

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at the TOWN COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 19 MAY 2016 at 7.00pm

PRESENT: Councillor B E Read – Town Mayor
Councillor Mrs A E D Barham
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P M Harman
Councillor Ms L C Howes
Councillor R J Lees
Councillor Mrs C K Openshaw
Councillor B R Parry
Councillor Mrs I A Read
Councillor S J Ryan

ABSENT: Councillor Mrs L D McFadden

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – ATC/RFO
Sandra Kelleher – Administration Assistant
Rebecca Rawlings – Administration Assistant
2 x members of the public

1/16-17. ELECTION OF TOWN MAYOR.

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

MOVED by Councillor B R Parry and seconded by Councillor Mrs A E D Barham.

RESOLVED:

That Councillor B E Read be duly elected as Town Mayor for the ensuing year 2016 – 2017.

2/16-17. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following his election, Councillor B E Read made his Declaration of Office and signed the Acceptance of Office form.

3/16-17. ELECTION OF DEPUTY TOWN MAYOR.

MOVED by Councillor Mrs C K Openshaw and seconded by Councillor Mrs A E D Barham.

RESOLVED:

That Councillor Ms L M Cross be the Deputy Town Mayor for the ensuing year 2016 - 2017.

ANNUAL GENERAL MEETING
19 MAY 2016

4/16-17. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following her election, Councillor Ms L M Cross made her Declaration of Office and signed the Acceptance of Office form.

5/16-17. VOTE OF THANKS.

Councillor B E Read gave a vote of thanks to the outgoing Town Mayor, Councillor P M Harman.

6/16-17. PAST MAYOR'S BADGE.

Councillor B E Read presented the past Town Mayor, Councillor P M Harman with a past mayor's badge.

7/16-17. RESPONSE BY COUNCILLOR P M HARMAN.

Councillor P M Harman advised that he had thoroughly enjoyed his year in office and wished to thank the Mayoress and the Deputy Town Mayor for the support they had given him over the year. Highlights of the term in office had been presenting the inaugural Swanscombe and Greenhithe Town Council Recognition Award and also being involved in the recruitment of 2 new members of staff.

A total of £1,201.00 had been raised and this would be distributed between Walk Tall and Darent Valley Maternity Unit.

Councillor P M Harman wished the new Town Mayor, and Deputy Town Mayor, all the best during their term in office.

8/16-17. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' K G Basson (work commitments), Ms L M Hall (holiday), Dr J M Harman (personal reasons), J A Hayes (holiday), K M Kelly (other commitments), Mrs M B Kelly (other commitments), D J Mote (DBC meeting) and A S Reach (work commitments).

9/16-17. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.

There were none.

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

10/16-17. TO APPOINT COMMITTEES AND SUB-COMMITTEES.

- a) Allotments & Cemeteries Sub-Committee.
- b) Anti-Social Behaviour & Crime Sub-Committee.
- c) Executive & Emergency Committee.
- d) Finance & General Purposes Committee.
- e) Heritage Park/Skull Site Sub-Committee.
- f) Leases & Legal Sub-Committee.

ANNUAL GENERAL MEETING
19 MAY 2016

- g) Personnel Committee.
- h) Planning, Major Developments, Transport & Environment Committee.
- i) Regeneration & Quality Council Sub-Committee.
- j) Recreation, Leisure & Amenities Committee.

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

MOVED by Councillor B E Read and seconded by Councillor Mrs A E D Barham.

RESOLVED:

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

11/16-17. TERMS OF REFERENCE OF THE COMMITTEES AND SUB-COMMITTEES.

Members were provided with the Terms of Reference of the Committees and Sub-Committees to be approved.

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

RESOLVED:

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

12/16-17. DATES AND TIMES OF MEETINGS.

- a) The Council
- b) Standing Committees

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

RESOLVED:

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

13/16-17. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.

- a) Town Mayor or agreed substitute to serve upon the Bluewater Forum
- b) One Representative on the Dartford Association of Town and Parish Councils, to be the Town Mayor (plus the Town Clerk).
- c) One Representative to serve upon the Committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- d) One Representative to serve upon the Elderly Forum (Dartford Borough Council).
- e) One Representative to serve upon the Eastern Quarry Community Liaison Group.
- f) Two Representatives to serve upon the Greenhithe Community Association.

ANNUAL GENERAL MEETING
19 MAY 2016

- g) Two Representatives to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- h) Two Representatives to serve upon the County Area Committee of the Kent Association of Local Councils (KALC).
- i) Two Representatives to serve upon the Dartford Area Committee of the Kent Association of Local Councils (KALC).
- j) One Representative to serve upon the SureStart – Knockhall Children's Community Centre Committee.
- k) One Representative to serve upon the SureStart – Swanscombe U1R Children's Community Centre Committee.
- l) Three Representatives to serve upon the Pavilion Community Sports & Social Club Committee (observers only, not part of decision making).
- m) One Representative to serve upon the (Dartford) Youth Advisory Group (YAG).
- n) One Representative to serve upon the Paramount Community Liaison Group (CLG).

The Town Clerk informed Members that confirmation had previously been obtained from the Head of Legal Services, Dartford Borough Council, that it was permissible to appoint a non-member as a Town Council representative on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.

MOVED by Councillor B E Read and seconded by Councillor P M Harman.

RESOLVED:

That the appointment of representatives to outside bodies be approved as per the annexed list.

1416-17. **BANK SIGNATORIES.**

MOVED by Councillor B E Read and seconded by Councillor Mrs C K Openshaw.

RESOLVED:

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

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

15/16-17. **MINUTES OF THE MEETING HELD ON 28 APRIL 2016.**

MOVED by Councillor B E Read and seconded by Councillor P M Harman.

RESOLVED:

ANNUAL GENERAL MEETING
19 MAY 2016

That the Minutes of the meeting held on 28 April 2016 be confirmed and signed as a true record.

16/16-17. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.

Members had previously been provided with a copy of the current Standing Orders and Financial Regulations.

At the 28 April 2016 meeting it had been agreed that the Town Council would change the way it recorded members apologies for absence and that this required Standing Order 1 h) to be revoked.

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

RESOLVED:

1. That, in accordance with S/O 41 b), Standing Order 1 h) be revoked and that members' apologies for absence be recorded as detailed in the report.
2. That the Standing Orders and Financial Regulations be endorsed and adopted.

17/16-17. ANNUAL RISK MANAGEMENT POLICY REVIEW.

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

MOVED by Councillor B E Read and seconded by Councillor P M Harman.

RESOLVED:

That the Risk Management Policy be approved.

18/16-17. REVIEW OF COUNCIL POLICIES AND PROCEDURES.

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

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

RESOLVED:

That the Policies and Procedures as listed be endorsed.

19/16-17. REVIEW OF INTERNAL AUDIT.

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

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

ANNUAL GENERAL MEETING
19 MAY 2016

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

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

RESOLVED:

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

20/16-17. **RE-APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2016 – 2017.**

Members were asked to agree to the re-appointment of Mr Kevin Funnell F.M.A.A.T as internal auditor for the year 2016 – 2017.

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

RESOLVED:

That Mr Kevin Funnell F.M.A.A.T be re-appointed as internal auditor for the year 2016 – 2017.

21/16-17. **INTERNAL AUDIT REPORT 2015 – 2016.**

Members received the internal auditors report for 2015 – 2016.

RESOLVED:

That the report be noted.

22/16-17. **ANNUAL RETURN FOR YEAR END 31 MARCH 2016 – GOVERNANCE STATEMENT.**

Members considered Section 1 of the Annual Return, the Annual Governance Statement and supporting documents requested by the External Auditor, for the year end 31 March 2016.

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

RESOLVED:

That the Annual Return – Governance Statement, for the year end 31 March 2016 be approved, and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

ANNUAL GENERAL MEETING
19 MAY 2016

23/16-17. **ANNUAL RETURN FOR YEAR END 31 MARCH 2016 – ACCOUNTING STATEMENT.**

Members considered Section 2 of the Annual Return, the Accounting Statement and supporting documents requested by the External Auditor, for the year end 31 March 2016.

MOVED by Councillor B E Read and Seconded by Councillor P M Harman.

RESOLVED:

That the Annual Return – Accounting Statement, for the year end 31 March 2016 be approved and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

24/16-17. **BALANCE SHEET FOR YEAR END 31 MARCH 2016.**

Members considered the balance sheet for the year end 31 March 2016.

MOVED by Councillor B E Read and seconded by Councillor Mrs C K Openshaw.

RESOLVED:

That the balance sheet for the year end 31 March 2016 be approved.

25/16-17. **SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2016 – 2017.**

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

It was agreed that the Panel for 2016 – 2017 be made up of the following Councillors:-

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

RESOLVED:

That the Panel for 2016 – 2017 be made up of the Councillors as detailed above.

ANNUAL GENERAL MEETING
19 MAY 2016

26/16-17. **EXCLUSION OF THE PRESS AND PUBLIC.**

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

RESOLVED:

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

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

27/16-17. **EAGLES ROAD (GREENHITHE) PLAY AREA.**

Members discussed the information provided by Dartford Borough Council in the confidential report.

Members were very concerned about the manner in which the borough council had appeared to have made a decision not to re-instate the play area without discussions with residents or borough Councillors.

Members felt that the play area was an important feature of that area of the Town and that many residents had made their feelings known to members about wanting this play area re-instated.

As the borough council were, quite rightly, investing large sums of money in leisure facilities across the borough the decision not to re-instate the play area seemed to be inconsistent with their policy on recreational facilities and appeared not to have any reasonable logic behind the decision.

After a lengthy debate it was agreed that:

RESOLVED:

The Town Mayor approaches the Leader of Dartford Borough Council and requests that they hold a meeting, with the 6 borough Councillors that represent Swanscombe and Greenhithe, to discuss whether/how the play area could be re-instated.

28/16-17. **SEALING OF DOCUMENTS.**

There were none.

There being no further business to transact the Meeting closed at 7.55pm.

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

ANNUAL GENERAL MEETING
19 MAY 2016

Signed:
CHAIRMAN

Dated:

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 4 MAY 2016 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor K G Basson
Councillor P M Harman (ex-officio)
Councillor J A Hayes
Councillor Ms L C Howes
Councillor D J Mote
Councillor B R Parry
Councillor A S Reach

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: There were none.

635/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were submitted and accepted from Councillors' Dr J M Harman (stuck in traffic), Mrs C K Openshaw (other commitments), K M Kelly (other commitments) and S J Ryan (work commitments).

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

636/15-16. SUBSTITUTES.

There were none.

637/15-16. 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.

638/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk apologised to members and confirmed that application DA/14/679/EC had been listed in the agenda incorrectly and should in fact have been in item 7.3, Granted Decision Notices.

639/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 23 MARCH 2016.

Recommended: The Minutes of the meeting held on 23 March 2016 were confirmed and signed.

640/15-16. REVIEW OF KENT COUNTY COUNCIL (KCC) FUNDED BUS SERVICES.

Members considered the consultation, which they had been sent on 22 March 2016, and which had a deadline for responses of 15 May 2016. Members noted that none of the services covered by the review were within the Town.

Recommended: That the item be noted.

TOWN PLANNING:

641/15-16. The below planning applications had been received and responded to by the Town Clerk, in consultation with the Chairman, due to the timescales for responses.

DA/16/00037/COU	Change of use from an Events and Exhibition Venue (Use Class D1) to a cinema and other family orientated leisure uses (Use of Class D2), restaurant facilities (Use Class A3) together with internal and external reconfiguration and associated works incorporating demolition of some existing floor space and construction of new floor space. Glow, Bluewater.
OBSERVATIONS:	No observations.

Recommended: That the comments submitted be endorsed.

642/15-16. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.

DA/16/00610/FUL	Erection of four storey rear extension to provide 3 flats with associated parking and vehicle access onto Bean Road. 11 Cobham Terrace, Bean Road, Greenhithe.
OBSERVATIONS:	The Town Council object to the application on the following grounds : The proposal would by reason of its siting, overall bulk, design and appearance result in an overbearing impact on surrounding residential properties and would be out of character with the surrounding area. The proposal would provide inadequate parking to serve the

	needs of the development.
DA/16/00620/FUL	Provision of a rooflight in pitched kitchen roof and change the existing patio doors on rear elevation to a window of same width. 2 College Place, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

643/15-16. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/15/01771/COU	Change of use of the ground floor unit at Ingress Park 4E from Use Class A1 (retail/Class A2 professional and financial services) to Use Class D1 (clinic/health). Commercial Unit 32 Grove House, Wainwright Avenue, Greenhithe.
DA/15/01497/REM	Submission of reserved matters relating to appearance, layout, scale and landscaping pursuant to outline application DA/12/01325/OUT (granted on appeal) for the erection of 40 residential dwellings (comprising 16 x 3 bed, 13 x 4 bed, 7 x 5 bed houses and 4 x 1 bed maisonettes) and provision of public open space. Former Empire Sports Ground south of Knockhall Road, Greenhithe.
DA/16/00161/FUL	Erection of a single storey rear extension. 27 Pentstemon Drive, Swanscombe.
DA/14/679/EC	Construction of building to accommodate plant for the processing and transfer of construction, demolition and excavation wastes and commercial and industrial wastes with weighbridge and office, external processing plant, storage bays and fencing. Plot 14 and Units C1 and C3, Manor Way, Swanscombe.

DA/16/00214/FUL (tabled at meeting)	Erection of a single storey rear extension. 15 Eglinton Road, Swanscombe.
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644/15-16. REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.

The following refused decision notices were noted.

DA/16/00162/FUL	Conversion of rear part of garage into habitable room. 2 Park Cliff Road, Greenhithe.
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There being no further business to transact, the Meeting closed at 7.15 pm.

Signed: _____
(Chairman)

Date: _____

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 15 JUNE 2016 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor Mrs A E D Barham
Councillor K G Basson
Councillor Dr J M Harman
Councillor J A Hayes
Councillor Ms L C Howes
Councillor D J Mote
Councillor B R Parry
Councillor A S Reach
Councillor S J Ryan

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor K M Kelly

40/16-17. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Mrs S P Butterfill.

An apology for lateness was submitted by Councillor S J Ryan.

41/16-17. SUBSTITUTES.

Councillor P M Harman substituted for Councillor Mrs S P Butterfill.

There were none.

42/16-17. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

43/16-17. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members that contact had been made with the developer at Castle Hill (Redrow/HardHat) with a view to opening dialogue with them and that a meeting with the Chairman would be arranged in the future.

44/16-17. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 4 MAY 2016.

Recommended: The Minutes of the meeting held on 4 May 2016 were confirmed and signed.

45/16-17. ROAD NAMES – NORTHFLEET WEST SUB-STATION.

Members considered the names submitted by the Address Mismanagement & GIS Officer, Property Information, DBC and noted that they all x9 names were included in the list previously put forward to DBC by the Town Council.

Recommended: That the response of “No Objections” submitted by the Town Clerk be endorsed.

46/16-17. TRAFFIC CONGESTION IN DARTFORD (JTB).

Further to an email sent to members on 1 April 2016 the minutes from the 12 April 2016 DBC JTB meeting were considered.

Recommended: That the item be noted.

TOWN PLANNING:

47/16-17. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS’ OBSERVATIONS.

DA/16/00708/COU	Change of use of rear conservatory for dog grooming unit. 36 Gunn Road, Swanscombe.
OBSERVATIONS:	No objections although assurances are sought prior to any decisions being made that the development and surrounding infrastructure would be able to cater/accommodate the increases in vehicular movements and parking that the proposed commercial use would entail. Concerns are also raised with regards to the possible disturbances the proposed use could have on the neighbouring properties (dogs barking etc.)
DA/16/00671/FUL	Erection of a single storey rear extension and a front porch and revised entrance steps to the front. 49 Ingress Gardens, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

DA/16/00612/FUL	Demolition of existing rear extensions and erection of a new part 1 / part 2 storey rear extension. 28 Eglinton Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/16/00665/FUL	Erection of a single storey side/rear extension, conversion of garage into habitable room (retrospective) and raising height of roof of garage and to provide additional room at first floor level. 33 Pentstemon Drive, Swanscombe.
OBSERVATIONS:	The Town Council object to this application as the proposal would take away an off street parking provision included in the original development which would give rise to an increase in on street parking in an area where there is very limited capacity. The Planning Authority are requested to confirm whether the proposal would be contrary to Policy T23 of the Dartford Local Plan and Policy TP19 of the Kent and Medway Structure Plan. Policy B1 of the Dartford Borough Local Plan 1995 includes "(f) Parking and Garaging – Development proposals should include parking (and garaging) provision in accordance with the Councils (DBC) adopted standard." This development originally included parking and garaging provision and it is felt that there is no reason why this should be allowed to be removed.
DA/16/00667/FUL	Erection of a first floor rear extension with external staircase and alterations to existing residential dwelling to form additional 2 bedroom flat with off street parking & amenity space. 56 – 58 Swanscombe Street, Swanscombe.
OBSERVATIONS:	The Town Council have concerns over the potential impact on parking and vehicular movements that could arise through this proposal as it is situated on a busy bus route. Members are also concerned that the proposal constitutes an over development of the site and assurances are sought that the proposal provides for a satisfactory amount of amenity space and that the proposal also does not

	constitute an over intensive development on the site by reason of the number of dwellings and the amenity of current and future residents. It is respectfully requested that all neighbouring properties are consulted prior to the decision of the application
DA/16/00915/FUL	Erection of a satellite dish on south elevation (retrospective application). 53 Watermans Way, Greenhithe.
OBSERVATIONS:	Members have no observations but would like to ask the Planning Authority (DBC) to ensure that the Development Control Board members are made fully aware of any restrictive covenants that are in place for the dwellings in the area that this application relates to. Please ensure that all neighbouring properties are consulted prior to the decision of this application.
DA/16/00912/FUL	Erection of a satellite dish on the corner of the balcony (retrospective application). 6 The Boulevard, Greenhithe.
OBSERVATIONS:	Members have no observations but would like to ask the Planning Authority (DBC) to ensure that the Development Control Board members are made fully aware of any restrictive covenants that are in place for the dwellings in the area that this application relates to. Please ensure that all neighbouring properties are consulted prior to the decision of this application.

48/16-17. **NEIGHBOURING AUTHORITY PLANNING APPLICATIONS RECEIVED FROM DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS OBSERVATIONS.**

20160339	Consultation on an application to display one 6m illuminated pole sign at junction of Eagle Way and Stonebridge Road, one brand/dealer name fascia panel sign on western canopy structure, one dealer name/services internally illuminated double sided 2.38m high free standing sign on Eagle Way frontage and two no illuminated 1.295m high twin post parking signs in western car park within Gravesham Borough Council. Swale Motors Ltd, Stonebridge Road, Northfleet.
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OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
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49/16-17. **GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA16/00615/NONMAT	Application for a non-material amendment following grant of planning permission DA/15/01126/FUL in respect of velux roof windows to kitchen, extension and enlarged lantern roof light to conservatory. 77 Ingress Park Avenue, Greenhithe.
DA/16/00658/PDE	Determination pursuant to Schedule 2, Part 1 (Class A.1 (g) of the Town and Country planning (General Permitted Development) (England) Order 20156 as to whether prior approval is required for the erection of a single storey rear extension. 134 Mounts Road, Greenhithe.
DA/16/00016/OUT	Outline application (approval sought for access only) for the erection of up to 33 residential units, comprising 3 x 3 bed houses and 4 x 2 bed houses, 15 x 2 and 11 x 1 bed apartments, together with medical centre and associated parking, landscaping and amenity space. Land north of railway line and east of Station Road, Greenhithe.

50/16-17. **REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.**

The following refused decision notices were noted.

DA/16/00290/FUL	Provision of a dormer window in rear elevation in connection with providing additional rooms in roof space. 8 Knockhall Road, Greenhithe.
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There being no further business to transact, the Meeting closed at 7.30 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 23 JUNE 2016 at 7.00PM

PRESENT: Councillor K G Basson (Chairman)
Councillor P M Harman (Vice-Chairman)
Councillor Mrs A E D Barham
Councillor Mrs S P Butterfill (substituting for Councillor J A Hayes)
Councillor Ms L M Cross
Councillor Ms L C Howes
Councillor Mrs M B Kelly
Councillor R J Lees (substituting for Councillor B E Read)
Councillor D J Mote
Councillor B R Parry
Vacancy

ALSO PRESENT: Graham Blew - Town Clerk
Martin Harding – Assistant Town Clerk/Responsible Financial Officer

ABSENT: There were none

65/16-17. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' L M Hall, J A Hayes, and B E Read.

An apology for absence was also submitted by the Senior Groundsman / Gardener.

66/16-17. SUBSTITUTES.

Councillor Mrs S P Butterfill substituted for Councillor J A Hayes.
Councillor R J Lees substituted for Councillor B E Read.

67/16-17. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillors' Ms L M Cross, P M Harman and R J Lees advised that they were the Town Council representatives on the Pavilion Committee. Previous advice received from the Deputy Monitoring Officer (Dartford Borough Council), was that there was no prejudicial interest as these roles were not part of any decision making.

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

68/16-17. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised that there was further information regarding the roof works at the Pavilion and that this would be detailed under agenda item 7.8.

69/16-17. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 31 MARCH 2016.

Recommended: That the Minutes of the Meeting held on 31 March 2016 were approved and signed as a true record.

70/16-17. SENIOR GROUNDSMAN/GARDENERS REPORT.

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

Swanscombe Park, Manor Park, Broomfield Park, Knockhall Park, Heritage Park, Spring Vale and Equipment.

Members asked that their thanks be recorded to all the staff involved in the recent Picnic in the Park events which had been a great success

Recommended: That the item be noted.

71/16-17. FOOTBALL PITCH ALLOCATION.

Recommended: That the football pitch allocations for 2016 – 2017, as detailed in the report, be agreed.

72/16-17. MANOR PARK.

Further to minute 567/15-16 members considered the recent incidents of anti-social behaviour in the area.

Councillor P M Harman updated members on the actions he had taken in his role as KCC Member for Swanscombe and Greenhithe to try and get the streetlights in this area turned back on at night and expressed his frustration at the process this required and hoped that it would have a satisfactory outcome.

After discussion it was agreed that the KCC Community Warden and local Police be contacted to ascertain whether any further dialogue had been held with the residents in this area.

Recommended: That the item be noted.

73/16-17. NO DOG SIGNS AT CHILDREN'S PLAY AREAS.

Further to the matter being raised at the Annual General Meeting members' considered whether or not additional signage was required. After discussion it was agreed that advice be sought from Kent Association of Local Councils (KALC) and the borough council regarding any legislation etc. that could assist with this problem.

After advice from the Town Clerk regarding the potential costs involved Members also agreed that additional signage be installed at the children's play areas to re-enforce that dogs were not permitted to be in these areas and that appropriate communications be made via social media to emphasise the reasons why this had been felt necessary.

Recommended: That additional signage be installed at the children's play areas to re-enforce that dogs were not permitted to be in these areas.

74/16-17. ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT.

As the items raised in the Annual Safety Inspection Report had become complex this year, due to damage by anti-social behaviour occurring whilst the report was being produced, members were asked to endorse the actions of the Town Clerk in authorising the highlighted works to be undertaken.

Recommended: That the actions of the Town Clerk in dealing with this matter to date be noted and endorsed.

75/16-17. STRATEGIC REVIEW OF THE TOWN COUNCIL'S BUILDING PORTFOLIO.

Members considered whether they wished to form a Working Group to carry out a review of the Town Council's building portfolio. Members felt that this would be a useful exercise taking into the account the caveat that the council's halls were not the only ones in the community and also that, once disposed of an asset was gone and could not be retrieved.

After further discussion it was agreed that this project should begin after the Café Working Group and Ingress Park Community Centre Working Group had completed their work and therefore the Recreation, Leisure & Amenities Committee should reconsider this at an appropriate meeting in 2017.

Recommended: That this project should begin after the Café Working Group and Ingress Park Community Centre Working Group had completed their work and therefore the Recreation, Leisure & Amenities Committee should reconsider this at an appropriate meeting in 2017.

76/16-17. EXCLUSION OF THE PRESS AND PUBLIC.

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

RESOLVED:

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

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

77/16-17. EAGLES ROAD (GREENHITHE) PLAY AREA.

Further to minutes 631/15-16 and 27/16-17 members discussed the meeting held on 7 June 2016 with the Town Mayor, Councillors' R J Lees, D J Mote and the Leader of Dartford Borough Council.

Councillor D J Mote read out a correspondence that the Leader of Dartford Borough Council had requested be submitted which included disappointment with some of the comments that had been made on social media which he felt mis-represented the borough councils stance (attached). Councillor D J Mote, along with Councillor R J Lees, then detailed the discussions that had taken place at the 7 June 2016 meeting. The meeting had been very helpful and positive with both the borough and Town Councils expressing their intentions to support the demand from the residents to re-instate the play area.

Some members then discussed a meeting, which had been arranged previously by the borough council, with consultants/contractors and DBC officers regarding the chalk face removal at which DBC officers had said that there were no plans for the play equipment to be re-instated.

Members agreed that the residents action in forming the Eagles Road Playground Association (ERPA) on social media was to be applauded and that this had enabled the issue of re-instating the play area to be resurrected and given everyone involved the opportunity of being involved in an exemplar of how the residents, Town and borough councils could work together to create something unique.

Recommended: That the Town Council agrees to work with Dartford Borough Council to investigate the feasibility of installing a play area on the site.

78/16-17. **INGRESS PARK COMMUNITY CENTRE – WORKING GROUP UPDATE.**

Members discussed the contents of the confidential notes from the Working Group meeting with representatives from Crest and the update given by the Working Group on the subsequent meeting, on the site, held on 17 June 2016.

The Town Clerk went through the discussions, and notes, of the meeting held on 17 June 2016.

Members agreed that it was very important that the facility should be able to accommodate a pre-school organisation as this would be essential towards it being a viable asset.

The Town Clerk clarified that the Working Group were scheduled to meet again with Crest on 18 July 2016.

Recommended: That the item be noted.

79/16-17. **PAVILION – REPAIR/REPLACEMENT OF SMALLER AREA OF ROOF (ABOVE MAIN BOILER AREA ETC.)**

Members discussed the contents of the confidential report and the verbal update given by the Town Clerk regarding the current state of play of the project and the financial implications for the Town Council.

Members thanked the Town Clerk for the actions taken to date that had ensured the project could proceed but expressed concern regarding the level of spend being encountered and agreed that the Pavilion Working Group should meet in the near future to consider this and to define clearly what the Town Councils limit would be. Members agreed that once this decision had been made it should be for Councillors, and not delegated to officers, to have the required conversations with the Tenant of the facility.

It was also agreed that the Pavilion Working Group should look at forming a contingency plan for the facility and that once the project was completed Dartford Borough Council's assistance should be acknowledged in an appropriate manner.

Recommended:

- 1 That the financial contents of the report be noted and the actions taken by the Town Clerk, to date, be endorsed.
- 2 That the Pavilion Working Group meet in the near future to consider this matter and to;
 - a) clearly define what the Town Councils spending limit should be regarding this facility;
 - b) form a contingency plan for the facility.

80/16-17. **COMMUNITY CAFÉ – UPDATE.**

Members discussed the contents of the confidential report and the verbal update given by the ATC/RFO regarding the current state of play of the project.

In considering this item members were mindful that, due to the nature of this issue, this should proceed in a timely manner.

Recommended: That ATC/RFO continues with the project at the indicative costs contained in the report.

81/16-17. **DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

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

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

There being no further business to transact, the Meeting closed at 9.00 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 16 JUNE 2016 at 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor R J Lees (Vice-Chairman)
Councillor K G Basson
Councillor Ms L M Cross
Councillor P M Harman
Councillor Ms L C Howes
Councillor B R Parry
Councillor S J Ryan

ALSO PRESENT: Martin Harding – Assistant Town Clerk/RFO

ABSENT: Councillor K M Kelly

51/16-17. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Mrs S P Butterfill, D J Mote, Mrs I A Read.

An apology for lateness was submitted by Councillor S J Ryan.

52/16-17. SUBSTITUTES.

There were none.

53/16-17. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

54/16-17. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

The ATC/RFO asked whether members would agree to this item being heard as confidential.

MOVED BY Councillor B E Read and seconded by Councillor K G Basson;

RESOLVED:

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

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

The ATCF/RFO advised/updated members of the current situation regarding the roof repairs to the smaller area at the Pavilion along with the financial implications.

55/16-17. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 10 MARCH 2016.

Recommended: The Minutes of the meeting held on 10 March 2016 were confirmed and signed as a true record.

56/16-17. MONTHLY BANK RECONCILIATIONS.

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

Recommended: That the bank reconciliations for March, April and May 2016, and verified by Councillor K G Basson, be noted.

57/16-17. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in March, April and May 2016.

Recommended: That the bank transfers undertaken in March, April and May 2016 be approved.

58/16-17. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for March, April and May 2016.

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

Recommended: That the receipts and payments for March, April and May 2016, as per the annexed list be approved.

59/16-17. **SUMMARY OF ACCOUNTS.**

Members were provided with details of the Summary of Accounts, balanced to 31 May 2016.

Recommended: That the details of the Summary of Accounts, balanced to 31 May 2016 be noted.

60/16-17. **CAPACITY BUILDING FUND 2016 – DARTFORD BOROUGH COUNCIL (DBC).**

Further to minute 578/15-16 members received confirmation from DBC that the funding application had been successful and that once the project had been completed DBC had requested that appropriate joint publicity be arranged.

Recommended: That the item be noted and that officers be thanked for submitting a successful application.

61/16-17. **KCC COMBINED MEMBER GRANT SCHEME 2016 – 2017. QUEENS 90TH BIRTHDAY PROJECT.**

Further to minute 474/15-16 Members received confirmation that, on the recommendation of KCC Member Peter Harman, the funding bid for this project had been successful.

Recommended: That the item be noted.

62/16-17. **PLANNED PREVENTATIVE MAINTENANCE CONTRACT (3 YEARS).**

The ATC/RFO detailed the contract and advised that it was comparable to the previous 3 year contract. Members were informed that, in consultation with the Chairman of Finance and General Purposes Committee and in accordance with Financial Regulation 11.1 (v) the 3 year contract had been entered into and that the contract could be terminated, by either party, giving three months' notice in writing.

Members expressed concerns regarding the cost of the contract and others in relation to the overall cost of building maintenance. Given the 3 month notice period, Members requested a review of this contract in preparation for the 2017-18 budgeting process.

Recommended: That the actions taken in entering into the contract be endorsed and a review be undertaken during the 2016 - 2017 financial year.

63/16-17. **APPLICATIONS FOR FUNDING.**

The ATC/RFO advised members that an application had been received.

- Application – Swanscombe Seniors Lunch Club

Members considered the application received. In addition to awarding this members asked that any feedback be given that any future request would require more detail in relation to how the funds will be spent.

Recommended: That £250.00 be awarded to the Swanscombe Seniors Lunch Club from the 2016 - 2017 budget.

64/16-17. **DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

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

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

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 20 APRIL 2016 at 7.00 PM

PRESENT: Councillor B E Read (Chairman)
Councillor Ms L M Cross (Vice-Chairman)
Councillor P M Harman
Councillor Mrs C K Openshaw
Councillor B R Parry

ALSO PRESENT: Martin Harding, ATC/RFO
Steve Taylor, Kent Community Warden
Geena Beddoes, PCSO
Steve Keers, PCSO
9 x member of the public

ABSENT: Councillor Mrs M B Kelly
Councillor A S Reach.

565/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillor Mrs S P Butterfill (other commitments). Apologies were also received from David Edie, DBC Housing

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

566/15-16. SUBSTITUTES.

There were none.

567/15-16. 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.

Members of the public in attendance were all residents of St Peters Close and St Pauls Close. They collectively recounted ongoing issues with anti-social behaviour in Manor Park and through to St Pauls Close. This included excessive noise, rude and abusive behaviour, damage to private and Town Council property and underage drinking and smoking.

Members along with PCSO's and Wardens present reinforced the importance of raising these incidents through both 999 (if the incident in progress or life threatening) and 101. This would not only report the individual incidents but help to build up a picture of ongoing concerns in a particular area.

Residents also raised concerns regarding the lack of street lighting in the area. This was said to be causing further concern to elderly and vulnerable residents. Councillor P Harman agreed to attend the area and report the street lights concerned in his capacity as KCC Member for the area. KCC Community Warden Taylor agreed to pass on residents details in order to re-instate the Neighbourhood Watch Group. Councillor B Read recommended to members that an item should be included on the next Recreation, Leisure and Amenities Committee agenda to further discuss this matter, this was agreed by members.

The meeting was briefly adjourned at this point to allow members of the public to exchange direct contact numbers with both PCSO's and Community Wardens.

568/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

569/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 27 JANUARY 2016.

Recommended: That the Minutes of the Meeting held on 27 January 2016 be confirmed and signed as a true record.

570/15-16. 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 problem log be noted.

571/15-16. BEAT OFFICER AND POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

PCSO Geena Beddoes introduced herself as the new officer for Swanscombe along with PCSO Steve Keers who is currently covering Greenhithe and Stone. PCSO Beddoes gave a brief update on the general statistics for the area. Members asked whether this was an improvement, PCSO Keers confirmed that levels were reducing and emphasised the importance of reporting incidents.

Recommended: That the report be noted and the PCSO's be thanked for their attendance.

572/15-16. DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.

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

Recommended: That the item be noted.

573/15-16. ANTI-SOCIAL BEHAVIOUR VIA DARTFORD BOROUGH COUNCIL, DARTFORD HOUSING SERVICES (DHS).

David Edie from DBC Housing Services had already sent his apologies and would be sending through a report direct to the ATC/RFO.

Recommended: The ATC/RFO to circulate the update report from DBC Housing Services.

574/15-16. KCC COMMUNITY WARDENS REPORT.

KCC Warden Unsworth could not be in attendance due to personal reasons and Warden Supervisor Steve Taylor attended to update on the Volunteer Warden Scheme. The volunteer wardens for Swanscombe and Greenhithe have now completed their training and been issued their uniforms. Warden Taylor will arrange for them to visit the Town Council to be introduced.

Recommended: That KCC Warden Taylor be thanked for attending the meeting.

575/15-16. KENT COMMUNITY SPEED WATCH NEWSLETTER.

Members were provided with the spring 2016 edition for Community Speed Watch in Kent.

Recommended: That the item be noted.

576/15-16. FLY TIPPING – MILTON ROAD.

Members were asked to note the successful removal of items from the rear of properties in Milton Road. Members were also asked to endorse the Town Councils thanks to KCC Warden Unsworth for his involvement in arranging this.

Recommended: That the item be noted and that the Town Councils thanks be passed to KCC Warden Unsworth via Warden Taylor.

577/15-16. POLICE NOTIFICATION OF CRIMES.

Members were asked to note a recent article in the local press regarding an incident in the area. This incident was discussed during the members question section of the Full Council meeting on 18 February 2016 (minute 524/15-16).

Members briefly discussed the article and also recent publication through social media of an incident at Bluewater Shopping Centre.

Recommended: That the item be noted.

578/15-16. DATE OF THE NEXT MEETING.

Recommended: That the next meeting be held on Wednesday 29 June 2016 at 7.00pm

579/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

It was proposed by Councillor B E Read and seconded by Councillor C K Openshaw:

RESOLVED:

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

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

580/15-16. CONFIDENTIAL AGENDA ITEMS.

No confidential items were discussed.

There being no further business to transact, the Meeting closed at 8.10 pm.

Signed _____
Chairman Date

MINUTES of the MEETING of the HERITAGE PARK / SKULL SITE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 14 JUNE at 10.00 AM

PRESENT: Councillor B E Read (Chairman)
Councillor R J Lees
Councillor D J Mote
Councillor Mrs C K Openshaw

ALSO PRESENT: Martin Harding, Assistant Town Clerk & RFO
Ann Duke, Walk Tall
Brenda Bobby, Friends of Swanscombe Heritage Park
Liz Dyson, Kent County Council (KCC)

ABSENT: Councillor Mrs S P Butterfill

29/16-17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors' Ms L C Howes, Garnet Johnson Groundwork (other commitments) and Becky Plunkett of Natural England (other commitments)

30/16-17. SUBSTITUTES

There were none.

31/16-17. TO DECLARE INTERESTS IN ITEMS ON THE AGENDA

There were none.

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

32/16-17. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

33/16-17. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 19 APRIL 2016.

Recommended: The Minutes of the meeting held on 19 April 2016 be confirmed and signed as a true record.

34/16-17. HLF BID – PROGRESS TO DATE.

The ATC/RFO gave an update on the first meeting of the Project Management Board. It was explained that the roles and work allocation had been discussed along with the structure for moving forward.

The Board would be meeting on a 6 weekly basis with remote communication being undertaken online during this period.

The ATC/RFO also updated members on the Early Community Engagement Surveys from the recent Picnic in the Park events. It was explained to members that submission was still being scheduled for September 2016 and the final bid submission decision may sit outside of this committee due to its financial implications.

Recommended: That the ATC/RFO continue to update members on the progress of the bid.

35/16-17. NATURAL ENGLAND – SWANSCOMBE NNR MANAGEMENT PLAN.

The ATC/RFO explained that the updated Visual Management Plan was still awaited along with the Lease extension for the site. The ATC/RFO will update members as progress is made.

Recommended: That the item be noted.

36/16-17. FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.

Members were provided with an update from Mrs Brenda Bobby regarding the activities undertaken by the FOSHP since the last meeting. The Teddy Bears Picnic is planned for July.

The ATC/RFO asked whether the group had any additional plans or ideas that either the Town Council or the Lottery Bid could support. Mrs Bobby indicated that the group were interested in arranging another evening event as well as the prospect of having fitness equipment installed within the park. Mrs Bobby agreed to take this back to the group for further discussion.

Recommended: That the item be noted.

37/16-17. HERITAGE PARK WEBSITE

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

The ATC/RFO confirmed that the website refresh is planned to be discussed as part of the wider HLF bid.

Recommended: That the item be noted.

38/16-17. ANY OTHER ITEMS RELATED TO THE HERITAGE PARK / SKULL SITE.

Cllr R J Lees enquired about the state of the current stones and panels within the park and asked if any short term work could be undertaken to improve the area. The ATC/RFO will investigate what damage there is and what can be done.

39/16-17. **DATE OF NEXT MEETING.**

Recommended: That the next meeting be scheduled for Tuesday 26 July 2016 at 10.00am.

There being no further business to transact, the meeting closed at 10.40am.

Signed: _____ Date: _____
(Chairman)

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SWANSCOMBE AND GREENHITHE TOWN COUNCIL



(Local Government Act 1972 Section 87 (2))

NOTICE OF CASUAL VACANCY IN THE OFFICE OF TOWN COUNCILLOR FOR THE KNOCKHALL WARD.

Notice is hereby given that a vacancy exists in the office of Town Councillor for the **KNOCKHALL WARD OF SWANSCOMBE AND GREENHITHE TOWN COUNCIL.**

An election to fill the vacancy will be held if within fourteen days (computed in accordance with Rule 2 of the Local Elections (Parishes and Communities) Rules 2006) after the date of this Notice, a written request for such an election has been given to the Returning Officer, c/o Dartford Borough Council, Civic Centre, Home Gardens, Dartford, DA1 1DR by at least **TEN** local government electors from the **KNOCKHALL WARD OF SWANSCOMBE AND GREENHITHE TOWN COUNCIL.**

If an election is not requested the Town Council will fill the vacancy as soon as practicable after the expiry of the fourteen days.

Dated: 9 June 2016

Signed:

Town Clerk

Certified COPY

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

❖ In computing any period of time for this purpose, a Saturday, Sunday, Christmas Day, Boxing Day, Good Friday, Easter Monday, bank or public holidays or any day appointed for public thanksgiving or mourning must be disregarded.



(Local Government Act 1972 Section 87 (2))

INVITATION FOR EXPRESSIONS OF INTEREST IN CASUAL VACANCY IN THE OFFICE OF TOWN COUNCILLOR FOR THE KNOCKHALL WARD.

Notice is hereby given that a vacancy exists in the office of Town Councillor for the **Knockhall Ward** of the Swanscombe and Greenhithe Town Council.

As an election was not called to fill the vacancy the Town Council are able to co-opt on to the Council any person provided that person is qualified to be a councillor pursuant to s.79 Local Government Act 1972 and is not disqualified pursuant to s.80 of the 1972 Act.

Written expressions of interest are now invited from persons wishing to serve as a Councillor and need to be submitted to the Town Clerk.

* **Statements should outline the skills, experience, commitment and knowledge that individuals would bring to the council to benefit the community of Swanscombe and Greenhithe Town.**

** **Deadline for receipt of submissions is 5pm on 4 October 2016.**

Dated: XXX XXX 2016

Signed:

DRAFT

Town Clerk

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

DRAFT.

Mark Salisbury

Enforcement & Regulatory
Services Manager

DARTFORD
BOROUGH COUNCIL
AGENDA ITEM 8

13 JUN 2016

To all Consultees

Please ask for: **Joanne Philpott**
Direct Line: (01322) 343024 *T/C 7/7/16*
Direct Fax: (01322) 343607
E-mail: licensing@dartford.gov.uk
DX: 31908

Our Ref: Draft SEV Policy

Date: 10 June 2016

Dear Sir/Madam

Re: Consultation on Dartford's Statement of Sexual Entertainment Venue Policy for the period 1 October 2016 to 30 September 2021

I am writing to invite your comments on the Council's proposed Statement of Sexual Entertainment Venue Policy for the period 1 October 2016 to 30 September 2021.

You can view the draft Statement of Sexual Entertainment Venue Policy on the Council's website via the following link <http://www.dartford.gov.uk/by-category/business2/licences-and-street-trading/current-consultations>

If you do not have access to the internet or would like to receive a paper copy of the draft Statement of Sexual Entertainment Venue Policy please contact me on the above number.

Comments on the proposed Draft Statement of Sexual Entertainment Venue Policy ~~*~~ must be received no later than 5 August 2016. Comments should be sent to the Licensing Section, Dartford Borough Council, Home Gardens, Dartford, Kent DA1 1DR or alternatively you can email any comments to the Licensing Section at licensing@dartford.gov.uk

All feedback received will be taken into consideration by the Licensing Committee when they meet in September 2016 to agree changes, if applicable, and adopted the policy.

Please do not hesitate to contact me should you require further information or assistance with regard to the content of this letter or the proposed Gambling Policy.

Yours faithfully

J. Philpott

Joanne Philpott
Licensing Manager

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T/C 7/7/16

Summary of Specialist Removal Expenditure

Item:	Cost:	Progress:
Removal of flue pipes and environmental clean of panel.	£350.00	Work undertaken Friday 10 June 2016
Emergency clean up and make safe.	£650.00	Work undertaken Saturday 11 June 2016
To remove ceilings from changing rooms, both toilets, office and small section of the corridor.	£4,475.00	Work being undertaken WC 20 June 2016 (estimated completion 24 June 2016)
To remove ceilings from remainder of both corridors, referees room and cleaners store cupboard.	£2,475.00	Work being undertaken WC 20 June 2016 (estimated completion 24 June 2016)
Removal of specialist ceiling area with boiler room, encapsulate walls and make safe.	£4,280.00	Work scheduled between Monday 27 – Wednesday 29 June (HSE Pending)
Re-instatement of electricity.	£ unknown	
Total Expenditure	£12,230.00 + re-instatement of electricity	

Chairman of FGP notified 23/06/2016 9.45am

Vice-Chairman of FGP notified 23/06/2016 9.05am

Reported to RLA 23 June 2016

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SWANSCOMBE AND GREENHITHE TOWN COUNCIL



AGENDA ITEM 11

TC 7/7/16

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MEMO

To: All Members
From: Town Clerk
CC:
Date: 26 May 2016
Re: Dates of meetings, S/O and Fin Regs.

Extn:
Our Ref:
Your Ref:

Further to the AGM on 19 May 2016 please find attached the following:-

- Dates of meetings
- Standing Orders
- Financial Regulations

Committee memberships, representatives on outside bodies, bank signatories etc are as printed with the AGM Agenda.

** As advised at the AGM the new, and improved, website is now up and running. Although this is now operational it will take some time for officers to add all the previous information but this will be done in due course.

<http://swanscombeandgreenhithetowncouncil.gov.uk/>

*** Martin will soon be writing to members seeking any suggestions for items to be considered for next year's estimates. This is something that I have decided to include to give members a greater chance to consider any projects, and make decisions, before the estimates are drafted in November for approval in January. This should also provide assistance when setting our recreational charges for the oncoming year.

Many Thanks.

Graham Blew

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