new electoral arrangements will come into effect at the local elections in 2016.

How to get involved?

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

The Commission is minded to recommend that 81 councillors should be elected to Kent County Council in the future. It is now inviting proposals to help it draw up a pattern of divisions to accommodate 81 county councillors.

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

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

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

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

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

You can also access interactive maps of the current division boundaries across the county on our specialist consultation portal. The portal also allows you to draw your own

Local Government Boundary Commission for England, 3rd Floor Layden House, 76-86 Turnmill Street, London EC1M 5LG

Te: 020 7664 8534; Fax: 020 7298 6788; reviews@lgbce.org.uk; www.lgbce.org.uk

boundaries, mark areas of interest on the map and upload documents directly to the site. Log on to www.consultation.lgbce.org.uk to access the portal or find it via our main website.

Get in touch

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

View interactive maps of the county, draw your own boundaries and have your say at our specialist consultation portal at: www.consultation.lgbce.org.uk.

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

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

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

Write to: Review Officer (Kent)
 Local Government Boundary Commission for England
 Layden House
 76-86 Turnmill Street
 London
 EC1M 5LG

This phase consultation closes on 2 March 2015. We will write to you again when we open our consultation on draft recommendations.

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

Yours sincerely



Mark Cooper
Review Officer
Mark.cooper@lgbce.org.uk
020 7664 8535

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The
Local Government
Boundary Commission
for England

David Cockburn
Head of Paid Service &
Corporate Director of Strategic and Corporate
Services
Kent County Council
County Hall
Maidstone
Kent
ME14 1XQ

09 December 2014

Dear Mr Cockburn,

ELECTORAL REVIEW OF KENT

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

The Commission is minded to recommend that 81 county councillors should be elected to Kent County Council in future. The Commission now invites proposals from the council, interested parties and members of the public on a pattern of electoral divisions to accommodate those councillors.

The consultation begins today and will end on 2 March 2015.

Publicising the review

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

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

In addition, the Commission's consultation portal allows visitors to interact with online maps of the current electoral divisions, draw their own boundaries and feed views into the consultation process directly. The portal is available at

Local Government Boundary Commission for England, 3rd Floor Layden House, 76-86 Turnmill Street, London EC1M 5LG

Tel: 0207 664 8534; reviews@lgbce.org.uk; www.lgbce.org.uk

www.consultation.lgbce.org.uk.

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

Review timetable

This phase of consultation closes on **2 March 2015**.

Once the Commission has considered all the proposals received during this phase of consultation, it plans to publish draft recommendations for new electoral arrangements in May 2015. Public consultation on the draft recommendations is scheduled to take place between May 2015 and July 2015. Once the Commission has considered the representations and evidence as part of that consultation, it intends to publish final recommendations in September 2015.

New electoral arrangements for the county are scheduled to come into effect at the county council elections in 2017.

Creating a pattern of divisions

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

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

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

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

Further information on drawing up a pattern of electoral divisions is available in our guidance document: *Electoral reviews: technical guidance* which can be found at Local Government Boundary Commission for England, 3rd Floor Layden House, 76-86 Turnmill Street, London EC1M 5LG

Tel: 0207 664 8534; reviews@lgbce.org.uk; www.lgbce.org.uk

www.lgbce.org.uk/guidance-policy-and-publications/guidance. We also publish a practical guide for putting forward submissions called *How to propose a pattern of wards* which is available at www.lgbce.org.uk/documents/lgbce/guidance-policy-and-publications/guidance/proposing-new-wards-guidance.pdf.

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

Please feel free to contact us at any time should you have any questions. Officers at the Commission will be happy to assist with technical aspects of your division scheme either in person or via email or telephone.

Correspondence and enquiries

Correspondence relating to this review should be addressed to:

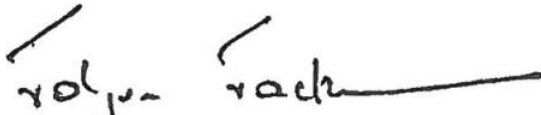
Review Officer (Kent)
Local Government Boundary Commission for England
Layden House
76-86 Turnmill Street
London
EC1M 5LG

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

- Mark Cooper, Review Officer, with specific responsibility for the day-to-day running of the review
email: mark.cooper@lgbce.org.uk; tel: 020 7664 8535;
- Richard Buck, Review Manager, who leads the team dealing with this and other reviews
email: richard.buck@lgbce.org.uk; tel: 020 7664 8511.

I am copying this letter to the organisations and individuals listed below.

Yours sincerely



Jolyon Jackson
Chief Executive (Designate)
Jolyon.jackson@lgbce.org.uk
020 7664 8537

- cc
- MPs and MEPs with constituency interests in Kent
 - Police and Crime Commissioner for Kent
 - Kent Clinical Commissioning Group
 - NHS England
 - Kent Fire and Rescue Service

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The Parish News

February 2015

In This Issue...

- Our Event Schedule Page 2
- Election Awareness and News Page 3
- Came and Company, Parish and Town Council Insurance Advertisement Page 4
- Latest News from our Parishes and Towns Page 5
- Workplace Pensions - What you Need to Know Page 6
- News from NALC, our national Association Page 7
- The Future of Our Pubs... Page 8
- Fundraising Opportunities Page 9
- Bits and Pieces Page 10
- And In Other News... Page 11

A NEW YEAR WITH NEW CHALLENGES...

That's it - Christmas over for another twelve months. New Year done and dusted - and everyone is back to their "normal" lives once more. The weather has been very cold, but nothing, as yet, like we had this time last year. Obviously, we don't want to speak too soon but we know that our parishes and towns will rise admirably to any challenge that may beset them.

So what does 2015 have in store for our parishes and towns in Kent? The big subject is, of course, the elections on 7 May. Many of you will be preparing as we speak, and we have sent posters out that give time and date details of



Awareness Events in your own area. The first three have already taken place, in Dover, Gravesham and Canterbury. Others follow shortly; it is indeed a very busy time for our office in that regard.

Further details of all the current events are on our section dedicated to Elections, and we look forward to your feedback on those evenings. Good Luck to you all in the coming months!



Independent Auditors...

KALC keeps a comprehensive list of Independent Auditors for clerks and councillors. That list needs a bit of refreshment now and again -

sometimes auditors give up their valuable work through retirement or by moving away from our area. If you know of someone who can do this kind of work, and is prepared to go on our list, why not refer them to Clive in the first instance?

Perhaps they have recently retired themselves and want some part time work, or are suitably qualified and want some extra employment. He can have an informal chat with them, and ascertain as to whether they are suitable for the task in hand.

Clive can be contacted on 01304 820173 or by email:

adviser@kentalc.gov.uk

Many thanks!

Training Matters

What's Going On?

We will be running workshops for smaller local councils under the banner of "Towards Greater Transparency: Audit Workshop". There are two to choose from -

- 26 February 2015.
Lenham
Community Centre
6:30pm to 9:30pm
- 19 March 2015.
Ditton Community
Centre 6:30pm to
9:30pm

These workshops are open to Councils under the £25,000 threshold, and are being offered at a very special rate of £25 inclusive of VAT. They will be available to book online from Monday 2 February.

Our next big event is the Annual Planning Conference, which takes place on 27 March 2015 at Lenham Community Centre. Spaces are limited to forty delegates, so if you are interested in attending, you would be wise to book a place as soon as possible. The event is for a whole day, with lunch and refreshments included. There are sessions on Neighbourhood Planning as well as Development and Control, led by Brian Lloyd, Senior Planner from CPRE Protect Kent.

Head over to our [website](#) and save the date for yourselves.

Elections 2015

Resources and Information for our Town and
Parish Councils

Awareness Events In Your Area

- Ashford - 10 February 2015

Ashford Borough Council, Council Chamber,
Tannery Lane Ashford TN23 1PL

6:30pm to 8:30pm

- Medway - 16 February 2015.

Frindsbury Extra Memorial Hall, Holly Road,
Wainscott, Kent ME2 4LG - 6:30pm to

8:30pm

- Thanet - 24 February 2015

Tesco Community Room, Westwood Cross
Broadstairs CT10 2AM 6:30pm to 8:30pm

- Dartford - 5 March 2015

Heritage Community Hall Craylands Lane
Swanscombe Kent DA10 0LP

6:30pm to 8:30pm

- Sevenoaks - 13 March 2015

Sevenoaks Community Centre, Bat and Ball,
Cramptons Road Sevenoaks TN14 5DN

6:30pm to 8:30pm

- Swale - 18 March 2015

Faversham Guildhall,
Market Place Faversham, Kent ME13 7AG

6:30pm to 8:30pm

- Tunbridge Wells - 31 March 2015

Matfield Pavillion, Matfield, Tonbridge TN12

7JU

6:30pm to 8:30pm

A 21st Century Election Campaign needs 21st Century resources. KALC has its own Election Blogsite for the public to access as well as for Council use. There are downloadable resources for everyone's use. It could be an especially useful tool for prospective first time councillors.

Have a look at it by following the link here:

www.kentalc.blogspot.co.uk

As well as our Awareness Events in every area, we will be running induction Dynamic Councillor events too! These will be held between May and July and will be aimed specifically at newly elected councillors in your parishes and towns. These workshops will last about 90 minutes or so, and will be charged at the very special rate of £20 Inc. VAT. Watch this space for dates and times!

Defibrillator Bulk Buy Update

A Fantastic Uptake of Purchases!

Our administrator, Laura, has been extremely busy, facilitating the acquisition of defibrillators for our parishes and towns.

This particular round of bulk buy purchases has proved extremely popular amongst our



members. All in all, we have received around 20 orders for various models of the potentially life saving equipment. Our current scheme of purchase is now ended, but we will be repeating the bulk buy in the Spring. We hope that more of our members

will be able to take advantage of the offers available then. If you have any queries regarding the equipment, do contact us and we will do our best to find out the answer for you.



Our Councils get Recognised!



National Association of Local Councils

Stone Parish Council was recognised by NALC as its *Council Of The Week* just before Christmas. KALC nominated the Council, and was delighted to hear that Stone had been recognised for its many recent achievements. Its sound management and a proper vision for its community have been noted by many in our area, and is clear that the Council has really excelled itself with its embrace of modern communication. Together with its easy access website and a quarterly e-newsletter, Stone is able to keep in contact with its electors, and let them know the latest news that concern all the community. Add to that its development of current projects, including land management and tackling anti social behaviour, Stone is really making progress as a

local council. Congratulations to Jennie Thomas and the team at Stone who have a well deserved mention in NALC's dispatches!

Broadstairs and St Peters Town Council have also been lucky recently. Sarah Pengelly, the Town Clerk - who has been at the Council for eighteen months - rose to the challenge of answering a NALC survey. The national body wanted feedback on its conferences and training, to which Sarah, and many others, took the time to reply. She won an iPad Mini for her efforts! The prize also gave Sarah a chance to sing the praises of Broadstairs and St Peters, which she describes as a "lovely place to live, work and visit." While KALC can't offer such a prize for completing a survey(!), it can't be stressed enough that feedback is extremely important to organisations like us. It provides valuable opinion, both positive and negative, and enables us to tailor our members needs accordingly. So do complete that form that arrives in your in box...you might just get a surprise!

! NALC, DIS Extra - Issue 850

Pensions - a Fact of Work!

Pensions, and the way they are administered, have changed. Make sure your Council is up to date with current legislation.

The law on workplace pensions has changed. Every employer with at least one member of staff now has new duties.

Called auto enrolment, the new scheme means that staff don't actually have to do anything to be enrolled in your pension scheme. However, that does not mean it is automatic for your Council or your Councillors. You have a legal duty to take steps so that you



comply with the new law.

Even if your Council employs just one person, the law now requires you, as an employer, to provide a workplace pension for certain staff. There are some steps you will need to take now so that you are ready.

To make sure that you are up to speed with the new legislation, it would be a good idea to read around the subject because:

- **ALL COUNCILS WILL NEED TO DO SOMETHING.**

Councils are employers, and so have legal duties to their

employees. The Pensions Regulator will contact all employers with the information they need. They will, of course, need your correct details to do this. Make sure you update your details by visiting the following webpage as soon as possible: URL: <https://forms.thepensionsregulator.gov.uk/workplacepensionsreform/nominate.aspx?Campaign=019ecr-18-12-6-3-Letters>

- **FIND OUT THE KEY DATES THAT AFFECT YOU** Your Council may not have staff that are eligible for auto enrolment, but you will still need to confirm with the Regulator that you have complied with your duties by a certain date. You should therefore check your "staging date" by visiting URL: <http://www.thepensionsregulator.gov.uk/employers/tools/staging-date.aspx> The staging date will vary across councils so you will need to check the date for your own Council. This will be

based on your PAYE reference number

- **YOU CAN SEEK ADVICE FROM THE PENSIONS REGULATOR DIRECTLY**

The Pensions Regulator website for auto enrolment can be found here: URL:

<http://www.thepensionsregulator.gov.uk/automatic-enrolment.aspx> Likewise,

you can contact the Regulator by visiting here: URL:

<http://www.thepensionsregulator.gov.uk/contact-us.aspx>



Member Councils can access NALC Legal Topic Note

URL: :

<http://www.nalc.gov.uk/library/members-library/legal-topic-notes/all-legal-topic-notes/717-79-staff-pensions-1/file> for further details.



National Association of Local Councils

Go ahead to use 21st Century Technology in our Parish and Town Councils

A Legislative Reform Order was laid down by the Department For Communities and Local Government on 12 January 2015 enabling our local councils to use electronic communications to send agendas. Minister Kris Hopkins MP said "We have been encouraging can-do councils to adapt to the digital age to modernise the services they deliver to local people and deliver savings. This Government is determined to bust barriers to modernisation, and therefore it is only right that councils should be able to issue their agendas electronically." He also said that the Order will enable councillors to continue to have hard copy papers available to them if they wish.

Cllr. Ken Browse, chair of NALC, said " Local Councils are the most local part of government and the body most closely connected to the community. Our connection with local people and our knowledge of the local area means we are ideally placed to make use of the act. No one knows the local community like we do and this new change to an arcane law shows this in practice. This reform to rules, which are over forty years old, is long overdue but very welcome and will help parish and town councils operate more efficiently and effectively. NALC welcomes the Governments announcement that allows local councils to be able to send agendas electronically rather than in the post; ending a budgetary burden on councils and enabling them to benefit from the 21st Century technology."

If you have been awarded Quality Parish Council Status, or were thinking of attaining it, you should be aware that the scheme has now been superseded. Launched by the National Association of Local Councils, the *Local Council Award Scheme* is supported by the Society of Local Council Clerks and the Local Government Association. To find out more about the Scheme, you should, in the first place, have a look at the following link that will give you further information:
[NALC WEBPAGE ON LOCAL COUNCIL AWARD SCHEME](#)

Protecting the Great British Pub...



Power to the Neighbourhood.

On 26 January 2015, government ministers announced changes in the Law that will provide even greater protection for pubs that play a crucial role in our communities. It is hoped this action will stop valued community pubs from being demolished or converted into different usage against the will of local people.

The Department for Communities and Local Government plan to bring forward secondary legislation at the earliest opportunity so that in England the listing of a pub as an asset of community value will trigger a temporary removal of the national permitted development rights for the change of use or demolition of those pubs that communities have identified as providing the most community benefit. This will mean that in future where a pub is listed as an asset of community value, a planning application will be required for the change of use or demolition of a pub. This then provides an opportunity for local people to comment, and enables the local planning authority to determine the application in accordance with its local plan, any neighbourhood plan and national policy. The local planning authority may take the listing into account as material consideration when determining any planning application.

More than six hundred "locals" have already been listed in such a way and so they are protected from being sold off under the nose of the community they serve. People who list their public house are given six months with support so that they can come together with a community bid to buy the pub should it be up for sale.

As our members are in no doubt aware, pubs become a passionate issue, especially when there is a change of use planned. Ministers understand this and believe communities should also be given the right to consider planning applications when changes are suggested.

The Community Pubs Minister, Kris Hopkins said:

"The Great British Pub is a national treasure which is why we are determined to protect it. Aside from being part of the social and cultural fabric of our nation, pubs also provide thousands of jobs and boost the economy by £21 billion a year. A lot of hard work has been put in by communities up and down the land to protect their beloved local from sell-off and I am delighted this latest government action will strengthen their hand further. This change in the law will provide even greater protection for local pubs and give communities even more of a say in the preservation. The planning system can only do so much: planning rules cannot keep pubs open which are not making money. Lower taxes, less regulation and a growing economy are the best way to support a thriving and diverse pub sector."

Further information on this and other community assets can be found by visiting this webpage, provided by the Department for Communities and Local Communities.

- <http://www.pubsthehub.org.uk/community-ownership>
- <https://www.gov.uk/government/publications/youve-got-the-power-a-quick-and-simple-guide-to-community-rights>

Fundraising Opportunities

Resources for Accessing the Funds You Need for A Particular Project



30% of Kent's population will be over 60 by 2026. People aged 85 and over are the fastest growing age group across the population. Despite the opportunities presented – such as the economic gains from people working longer and increased life expectancy – there are considerable challenges associated with an ageing population. "[Campaign to End Loneliness](#)" estimate that 10% of the UK population aged over 65 is lonely all or most of the time, for instance. Under this theme, Kent Community Foundation is seeking local projects that

address the challenges faced by elderly and other vulnerable adults and support people to stay well, healthy, independent and most importantly, combat social isolation. Take a look [here](#) to see if you are eligible to apply.

The Marsh Millions Project is still up and running and continuing to welcome applications from various groups that are eligible for low cost loans. The scheme is administrated by several large enterprises, so it may be worth your while making an application for your particular project. The link to follow is [here](#)



Kent Business Portal

The Kent Business Portal is a valuable resource that allows local entities to register their particulars for the good of those in Kent. Run by Kent County Council, it is good for publicity purposes and can reach a desired audience. This is particularly useful if you want to advertise a vacant position at your council, for example.

Have a look at their dedicated website and see if it might be of use to your Council

<https://www.kentbusinessportal.org.uk/procontract/portal.nsf/vLiveDocs/SD-DEVV-6UGE9Y?OpenDocument&contentid=1.001>

Bits and Pieces

Kent County Council - Latest News



Kent County Council (KCC) is transforming the way it delivers its services as well as reducing costs.

Library, Registration and Archive (LRA) services are valued by communities, which is

why we have given a lot of consideration to how we deliver them for the future. From many options we have looked to find the most sustainable that will deliver customer-focused services and contribute to the savings KCC has to make.

KCC's preferred option is that we set up a Charitable Trust to deliver the LRA service.

KCC encourages you to consider the proposal and feedback your thoughts. No formal decision has been taken and we want to hear everyone's views.

- The [consultation document](#) will provide you with information on the proposal
- You may like to read some [Questions and Answers](#) about the proposal, before completing the [consultation questionnaire](#)
- We are running a series of roadshows across the county where you can talk to staff about the proposal. Please check the listing before attending as unforeseen circumstances may result in changes to the timetable. Find your nearest roadshow [here](#).

Responses to the consultation will be considered before a decision is made on the Library, Registration and Archive service.

The consultation document is available in alternative formats and languages. Please speak to a member of staff at your library or email: alternativeformats@kent.gov.uk

Vacancies...

Don't forget to look at our Vacancies area on our website for employment opportunities. Follow the link here:

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

Section 137 Expenses

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 - The 1972 Act - for 2015-16 is £7.36p.

This is the amount that results from increasing the amount of 2014-15 (7.20) by the percentage increase in the retail index between September 2013 and September 2014 (of 2.26%) in accordance with Schedule 12B to the Act.

And In Other News...

HEALTH help NOW.



The award-winning Health Help Now web app, to help people find the right care and treatment in Kent and Medway, is now available to download.

One year after the web app launched at <http://www.healthhelpnow-nhs.net/>, the NHS has developed free downloadable versions for Apple and Android which have all the original health information and advice, along with new added features.

Health Help Now lists common symptoms and helps you find the best place for treatment for them in Kent and Medway. It shows the nearest services, whether they are open or closed, and provides a map of their location and directions.

New features available on the Apple and Android versions include a health wallet, where users can make notes about symptoms or questions they may need to ask a GP, keep a list of health appointments and contacts, save favourite pages from Health Help Now and view other useful apps.

Do try to encourage the use of this new application as much as possible in your area!

ACAS CODE OF PRACTICE DUE FOR AMENDMENT

Vince Cable, Secretary of State for Business, announced on 16 January that the ACAS Code Of Practice on Discipline and Grievance would be amended concerning the right of accompaniment to a grievance hearing. In his statement, he said :

“ I am pleased to be laying a new ACAS Code of Practice on Discipline and Grievance which includes a minor amendment to reflect the Employment Appeals Tribunal (EAT) decision on the right of accompaniment in the case of Toal v GB Oils.

It is 5 years since the Code was last reviewed and given the changing nature of conflict and dispute resolution at work, I feel it would now be appropriate to ask Acas to undertake a wider consultation on the Code of Practice as a whole. I have written to the Acas Council to request this.”

The current ACAS Guide, issued in 2009, can be found by visiting here:

URL:

http://www.acas.org.uk/media/pdf/k/b/Acas_Code_of_Practice_1_on_disciplinary_and_grievance_procedures-accessible-version-Jul-2012.pdf

Kent Association of Local Council
Dover District Council Offices White Cliffs Business Park
Whitfield, Dover CT16 3PJ
Tel: 01304 820173
Fax: 01304820174 kalc@kentalc.gov.uk
<http://www.kentalc.gov.uk>

The Parish News

December 2014

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Winter is On its Way...

As if we hadn't all noticed, Winter, along with its assorted festivities, is well on the way. Divali, Hanukkah, Christmas all have a place in our multicultural society as well as Halloween and Guy Fawkes Night - which have already passed by the time you read this. We hope those festivals passed safely and happily for all our parishes and that they were fun evenings for everyone involved.

This edition of the News will be quite a large one, and will be our last one before Christmas. Our next issue, then, will be early in the New Year. We had a busy time at the office in November, including two very popular workshop events that attracted full compliment in terms of attendance.

Our Annual Meeting, the biggest event in our calendar, also took place on Saturday 22 November

at Ditton Community Centre - a full report is in this issue along with a few pictures of the day. As usual, the event was very well attended, with much business taken care of. Likewise, there was lots of networking and exchanging of ideas - which is always helpful to our members.

Christmas won't be long in following this issue and we hope that, however you choose to celebrate, it will be fun and memorable. Many thanks from all the team here at KALC!



KENT ASSOCIATION OF
LOCAL COUNCILS
WOULD LIKE TO WISH
ALL OUR MEMBERS
A VERY
MERRY CHRISTMAS
AND A
HAPPY NEW YEAR.



Training Matters



Important Dates for You All..

- Election Awareness Events throughout January, February and March 2015 - see our dedicated page for further details.
- Annual Planning Conference - 27 March 2015. At Lenham Community Centre.

What's Going On?

Our Finance Conference took place on Friday 17 October 2014 and was very well attended by our membership. Held at West Faversham Community Centre, we had a veritable mixed bag of speakers who came to the event, making an interesting and informative day for all. For those of you who were unable to make the date, or if you would like a further copy of the papers that were issued, we have a few Conference Packs for sale. The cost for them is £5 plus VAT - which is £6 inclusive of post and packaging.

Likewise, "Local Councils Explained", NALC's concise and practical book, is available to our members for £39.99 plus P+P if KALC receive 10 or more orders, or £49.99 plus P+P for individual copies.

The beginning of November saw us launch a pilot module "Openness of Local Government Bodies 2014 - Towards Greater Transparency". The workshop attracted a full compliment of delegates, and the feedback for the event was very positive all round. Our speakers, Jennie Thomas from Stone Parish Council and Ian Davison from Hedleys Solicitors in Sussex, navigated a very complex subject with apparent ease! We hope to run it again in the near future so do look out for our event flyers in your email inbox!

Our joint module with the Kent Resilience Team took place on 18 November at a new venue for us -Kent Cricket Ground. Again, the event appeared to have been a veritable success and was very relevant to our communities at the present time. We are sure that there will be more events of that kind in the future, and we will, of course, keep you informed.

Newsletters? Do you have one?

Communication is a key part of running a successful local council. Whatever medium our parishes and towns use, be it website or paper, we know that letting your electorate know the latest news is a very important part of the Council's existence. If your council produces some kind of newsletter, it would be helpful if you could let KALC know who the contact is. We are always on the look out for interesting and informative articles for publication from all over the county. Please email Tricia at the office on admin.assistant@kentalc.gov.uk with your details so that we can sing your Council's praises!

Elections 2015

Resources and
Information for our Town
and Parish Councils

Awareness Events in Your Area

- Dover 21 January 2015, Dover District Council Council Chamber, 6.30pm to 8.30pm
- Gravesham 26 January 2015, Meopham Cricket Club, The Pavillion Meopham Green, Wrotham Road Meopham 6.30pm to 8.30pm
- Canterbury 28 January 2015, Tyler Hill Village Hall, 6.30pm to 8.30pm
- Ashford 10 February 2015 Ashford Borough Council, Council Chamber, 6.30pm to 8.30pm
- Medway 16 February 2015, Frindsbury Extra Memorial Hall, 6.30pm to 8.30pm
- Thanet 24 February 2015, Tesco Community Room Westwood Cross, 6.30pm to 8.30pm
- Sevenoaks 13 March 2015 Sevenoaks Community Centre, Bat and Ball, Cramptons Road, Sevenoaks. 6.30pm to 8.30pm
- Tunbridge Wells 31 March 2015 Matfield Pavillion Matfield Tonbridge 6.30pm to 8.30pm

Whats Going Online?

A 21st Century Election Campaign needs 21st Century resources - so KALC now has its own Election Blogsite for the public to use as a vital tool during the coming months. There will be downloadable resources and information that is not only relevant to our Councils but to members of the public who are interested in being a local councillor for the first time too. You can access the blog at the following address here:

www.kentalc.blogspot.co.uk

You will see from our information panel on the left, that we are arranging a series of Election Awareness Events for each of our thirteen areas. We will also run induction Dynamic Councillor events in each of our 13 areas between May and July 2015, aimed at new councillors, will be around 90 minutes long and will be at the very special rate of £20 INC VAT.

Annual Meeting 2014

Ditton Community Centre was again the venue for our very busy and well attended Annual Meeting. KALC is pleased to report that we had over 100 delegates to what is the biggest occasion in our annual calendar. We were delighted to have Andrew Pearce and Tim Norton from the Environment Agency who spoke on the very relevant topic of community resilience. Naturally, the subject turned to the floods that Kent had endured earlier on this year, but, both speakers were keen to point out there were other environmental considerations that need addressing too. They were extremely knowledgeable regarding the problems that Kent and Medway face on a regular basis.

We then welcomed Anne Carruthers, Head of Strategic Planning and Policy at Kent County Council. She spoke

regarding the planning changes and improvements in Kent's highways and infrastructure, which is extremely pertinent to our membership. A lively debate ensued regarding some of the issues that are particularly relevant currently; these included the current problems with lorry transport within Kent and Medway, along with the projected further Thames crossing. Likewise mention was made of the future Paramount theme park in the Dartford area, and the opening of a further motorway junction at Ashford to ease traffic there.

Lunch was provided by our sponsors, Came and Company Insurance Services, and the feedback from this was extremely positive. After dessert, it was time to settle down to the most important part of the day - the Annual Meeting itself. In attendance on the stage were: David Coleman, KALC

President, Raymond Evison, KALC Chairman, Harry Rayner, KALC Vice Chairman, John Rivers, KALC President Elect, and Terry Martin, County Secretary. We were, of course, sad to part company with our outgoing President, David Coleman, whose contribution to our Association has been immeasurable over the many years he has served with KALC. However, it was a pleasure to present him with our good wishes and a couple of gifts at the end of the meeting and therefore his tenure. John Rivers, from Wittersham Parish Council, will now take over his role, and acknowledges that David's boots will be very difficult to fill! The business element of the meeting went extremely smoothly, with all three motions being agreed. We were extremely pleased to see so many there and look forward to seeing some, if not all, of you in the coming year at one of our many events.

David Coleman receives a Farewell

Gift from KALC. Seated - L to R:

Harry Rayner - Vice Chairman

Terry Martin - County Secretary

David Coleman - Outgoing
President

Raymond Evison - Chairman

John Rivers - President Elect



Annual Meeting 2014

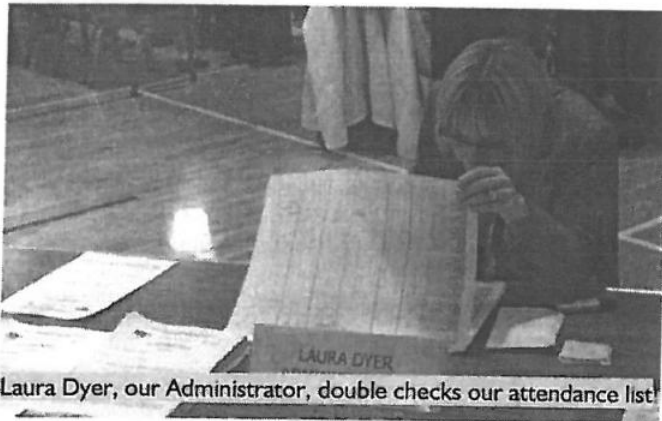
Photo Gallery



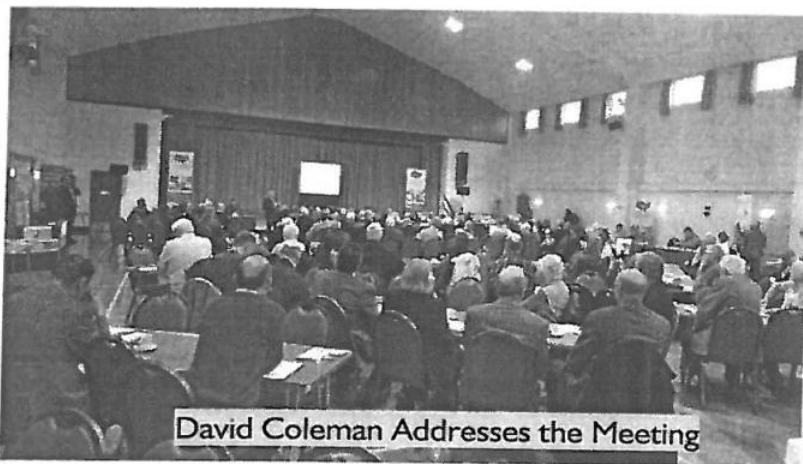
Andrew Pearce speaks on behalf of the Environment Agency



Ann Carruthers
Kent County Council



Laura Dyer, our Administrator, double checks our attendance list



David Coleman Addresses the Meeting



Tim Norton prepares to speak after Andrew Pearce

Our New President...

Get to know a little more about John Rivers, the new President of Our Association

At our recent Annual Meeting in November, I had the honour and privilege to succeed Mr David Coleman as your new President. I would like to take this opportunity to thank David for all the support and hard work he has given our Association of the last 30 years. I know he will be a hard act to follow, but I will do my very best to build upon the good work that David brought to the role, and develop it further where I can.

Like David before me, I see the role of President to be about the face of our organisation:

- To represent KALC throughout our external community
- To promote our Association to those councils that are yet to see the benefits of membership.

Furthermore, I think its important for me to meet with other organisations and groups across Kent and Medway, as well as making myself available to speak

to members of the public, media and other groups or national bodies. That should relay positive information as well as communicating messages on behalf of the Association.

So what can I do for you? Well, initially, I would like to offer some support to Area Committees, especially those that may feel that they would like to improve their working relationship with their District Council. Maybe you have found it hard to get a "Foot in the Door"? Then invite me to join your Committee Chairman/Vice Chairman to be introduced to your District Council. That is one way in which we can, together, orchestrate a reason for arranging a meeting where we can fly the KALC flag and start a dialogue between both tiers of local government.

Maybe you have another idea about the level and type of support I can give your Area Committee. If so, why not drop me an email at john.r.rivers@gmail.com or give me a call on 01797270402.

Until next time...

John



You can read more about John by following the link here:

[http://kentalc.gov.uk/page-](http://kentalc.gov.uk/page-1859454)

[1859454](http://kentalc.gov.uk/page-1859454)



Latest News on Defibrillators

**Next orders to be
made to KALC
By 9 January 2015**

Contact Laura at KALC Office
Telephone: 01304 820173
Email:
administrator@kentalc.gov.uk

What Model?

Semi Automatic External Defibrillator

- Used to restart a heart that has stopped beating normally.
- Programmed to analyse cardiac rhythms automatically to indicate to an operator when to deliver a defibrillating shock
- The operator pushes the "Shock" button when requested

Automatic External Defibrillator

- Fully automated; analyses cardiac rhythm. Delivers "shock" without the operator having to press the button.

Easy to Operate...

- Both machines will not let the operator "shock" a patient if they do not require it
- No medical training is necessary

PRICE LIST

- IPAD Model - £640 Plus VAT.
- Lifepack Model - £695 plus VAT
- Heated External/Internal Box - £450 plus VAT
- Lifepak CR Plus Charge PAK complete with 2 Sets of Electrode Pads at the Special Price of £77 plus VAT (please note these require changing every 2 -3 years)
- IPAD NF1200 Battery at the Special Price Of £145 plus VAT (please note these will need changing every 4 - 5 years)
- IPAD NF1200 Adult Electrode Pads at the Special Price of £33 plus VAT (please note these will need changing every 2 - 3 Years)
- Indoor Cabinet - £185 plus VAT
- Any orders below £150 plus VAT - There is a £6.95 Delivery Charge also plus VAT

DON'T FORGET!

Inform SECamb when you purchase your PAD and tell them of its whereabouts!

Email Shirley at their office: pad@secamb.nhs.uk

This will enable their control to direct any caller to local defibrillators nearby!



**Kent Fire &
Rescue Service**

Three Top Tips to Keep Your Loved Ones Safe This Winter

With winter well and truly here, Kent firefighters are asking local people to take extra care and to think about how they can help elderly relatives and neighbours. Just three breaths of fire smoke can be fatal and babies and older people are most at risk.

1. If you know someone who is using an old portable heater please check that it is stable and safe. Our free home safety check can make all the difference to someone staying safe and secure in their own home. Call us on 0800 923 7000
2. Enjoy your open fire or log burner safety by making sure you follow a few simple safety tips. Get your chimney swept at least once a year, use a fire guard and inspect your chimney breast, particularly in the roof space as you'd be surprised at how many chimney fires we attend.
3. Finally if you or your children are out for a walk please be aware of the real dangers around rivers and ponds. We also often have to rescue walkers who have got stuck in mud while out walking – often when they have gone to rescue pets. Ground around water may look safe, but you can quickly become stuck in mud and find yourself in a very dangerous position. So please stay on paths and solid ground and always carry a phone so you can call for help.

More safety advice on www.kent.fire-uk.org

SECamb Launches Sepsis Awareness Campaign

Our friends at South East Coast Ambulance Service NHS Foundation Trust (SECamb) have just launched an awareness campaign highlighting the potentially life threatening condition known as Sepsis. SECamb recently had a week long social media campaign on Twitter, and hope that it will raise awareness in our area of the dangers that the condition can bring. Astonishingly, sepsis kills over 37000 people in the UK every year which is more than lung, colon and breast cancer. Every hour that passes without antibiotic treatment can raise the sufferer's mortality rate by eight percent. Its important, then, that the public do know what should be done to help those who may be suffering from the condition as soon as they can.



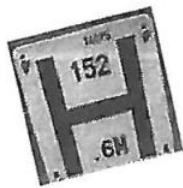
In sepsis, the immune system goes into overdrive, setting off a series of reactions including widespread inflammation, chemical release and blood clotting dysfunction.

SECamb has named their campaign #SECambCodeYellow after the screening tool that is being introduced to support ambulance staff in recognising and treating potential sufferers correctly and quickly. This means administering intravenous antibiotics in hospital within one hour from the time of diagnosis by a SECamb technician. SECamb's Sepsis Group is leading the initiative and the group will be rolling out the screening tool to all relevant staff. Paramedic Daniel Dodd said " I am delighted that people are beginning to sit up and take notice of the potential dangers associated with sepsis and that we are putting in place a tool kit which will support our staff in providing the very best care for sepsis sufferers."

The roll out of the tool kit follows a successful trial carried out in Surrey in partnership with Epsom and St Helier NHS Trust in April 2014.

You can Tweet your questions to SECamb with their hashtag #SecambCodeYellow. You might want to find out more about sepsis by visiting the UK Sepsis Trust website at [URL: http://sepsistrust.org](http://sepsistrust.org) or by emailing SECamb at the following address :

Mail: sepsis@secamb.nhs.uk



**Kent Fire &
Rescue Service**



KFRS Fire Hydrant Initiative

Kent's Parish and Town Councils have received a big "Thumbs Up" from Kent Fire and Rescue Service for all their hard work over the last 12 months to monitor local fire hydrants. Hydrants are used as a primary water source by fire crews and they form an important aspect of our tactical approach to fire fighting. There are 28500 hydrants in Kent and Medway, so it is a huge help to have local people from parishes and towns reporting damages and faults that they see in their local area directly to KFRS. This means we can ensure damage to hydrants is dealt with quickly and that they can be used in any emergency that occurs.

KALC members have been working with KFRS for the last year. As a consequence, there has been a steady increase in the number of calls about damaged hydrants coming into our Water Services Team. That means that they can deal with the damage quicker and as a result the available fire hydrant coverage has improved.

Water Services Manager, Steve Lewis, said " This is a great example of partnership working. We are dedicated to ensuring there is an adequate supply of water available for fighting fires and have a rolling hydrant inspection programme, but having local people as our eyes and ears around the county makes a huge difference. It really does help our work to keep 28,500 hydrants up and running. So I would like to say a genuine thank you to everyone who has been involved and encourage you to continue the good work."

The Service addresses every job that comes through to the team. However, not all the work can be carried out by KFRS and some will need to be passed on the local water companies for action. If you notice any hydrant defects including:

- Missing or damaged hydrant marker posts
- Missing covers
- Visible leaks
- You are unable to locate a hydrant that is marked on your Parish/Town Council map provided by KFRS

Please call the Kent Fire and Rescue Service on 01622692121 Extension 2391.

Alternatively, email on water.services@kent.fire-uk.org



Kent County's Council's gritting crews are now ready to tackle Kent's roads when the temperature drops this winter.

The winter service launched in October and we are ready to grit Kent's roads up until April if required. Our fleet of 60 gritters, which were all named last year by Kent school children went out recently to familiarise themselves with our primary and secondary

routes ready for when winter arrives.

Over 23,000 tonnes of salt is in stock in the six depots across the county and over 2,300 salt bins will be filled with a sand/salt mix for residents to use on the highway, which are not part of the gritting route and salt bags have also been delivered to Parish Councils. We also have 150 local farmers on standby ready to plough rural roads if we get snow this year.

If you see #GritneySkiers or #Snowminator or any other of our gritters on the road, this means that the road surface temperature is predicted to drop below freezing. But we are not able to grit every road in Kent, so you also need to be prepared and drive carefully, especially on untreated roads. Make sure you plan your journey, check weather reports and have essentials in your car such as de-icer, scraper, blanket and water and a shovel if there is risk of snow. We also suggest getting your car serviced before winter arrives and check tyres, brakes, anti-freeze and wiper blades.

You can find our gritting routes and salt bin locations on our website kent.gov.uk/winter. You can also find out live gritting information and winter safety advice by following our Twitter and Facebook pages @GrittingKent.

Some facts:

We grit 1500 miles of Kent's road network. Although known as grit, we treat roads with 100% rock salt.

Salt prevents ice from forming on road, but it doesn't melt it.

Our snow ploughs are ten feet wide! Please give us room to get through!

Salt bin grit is for use on the highway and footpaths. It is not meant for private properties

The Highways Agency is responsible for gritting motorways and trunk roads.



National Association of Local Councils

Parishes improve financial accountability says audit watchdog

Town and parish councils are improving accountability for public money according to a new report by the Audit Commission.

The Commission's *Auditing the Accounts* report – which provides an assessment of compliance with the audit regime by local government bodies – shows there has been a general improvement in accountability by small bodies such as parish and town councils.

Audited accounts are the principal means by which public bodies discharge their accountability for the stewardship of public money. Publishing timely audited accounts, with an unqualified audit opinion, reflects well on bodies' financial management arrangements and is a fundamental feature of good governance.

Key features of the report include:

- by 30 September 2014, auditors had issued the opinion and certificate on the 2013/14 annual return at 99 per cent of parish and town councils, an improvement on 2012/13 which was 98 per cent.
- for the second consecutive year, there are no small bodies that have failed to prepare and publish audited accounts for the last three years.
- the number of public interest reports issued has decreased dramatically, from 47 in 2011/12 down to 5 in 2013/14
- 1 town council was among the 8 bodies credited for early completion four or more times since the report was published in respect of the 2008/09 audits
- the work of the National Association of Local Councils and Society of Local Council Clerks is cited as a contributing factor in improvements

Cllr Ken Browse, chair of NALC (National Association of Local Councils) said: "The National Association of Local Councils is committed to promoting high standards of governance and financial accountability in local (parish and town) councils.

"We are encouraged by today's Audit Commission report, which summarises the audit of over 9000 local (community, neighbourhood, parish, town and village) councils who between them were responsible for around £500m of public money. Almost all of this money was raised from local people to act on local priorities, as unlike principal authorities, local councils receive no funding from central government.

"The report quite rightly highlights how local councils have improved the timeliness of their financial reporting. However, we will continue to work closely with our network of county associations and important partners like the Society of Local Council Clerks to offer training and guidance to reduce the number of councils receiving a qualification on their accounts."





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Unlike an insurance company, Came & Company Local Council Insurance Brokers is authorised and regulated (in England and Wales) to advise and guide its clients. Our professional brokers are specialists in local council insurance and will read and interpret policy details - the small print that people often miss - to ensure councils have the exact level of protection they need.

When you arrange insurance cover with Came & Company Local Council Insurance, you can expect:

- bespoke cover for your council
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Community Matters

Burial Grounds and Local Councils

Many of our local councils have cemeteries and burial grounds that fall into their jurisdiction . Sometimes, it is a subject that becomes very emotive, as well as complicated. Memorials are also often put in cemeteries which, of course, hold a special poignancy this year with the centenary commemorations of World War 1.

There is an interesting article on this particular subject which may be of help to Burial Officers as a general rule of thumb, which can

be downloaded by following this link:
<http://webarchive.nationalarchives.gov.uk/20110118095356/http://www.cabe.org.uk/files/cemeteries-churchyards-and-burial-grounds.pdf>

Burial Officers may also want to consult certain documents that can help them make decisions or that cover current legislation. The Ministry of Justice recently published a very informative pamphlet on the subject - ["Managing the safety of Burial Ground Memorials](#)

[Practical advice for dealing with unstable memorials"](#), which can be downloaded via PDF [here](#).

We would be very pleased to hear from our clerks that have the title of Burials Officer in their remit.

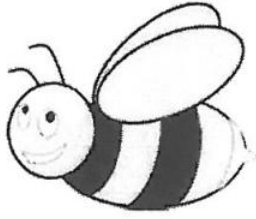
We are keen to launch some kind of workshop/module and we do need to hear from you so that we can tailor our sessions accordingly. If there is anything you would like covered, please let Clive know by email at: adviser@kentalc.gov.uk

Don't Forget... Surveys Are Valuable!



KCC welcomes your help in providing feedback on the highways and transportation service delivered in your community. There are a number of ways you can take part in the survey: A Word document (recently emailed to all members) or completing the online questionnaire at <https://kentcc.firmstep.com/default.aspx/RenderForm/?F.Name=tYU1AkhRcJ4&HideAll=1> Alternatively a paper copy can be obtained by contacting Iain Norman on 03000 411657 or by email: iain.norman@kent.gov.uk. The deadline for completed questionnaires is Friday 19th December. Thank you.

Kent's Plan Bee...



From the nimble Bumble to the yummy Honey, the murmur of bees bothering flowers is a sound of summer we all smile to hear. But the sound has often been silenced in recent years and our workers have been hard hit by weather as well as pests and pesticides.

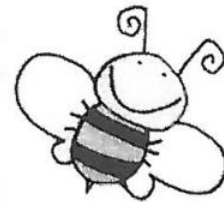
This summer has been better but the fact is that Kent is short of bees. In the winter of 2012-13 a third of all our bees starved to death because of the year's endless rain and the late spring.

Kent is a rural, farming community with a great deal of horticultural products – apples being the most famous, which all depend on insect pollinators. That's why Kent County Council (KCC) has taken a lead with Kent's Plan Bee.

We've called summits to mobilise all Kent's people in a campaign to help to lift a real threat to the county's wellbeing and economy. We want to show our people how they themselves can act for our bees. The county council sits amid many networks. The front line in this battle is among them – among parish councils, borough councils, park authorities, farming organisations, conservationists, schools, workplaces, highways, developers, churches, and voluntary organisations – everything that makes up the wide community of Kent's people.

That's why organisations like parish councils count. They're close to their people, they know their patches and they can seed the ideas in their communities, including publicising bee friendly flowers and plants that people may like to plant.

The government is also bringing out a new National Pollinator Strategy, which mentions Kent's Plan Bee and is very much in line with our ideas of raising public awareness and personal action.



In Kent, each hive is worth £400 to the economy according to the Kent Beekeepers' Association. They are critical to Kent's £400m horticultural sector. Our food supplies and costs are intimately linked to the bees and other pollinators.

Honey production was shattered by the weather last year. The Guardian and other news outlets reported enormous losses with their potential to double honey prices and increase imports.

Our plan is to rescue these little models of community co operation by the co operation of our big communities in Kent. Further information is available by following the link here:

<http://www.kent.gov.uk/about-the-council/news-and-press-releases/waste.-planning-and-land-news/kccs-plan-bee-gets-in-line>



Serving Parish & Town
Councils in Kent

KALC and HR SERVICES PARTNERSHIP



KALC is delighted to announce the launch of its working relationship with HR Services Partnership to provide employment guidance and support for local councils in Kent for those who wish to take advantage of this arrangement. The setting up of the advice service is a direct result of the KALC Membership Survey earlier this year, where members asked KALC for a specialist HR service.

HR Services Partnership (HRSP) is a Horsham based firm with a strong background in the community and voluntary sectors, being named as the National Council of Voluntary Organisations preferred supplier in 2014. HRSP currently provides similar services to the Sussex and Surrey Association of Local Councils.

KALC's experience is that challenges for local councils over employment legislation is on the increase; it is in the Council's best interests to be able to call on expert advice - the potential cost of making a bad decision could far outweigh the cost of seeking the advice.

Unlike some offerings by HR providers where subscribers are asked to pay a substantial annual fee, KALC has negotiated a favourable "Pay as You Go" arrangement for its member councils. The fee structure ranges from

- £75 per hour for casual call off
- £65 per hour for 5 hours pre-paid in advance
- £60 per hour for a retained arrangement with a minimum of 42 hours per annum.
- Member Councils can also select from a subscription service for a fixed monthly cost.

The process would be that your Council would, as usual, make initial contact with Clive, KALC's Local Councils Adviser, who will either then be able to answer your query, suggest a legal view from NALC or suggest that you should seek specialist HR advice using our new HR Advice Service.

If you wish to find out more about this service, please contact Clive at KALC on 01304 820173

And in Other News...

Salary Scales 2014-2016...

New salary scales were recently published. Please follow the link to find definitive information that you will require to make sure that your employees are paid.

<http://kentalc.gov.uk/Resources/Documents/Employment%20Issues/Salary%20Scales%202014-2015.pdf>

Fundraising Opportunities

As Christmas approaches, fundraising is not always top of the list for local councils. However, there are still some avenues worth exploring, if there is a specific project you are planning. The People's Health Trust is currently seeking projects that bring small communities together and create stronger links between people. They are looking specifically for projects which are designed and run by local people and help make their community or neighbourhood even better. See if your community might be eligible for funding by following the link here: http://www.peopleshealthtrust.org.uk/apply-for-funding?dm_t=0,0,0,0



Vacancies

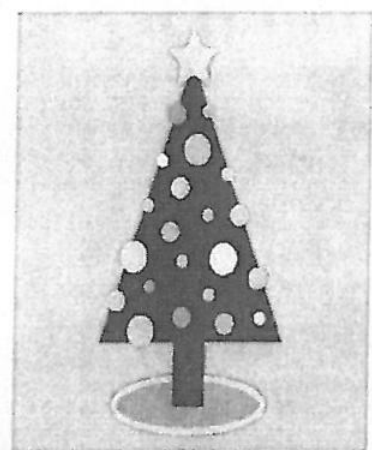
Don't forget to take a look at the Vacancies link on our website.

There are often employment opportunities for clerks and other support staff in our county.

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

And in Other News...

Christmas Business



Here are our Christmas opening hours :

- 22 December - the staff will be having their Christmas Lunch. There will be no presence in the office after 12 PM on that day.
- We will be available until 12:30pm on Christmas Eve
- Our offices are then shut for the Christmas Holidays.
- We reopen for business on Friday 2 January 2015

streetbank
share things with your neighbours



Can you bank on your neighbours?

Imagine a street where every home owns a tent, a barbeque, a drill, a bike pump, a... the list is endless. Now imagine a street where these things are shared by neighbours, saving people money and space, cutting consumption and building community. This is what Streetbank is all about.

Streetbank.com shows you all the things and skills your neighbours are offering for free and it was rated by the Times as one of the 50 websites you can't live without.

Find a grateful new owner for something you no longer need. Borrow something you just need to use once. Get something you really need. All for free at www.streetbank.com

The Big Lunch just got bigger: FREE training for volunteers at the Eden Project



Since starting in 2009, millions of people have taken part in the Eden Project's Big Lunch – the UK's annual get-together for neighbours which invites communities to come together for lunch on the first Sunday in June each year. The seventh annual Big Lunch will take place on Sunday 7th June 2015. Following the campaign's success comes a second exciting project, also funded by the Big Lottery Fund: Big Lunch Extras - a free training programme to help volunteers run good community projects. That could be anything from befriending and waste reduction schemes and events to community gardens, festivals and kitchens. It starts with a free three-day residential training event at the Eden Project. Sound good? Visit the [website](#) for more info and to apply for a place.

T/C 26/2/15

**GUIDANCE NOTE FOR THE PARISH AND TOWN COUNCIL CAPACITY
BUILDING FUND**

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

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

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

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

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

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

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

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

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

Amount for 2015/16 = £ 50,000

THE PARISH AND TOWN COUNCIL CAPACITY BUILDING FUND - UPDATE

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

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

It was indicated that grants will normally be for maximum of £3,000 but that more will be available for joint applications.

Applications were invited by 31 May and were required to explain the proposal, the estimated cost and the amount of grant requested.

Individual bids have been received from:

- Darenth Parish Council.
- Swanscombe & Greenhithe Town Council
- Longfield and New Barn Parish Council
- Stone Parish Council
- Wilmington Parish Council

A joint bid was received from Darenth Parish Council, Bean Parish Council & Sutton-at-Hone & Hawley Parish Council.

Expressions of interest to be on the panel were requested on the 21st May and it can now be confirmed that the panel will consist of:

The Leader and Deputy Leader of Dartford Borough Council, Councillor Noreen Salway and Councillor Richard Lees. Please note The Leader / Deputy Leader will not take part in any discussion affecting a Parish on which they sit.

It is hoped that the 1st meeting of the Panel will be held in early to mid-July.