

ANNUAL GENERAL MEETING
15 MAY 2008

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMMBE & GREENHITHE TOWN COUNCIL held at the TOWN COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 15 MAY 2008 at 7.00pm

PRESENT: Councillor V Openshaw - Mayor
Councillor K Basson
Councillor L J Bobby
Councillor P Harris
Councillor Mrs A R Harvey
Councillor Ms L Howes
Councillor M D G Jackson
Councillor S W Johnston
Councillor R Lees
Councillor Mrs C Openshaw
Councillor B E Read
Councillor Mrs I A Read
Councillor P J Scanlan

ALSO PRESENT: Mr G Blew – Town Clerk
Ms P Atherton – Assistant Town Clerk
Miss R Rawlings – Administration Assistant
Mr I T N Jones – Kent County Councillor
Mr Frederick Tchie and members of the Swan Valley Youth Centre.

1. ELECTION OF TOWN MAYOR

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

MOVED by Councillor V Openshaw and seconded by Councillor L J Bobby.

RESOLVED:

That Councillor B E Read be elected as Town Mayor for the ensuing year.

2. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor B E Read accepted the office and signed the Acceptance of Office form.

3. ELECTION OF DEPUTY TOWN MAYOR

The Town Mayor requested nominations for the position of Deputy Town Mayor.

MOVED BY Councillor B E Read and seconded by Councillor L J Bobby.

RESOLVED:

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That Councillor J A Hayes be elected as Deputy Town Mayor for the ensuing year.

4. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

With the Chairman's permission the outgoing Deputy Town Mayor, Councillor S W Johnston thanked Members for affording him the opportunity of having been Deputy Town Mayor and acknowledged his wife, Councillors and Officers for their support during his term.

RESOLVED:

That due to Councillor J A Hayes absence the Deputy Town Mayors declaration of office be signed outside of the meeting.

5. VOTE OF THANKS

Councillor B E Read gave a vote of thanks to the outgoing Mayor, Councillor V Openshaw.

6. PAST MAYOR'S BADGE

Councillor B E Read presented the past Town Mayor, Councillor V Openshaw with the Past Mayor's Badge.

7. RESPONSE BY COUNCILLOR V OPENSHAW

Councillor V Openshaw advised that he had thoroughly enjoyed his year in office and wished to thank the Mayoress, Councillor C Openshaw for her support, also the Deputy Town Mayor, Councillor S W Johnston, Members and Town Council Administration staff.

8. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

There were none

9. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' Ms L Cross, P M Harman (other Council business), Ms L Hall (holiday), J A Hayes (holiday), Ms D Johnston (illness), P A Read (work commitments) and Mrs G B Tripp (other commitments).

Apologies for lateness were submitted by Councillors' P Harris and P J Scanlan.

10. TO APPOINT COMMITTEES AND SUB-COMMITTEES, THEIR CHAIRMEN AND VICE-CHAIRMEN

- a) Recreation, Leisure and Amenities Committee
- b) Finance & General Purposes Committee

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- c) Planning, Major Developments, Transportation and Environment Committee
- d) Personnel Committee
- e) Executive & Emergency Committee
- f) Heritage Park / Skull Site Sub-Committee
- g) Allotments & Cemeteries Sub-Committee
- h) Leases & Legal Sub-Committee
- i) Anti-Social Behaviour & Crime Sub-Committee
- j) Regeneration / Quality Council Sub-Committee

MOVED by Councillor B E Read and seconded by Councillor M D G Jackson.

RESOLVED:

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

11. 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 M D G Jackson.

RESOLVED:

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

12. DATES AND TIMES OF MEETINGS

- a) The Council
- b) Standing Committees

MOVED by Councillor B E Read and seconded by Councillor M D G Jackson.

RESOLVED:

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

13. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

- a) Three representatives to serve upon the Swanscombe & Greenhithe Association of Sports and Social Clubs.
- b) Two Representatives to serve upon the County Area Committee of the Kent Association of Local Councils (KALC).
- c) Two Representatives to serve upon the Dartford Area Committee of the Kent Association of Local Councils (KALC).
- d) One Representative on the Dartford Association of Town and Parish Councils, to be the Town Mayor (plus the Town Clerk).

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- e) One Representative to serve upon the Gravesend and District Society for the Mentally Handicapped.
- f) Two Representatives to serve upon the Greenhithe Community Association.
- g) One Representative to serve on the Police Community Liaison Group.
- h) One Person to serve as Village Transport Representative.
- i) One Representative to serve on the Committee of the Dartford Volunteer Bureau.
- j) One Representative to be appointed to serve on the Committee of the North Kent Independent Mediation Service.
- k) One representative to be appointed to attend meetings of the Development Users Forum (Dartford Borough Council).
- l) One Representative on the Elderly Forum (Dartford Borough Council).
- m) Two members to sit on the board of Directors of the Ingress Park Management (Greenhithe) Limited.
- n) One Representative on the Kent County Council Dartford Local Board.
- o) One Representative to serve on the Eastern Quarry Community Liaison Group.
- p) One Representative on the Youth Advisory Group (YAG).

MOVED by Councillor S W Johnston and seconded by Councillor M D G Jackson.

RESOLVED:

That the appointment of representatives to outside bodies be approved.

14. BANK SIGNATORIES

MOVED by Councillor S W Johnston and seconded by Councillor K Basson.

RESOLVED:

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

<u>Current Account</u>	<u>Town Mayor's Account</u>	<u>Town Mayor's Charity Account</u>
1 Les Bobby	1 Town Mayor	1 Town Clerk
2. Peter Harman	2 Deputy Town Mayor	2. RFO
3. Annette Harvey	3 Town Clerk	
4. Bryan Read	4. Responsible Financial Officer (RFO)	
5 Ivy Read		
6 Pat Scanlan		

15. MINUTES OF THE MEETING HELD ON 23 APRIL 2008

MOVED by Councillor B E Read and seconded by Councillor V Openshaw.

RESOLVED:

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That the Minutes of the meeting held on 23 April 2008 be confirmed and signed as a true record.

16. TOWN MAYOR'S RECEPTION INVITATION LIST TO BE REVIEWED

Members were asked to review the Town Mayor's Civic Reception invitation list.

MOVED by Councillor B E Read and seconded by Councillor S W Johnston.

RESOLVED:

That the Town Mayor's Civic Reception invitation list be reviewed by the Town Mayor with all Councillors submitting to the Town Council any ideas for consideration.

17. STANDARDS COMMITTEE (Dartford Borough Council) – PARISH/TOWN COUNCIL REPRESENTATION.

There were no nominees for the Standards Committee. Members agreed for this item to be deferred to the next Town Council meeting.

RESOLVED:

This item be deferred to the next Town Council meeting.

18. GOVERNING BODY FOR SWAN VALLEY COMMUNITY SCHOOL.

RESOLVED:

That Councillor R Lees register his interest in joining the Governing Body of Swan Valley Community School.

19. REQUEST TO USE BROOMFIELD PARK.

Members were advised that Fredrick Tchie from the Swan Valley Youth Centre had requested the Council to donate the use of Broomfield Park, on Sunday 8 June 2008, for The Swanscombe and Greenhithe Africa Day event.

RESOLVED:

That provided Broomfield Park was available the request be granted.

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

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

Signed: *BE Reed*
CHAIRMAN

Dated: *3/7/2008*



AGENDA ITEM

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NOMINATIONS FOR SWANSCOMBE & GREENHITHE TOWN COUNCIL'S COMMITTEES AND SUB-COMMITTEES 2008 - 09

COMMITTEES

Recreation, Leisure & Amenities Committee (incorporating Sports & Leisure Sub-Committee) – 12 Members of the Council

Chairman:	1. Les Bobby
Vice-Chairman:	2. Kevin Basson
Committee Members:	3. Lynn Hall 4. Peter Harman 5. Peter Harris 6. John Hayes 7. Mark Jackson 8. Steve Johnston 9. Richard Lees 10. Bryan Read 11. Paul Read 12. Pat Scanlan

Finance & General Purposes Committee – 12 Members of the Council

Chairman:	1. Bryan Read
Vice-Chairman:	2. Annette Harvey
Committee Members:	3. Les Bobby 4. Lorna Cross 5. Lesley Howes 6. Mark Jackson 7. Dawn Johnston 8. Steve Johnston 9. Cheryl Openshaw 10. Vic Openshaw 11. Ivy Read 12. Pat Scanlan

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SUB-COMMITTEES OF R, L&A

Heritage Park / Skull Site – 6 Members of the Council

Chairman:	1. Bryan Read
Vice-Chairman:	2. Les Bobby
Committee Members:	3. Lesley Howes 4. Richard Lees 5. Cheryl Openshaw 6. Pat Scanlan

Allotments & Cemeteries – 6 Members of the Council

Chairman:	1. Bryan Read
Vice-Chairman:	2. Les Bobby
Committee Members:	3. John Hayes 4. Cheryl Openshaw 5. Pat Scanlan 6. Gwen Tripp

SUB-COMMITTEES OF THE F&GP COMMITTEE

Leases & Legal – 6 Members of the Council

Chairman:	1. Bryan Read
Vice-Chairman:	2. Les Bobby
Committee Members:	3. John Hayes 4. Richard Lees 5. Ivy Read 6. Pat Scanlan

Anti-Social Behaviour & Crime Sub-Committee – 8 Members of the Council

Chairman:	1. Bryan Read
Vice-Chairman:	2. Les Bobby
Committee Members:	3. Lorna Cross 4. Peter Harman 5. Peter Harris 6. Steve Johnston 7. Richard Lees 8. Pat Scanlan

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AGENDA ITEM

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TERMS OF REFERENCE

THE RECREATION, LEISURE AND AMENITIES COMMITTEE

DELEGATION FROM THE COUNCIL

These Terms of Reference were agreed by the Town Council at its meeting on 17 May 2007.

MEMBERSHIP

The Committee shall consist of 12 Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

PROCEDURES

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or other appointed person) shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

The Committee shall meet on a nine weekly cycle on a Thursday at 7.00 pm at the Town Council's office as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.

COMMITTEE FUNCTIONS

To expend any finances allocated to it by the Council within the annual estimates or otherwise in the area of recreation grounds, parks, open spaces, playgrounds, allotments, sporting facilities, recreational facilities, community halls and leisure centres.

To exercise the functions of the Council in controlling the operation and provision of facilities in relation to recreation grounds, parks, open spaces, playgrounds, allotments, sporting facilities, community halls and the leisure centre and Old Fire Station Community Cafe. To liaise with the Manager of

Comment [t1]: As agreed by Full Council on 23 April 2008

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TERMS OF REFERENCE

THE FINANCE & GENERAL PURPOSES COMMITTEE

DELEGATION FROM THE COUNCIL

These Terms of Reference were agreed by the Town Council at its meeting on 17 May 2007.

MEMBERSHIP

The Committee shall consist of 12 Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

PROCEDURES

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

The Committee shall meet on a nine weekly cycle on a Thursday at 7.00 pm at the Town Council's office as agreed at the Annual Meeting, unless otherwise varied by agreement of the Committee.

COMMITTEE FUNCTIONS

To exercise the functions of the Council in expending any finances allocated to it by the Council in the annual estimates or otherwise in the area of footway and footpath lighting, footpaths, car parks and donations to local organisations or individuals or other bodies under Section 137 of the Local Government Act 1972.

To exercise the functions of the Council in the examination of all accounts submitted for payment and the collection of sums due to the Council.

To exercise the functions of the Council in the examination of any parochial charity accounts submitted to the Council under those provisions contained within Section 32 of the Charities Act 1960 as amended.

TERMS OF REFERENCE

THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & ENVIRONMENT COMMITTEE

DELEGATION FROM THE TOWN COUNCIL

These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2007.

MEMBERSHIP

This Committee shall consist of twelve Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Parish Council. The Committee may also consist of outside bodies or local authority representatives as deemed necessary in an advisory capacity.

PROCEDURES

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Committee membership. The Chairman (and Vice-Chairman) may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

The schedule of meetings shall be agreed at the Annual Meeting of the Town Council.

The Committee shall meet fortnightly on a three weekly cycle on a Wednesday at 7.00 pm at the Town Council's offices, unless varied by the agreement of the Committee.

COMMITTEE FUNCTIONS

The Committee shall:

Decide the Town Council's responses on consultations on planning applications from Dartford Borough Council, Gravesham Borough Council (where applications fall into the Swanscombe Boundary) and from the County Council.

Make recommendations to the Council on statutory and non-statutory planning policy documents.

Select from its membership a person, or persons, to represent the Council at site meetings, public enquiries, etc to represent the Council's previously agreed views.

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TERMS OF REFERENCE

THE PERSONNEL COMMITTEE

DELEGATION FROM THE TOWN COUNCIL

These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2007.

MEMBERSHIP

This Committee shall consist of seven Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

PROCEDURES

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Town Mayor shall preside at meetings of this Committee.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Clerk to the Council shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

The Committee shall meet as required.

The Committee shall meet at the Council Offices, I, The Grove, Swanscombe at a time suitable to Members of the Committee.

COMMITTEE FUNCTIONS

The Committee shall:

Exercise any functions of the Council in relation to personnel matters, with the exception of disciplinary procedures, apart from Stage 1- Formal Oral Warnings.

Exercise functions of the Council on the question of levels of pay and salary settlements for all staff employed by the Council.

Exercise functions of the Council in relation to the Local Government Pension Scheme.

Exercise functions of the Council in relation to staff health and safety and risk assessments.

Exercise functions of the Council in determining staff disciplinary and grievance procedures, assaults on staff and any other personnel legislation required.

REFERRED FUNCTIONS

As an advisory body reporting to the Council on any matters it has been specifically instructed to investigate.

BER

TERMS OF REFERENCE

THE EXECUTIVE & EMERGENCY COMMITTEE

DELEGATION FROM THE TOWN COUNCIL

These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2007.

MEMBERSHIP

This Committee shall consist of nine Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

PROCEDURES

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Town Mayor shall preside at meetings of this Committee.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Clerk to the Council shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

The Committee shall meet as required.

The Committee shall meet at the Town Council's offices.

COMMITTEE FUNCTIONS

The Committee shall:

Exercise any functions of the Council on urgent issues or during the period of recess of the Council save for those functions relating to the setting of an annual rate and issuing of precept, the raising of loans or borrowing of money and the securing of any necessary loan sanctions, and the approval of schemes for local lotteries.

Exercise any functions of the Council on matters specifically delegated to it to decide, save from those exempted from delegation by statute and listed above.

With reference to matters, not more than four Members of this Committee (of which one to be the Town Mayor) to form a Sub-Committee to deal with matters relating to staff disciplinary procedures.

To assist, in an emergency, the population of Swanscombe and Greenhithe in overcoming any extreme or unusual conditions caused by natural or accidental means.

To co-operate with other Agencies, Statutory or Voluntary, to assist in the above.

To enlist the support of any other Organisations or individuals to assist in the above, as may be necessary.

BER

TERMS OF REFERENCE

HERITAGE PARK / SKULL SITE SUB-COMMITTEE

DELEGATION FROM THE TOWN COUNCIL

These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2007.

MEMBERSHIP

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

PROCEDURES

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or any other appointed person) shall provide administrative support to the Committee.

FREQUENCY OF MEETINGS

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

COMMITTEE FUNCTIONS

The Sub-Committee shall:

Exercise the functions of the Recreation, Leisure & Amenities Committee with all matters relating to the Heritage Park / Skull Site.

Exercise the functions of the Recreation, Leisure & Amenities Committee in providing representation on the Swanscombe Action Group and controlling the operation and provision of the facilities in relation to the Heritage Park / Skull Site.

REFERRED FUNCTIONS

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

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TERMS OF REFERENCE

THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE

DELEGATION FROM THE TOWN COUNCIL

These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2007.

MEMBERSHIP

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

PROCEDURES

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

At the first meeting of the Sub-Committee after the Annual Meeting of the Town Council, the Sub-Committee shall elect a Chairman (and a Vice-Chairman) for the forthcoming year from amongst the Sub-Committee Membership.

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or any other appointed person) shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

The Committee shall meet as required.

The Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

COMMITTEE FUNCTIONS

The Sub-Committee shall:

Exercise the functions of the Recreation, Leisure & Amenities Committee with reference to the appointment of lay volunteer allotment managers as per the provisions of Section 20 of the Small Holdings and Allotments Act 1908.

Exercise the functions of the Recreation Leisure & Amenities Committee on any finances relating to the provision, management, maintenance, improvement and administration of all allotments under the control of the Town Council, inclusive of the right to report suggestions for finances to be included within the annual estimates for specific schemes of improvement.

Exercise the functions of the Council in relation to the provision, management, maintenance and improvement of the Cemetery that is the responsibility of the Dartford Borough Council within Swanscombe Park.

B&R

TERMS OF REFERENCE

THE LEASES & LEGAL SUB-COMMITTEE

DELEGATION FROM THE TOWN COUNCIL

These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2007.

MEMBERSHIP

This Sub-Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

PROCEDURES

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or any other appointed person) shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

COMMITTEE FUNCTIONS

The Sub-Committee shall:

Exercise the functions of the Council in negotiating all items in relation to leases and their terms on Town Council property, apart from the setting of rent, as appropriately decided by the parent Committee.

Exercise the functions of the Council in dealing with all items in relation to legal matters laid before it, as appropriately decided by the parent Committee.

REFERRED FUNCTIONS

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

TERMS OF REFERENCE

THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE

DELEGATION FROM THE TOWN COUNCIL

These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2007.

MEMBERSHIP

This Sub-Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council.

PROCEDURES

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or any other appointed person) shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Sub-Committee membership.

COMMITTEE FUNCTIONS

The Sub-Committee shall:

Exercise the functions of the Council in working with the Police, the PCSOs and any other authorities, outside groups and agencies to alleviate the problems experienced by the local population with anti-social behaviour and crime.

REFERRED FUNCTIONS

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Sub-Committee, not contained within the delegated functions.

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TERMS OF REFERENCE

REGENERATION / QUALITY COUNCIL SUB-COMMITTEE

DELEGATION FROM THE TOWN COUNCIL

These Terms of Reference were agreed by the Town Council at its Meeting on 17 May 2007.

MEMBERSHIP

This Sub-Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

PROCEDURES

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or any other appointed person) shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

COMMITTEE FUNCTIONS

The Sub-Committee shall:

Exercise the functions of the Council in creating links with outside organisations and creating working partnerships to assist the Council in the area regeneration of Swanscombe and Greenhithe.

Exercise the functions of the Council in obtaining Quality Status and all matters involved in achieving this.

REFERRED FUNCTIONS

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

B.R.

AGENDA ITEM 11

DATES OF MEETINGS 2008 - 2009

<u>R, L & A</u>	<u>F & G P</u>	<u>TOWN COUNCIL</u>	<u>P, MD, T & E</u>
29 May 2008	12 June 2008	3 July 2008	4 June 2008
11 September 2008	2 October 2008	16 October 2008	25 June 2008
6 November 2008	26 November 2008	18 December 2008	17 September 2008
15 January 2009	5 February 2009	19 February 2009	8 October 2008
12 March 2009	2 April 2009	22 April 2009	29 October 2008
			19 November 2008
			10 December 2008
			21 January 2009
			11 February 2009
			4 March 2009
			25 March 2009
			15 April 2009
			13 May 2009

7 May 2009 - Annual Open Town Meeting
 14 May 2009 - Annual General Meeting

Meetings of the following Committees to be arranged as and when required:

Executive & Emergency Committee
 Personnel Committee

Meetings of the following Sub-Committees to be arranged as and when required:

Heritage Park / Skull Site
 Allotments / Cemeteries
 Leases & Legal
 Regeneration / Quality Council
 Anti-Social Behaviour & Crime



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REPRESENTATIVES ON OUTSIDE BODIES & COMMITTEES – 2008 - 09

S&G Association of Sports and Social Clubs (3 Members)

1. J. Hayes
2. L. Howes
3. R. Lees

KALC County Area Committee (2 Members)

1. B. Read
2. L. Howes

KALC Dartford Area Committee (2 Members)

1. L. Bobby
2. B. Read

Dartford Association of Town and Parish Councils (1 Member plus the Town Clerk)

1. Town Mayor

Gravesend and District Society for the Mentally Handicapped (1 Member)

1. Mrs G. Tripp

Greenhithe Community Association (2 Members)

1. P. Harman
2. P. Harris

Police Community Liaison Group (1 Member)

1. M D G. Jackson

Village Transport Representative (1 Member)

1. B. Read

Dartford Volunteer Bureau (1 Member)

1. J. Hayes

North Kent Independent Mediation (1 Member)

1. B. Read

BR

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 29 MAY 2008 at 7.00PM

PRESENT: Councillor L J Bobby (Chairman)
Councillor K Basson (Vice-Chairman)
Councillor J A Hayes
Councillor M D G Jackson
Councillor S W Johnston
Councillor R J Lees
Councillor B E Read
Councillor Mrs I A Read (substituting for Councillor P A Read)

IN ATTENDANCE: Mr G Blew, Town Clerk
Mr L Howel, Parks Foreman
Miss R Rawlings, Administration Assistant

20. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' Ms L Hall (other commitments), P M Harman (other commitments), P Harris (work commitments), P A Read (other commitments) and P J Scanlan (attending other meeting).

21. SUBSTITUTES

Councillor Mrs I A Read substituted for Councillor P A Read.

22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor K Basson declared a personal interest in item 8.2 – Football Pitch Allocation as he is Chairman of Swanscombe Tigers Football Club.

23. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none.

24. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 13 MARCH 2008

RECOMMENDED:

That the Minutes of the Meeting held on 13 March 2008 were approved and signed as a true record.

LJB

25. ITEMS OUTSTANDING FROM PREVIOUS MEETING

There were none.

26. CHILDREN'S ENTERTAINMENT SUMMER 2008

Members were advised that under its Terms of Reference, it was delegated to the Committee to control the operation and provision of facilities in relation to recreation grounds, parks, open spaces etc. Therefore the Committee needed to approve, or otherwise, the proposed Children's Summer Entertainment Activities.

RECOMMENDED:

That the Children's Summer Entertainment Activities 2008 be approved.

PARK'S REPORT

27. Swanscombe Park

Members were advised that it was thought that the putting area was coming on well. Unfortunately 2 of the new trees had been damaged, 1 had been removed completely and the other tree would be removed in the future. The tennis court was a "work in progress" and one court was expected to be opened fairly soon.

Members were advised, by the Parks Foreman, that a kissing gate be used for access to the putting area. A kissing gate had been kept that was removed from the Heritage Park, it was advised that it may be possible to adapt this gate to enable it to be used instead of purchasing a new one.

RECOMMENDED:

That, if appropriate, the Parks Foreman uses the kissing gate recovered from the Heritage Park. If not it was recommended that this item be added to the next year's budget.

28. General

Members were advised that the pruning's and chippings that had been stored at Heritage Park were required to be removed. Members discussed possible options of disposing the pruning's and chippings.

RECOMMENDED:

That this item be delegated to the Chairman of the Committee to approve the most appropriate way to dispose of the pruning's and chippings.

LAB

29. Vans & Equipment

Members were advised that the Parks vans were in a poor state of repair and it was not known if they would pass there next M.O.T.

RECOMMENDED:

That the results of the MOT's be obtained and that the Park's Foreman investigates the purchase of appropriate replacement vehicles nearer to the MOT dates (October 2008) and his findings be reported back to the Committee.

CLERK'S REPORT

30. SWANSCOMBEDOWNS BOWLS CLUB – USE OF COUNCIL EQUIPMENT

Members were advised that the Swanscombedowns Bowls club had been using some of the Councils hand operated equipment.

RECOMMENDED:

That a letter be sent to the Bowls Club informing that, whilst the Council have no objections to this arrangement, a signed agreement accepting responsibility for repair to any damaged equipment and for training users of the equipment needed to be exchanged to continue this practise.

31. SWANSCOMBEDOWNS BOWLS CLUB – FUNDING FOR NEW BOWLS PAVILION

Members were advised that the Swanscombedowns Bowls Club had applied for funding for a new bowls pavilion from Lottery funding. It was advised that for this funding to be considered the lease for the SwanscombeDowns Bowls Club was required to be for 25 years. When the Council renewed the Lease it was granted for 25 years with the proviso that the Club provided an Action Plan for the replacement of the Pavilion by 1 April 2007 and a Strategic Plan for its replacement by 1 April 2010. Failure to complete this would mean the Lease reverting back to a 5 year lease. The Responsible Financial Officer (RFO) had written a reminder letter to the Secretary of the Bowls Club on 7 May 2008.

RECOMMENDED:

That the item be noted and monitored on future Recreation, Leisure and Amenities Committee agendas.

32. FOOTBALL PITCH ALLOCATION 2008 - 2009

Members were advised of football pitch allocations for the 2008-2009 season.

RECOMMENDED:

That the football pitch allocations for the 2008 – 2009 season be approved.

33. PATH AND FENCING – HERITAGE COMMUNITY HALL

Members received photographs showing the extent of the part of the fence which could be moved back 6 inches, when re-newed. Members had previously agreed the quotation to be used for the replacement fencing and were asked to consider quotations received for the supply and fitting of a new sign for the hall.

RECOMMENDED:

- 1 That Quotation C be used for the supply and fitting of a new sign for the hall. In selecting Quotation C Members noted that although not the cheapest this quotation was selected as it contained more work than the other quotations received.
- 2 That Deidre Chapman House be contacted to request if they would agree to moving the wall outside the building back 6 inches to widen the footpath.

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

Signed: L. J. Bobby Date: 11-9-08
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION
AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE
GROVE, SWANSCOMBE ON WEDNESDAY 4 JUNE 2008 AT 7.00 PM

PRESENT: Councillor B E Read (Chairman)
Councillor L J Bobby
Councillor P M Harman
Councillor P Harris
Councillor M D G Jackson
Councillor S W Johnston
Councillor R Lees (substituting Councillor Ms D Johnston)
Councillor V Openshaw
Councillor P A Read
Councillor Mrs G B Tripp

IN ATTENDANCE: Mr G Blew, Town Clerk

34. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' Ms D Johnston (work commitments) and P J Scanlan (other meeting).

35. SUBSTITUTES

Councillor R Lees substituted for Councillor Ms D Johnston.

36. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor P M Harman declared a personal interest in applications DA/08/00771/FUL and DA/08/00772/FUL (item 8.1) as he lives in close proximity to the properties.

Councillor P A Read declared a personal interest in application DA/08/175 (item 8.3) one of his children attends Knockhall Community Primary School.

37. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none.

B&R

38. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 MAY 2008

The Town Clerk informed Members that the contents of the minutes were correct but the minute and page numbers should have begun at 842 and 313 respectively.

RECOMMENDED: The Minutes of the meeting, amended as above, held on 14 May 2008 were confirmed and signed.

39. HIGHWAYS SPREADSHEET

Members were provided with a copy of the latest Highways Spreadsheet from Kent Highways Services.

Members were informed that, as part of an internal restructure at Kent Highway Services, minor issues were now to be reported via the Contact Centre, 08458 247 800 with major issues being submitted via the spreadsheet.

RECOMMENDED:

1. That the item be noted
2. That the new arrangements for reporting issues be noted.

40. DEVELOPMENT AT EBBSFLEET VALLEY AREAS 3 & 4 – DARTFORD BOROUGH COUNCIL.

Members were asked to submit any comments or objections to the naming of roads within the development.

RECOMMENDED:

- 1 Members asked that the Property Information Officer, Dartford Borough Council be informed that Merriall and Elinor as road names may lead to confusion as similar names were already in use. Members also noted that Swan Farm was actually in Ash and not Swanscombe.
- 2 That the Town Clerk be delegated to deal with future correspondence regarding the use of Pettit as a road name.

BR

41. SPRINGHEAD PARK, EBBSFLEET VALLEY.

Members received the Community Relations Manager, Land Securities introduction to Springhead Park.

RECOMMENDED: That the item be noted.

42. TOWN PLANNING

43. APPLICATIONS SUBMITTED BY THE BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS

DA/08/00735/EBQNC Transport Strategy for Station Quarter North
(Deferred from submitted pursuant to Condition F1 (C) of outline
previous meeting with planning permission DA/96/00047/OUT.
agreed extension to
deadline) Station Quarter North Ebbsfleet

OBSERVATIONS: The Town Council have some concerns as the document appears understated on some of the transport surveys. Due to the required integration of existing and new residents in the area the inclusion of any Section 106 Agreements, if the application were approved, should involve the Swanscombe and Greenhithe Town Council as part of the arrangements.

If the strategy were to be accepted it should include a condition requiring further discussions or negotiations to include the Swanscombe and Greenhithe Town Council.

DA/08/00789/FUL Erection of a satellite dish on rear elevations.

2 Lucas Crescent, Greenhithe.

OBSERVATIONS: No observations.

DA/08/00771/FUL Application under Article 4 for the repainting of the front elevation of property.

10 High Street, Greenhithe.

OBSERVATIONS: No observations.

BSK

DA/08/00772/FUL Application under Article 4 for the repainting of the front elevation of property.

12 High Street, Greenhithe.

OBSERVATIONS: No observations.

44. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL.

The following granted decision notices were noted.

DA/08/00657/FUL Erection of a single storey rear extension (Retrospective Application).

19 Mounts Road, Greenhithe.

DA/08/00536/EQFUL Retention of a number of existing buildings at the washmills (currently subject to KCC minerals permission DA/95/182) in association with the use of the washmills as a construction compound in relation to the development of Eastern Quarry 2 as set out in the construction code of conduct submitted pursuant to Outline Planning Permission DA/03/01134/OUT.

Washmills Site, Eastern Quarry, Watling Street, Swanscombe.

DA/08/00592/FUL Erection of a rear conservatory.

8 Reed Court, Greenhithe.

45. GRANTED DECISION NOTICES RECEIVED FROM KENT COUNTY COUNCIL

The following granted decision notices were noted.

DA/08/175 Construction of a new 2 storey Children's Centre and use of the car parking spaces to the rear of properties 11-17 Southfleet Road during working hours.

Swan Valley School, Southfleet Road, Swanscombe.

BSR

GR/08/255
Provision of a 3.1 metre wide macadam path for pedestrians and cyclists (The Ebbsfleet Cycle Route). Excavation and filling to reduce steep gradients, construction of a low hardwood retaining wall. Provision of street lighting, street furniture and safety railings.

Land immediately southeast of intersection of Channel Tunnel Rail Link and North Kent Railway Line.

46. APPLICATIONS SUBMITTED BY KENT COUNTY COUNCIL FOR MEMBERS' OBSERVATIONS.

DA/07/672/R
Minor amendments to elevations.
Knockhall Community Primary School, Eynsford Road, Greenhithe.

OBSERVATIONS: This Council objects to planning application DA/07/672/R in regard to the siting of the building, as per our previous objections, and the parking and entrance/exit to the site being inadequate, as per our previous objections.

We would recommend that the project be re-sited within the boundaries of the school and if the application were to be agreed it should include a condition relating to the improvement of the footpaths and local roads around the area of the entrance to the school.

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

Signed: *BE Read* Date: *25.6.08*
(Chair)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 12
JUNE 2008 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor Mrs A R Harvey (Vice-Chairman)
Councillor L J Bobby
Councillor Ms L Cross
Councillor Ms L Howes
Councillor M D G Jackson
Councillor S W Johnston
Councillor R Lees (substituting Councillor Mrs C Openshaw)
Councillor V Openshaw
Councillor Mrs I A Read
Councillor P J Scanlan

ALSO PRESENT: Mr G Blew, Town Clerk
Mrs S Stapleton, Responsible Financial Officer (RFO)

47. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' Mrs C Openshaw (other commitments) and Ms D Johnston (work commitments).

48. SUBSTITUTES

Councillor R Lees substituted for Councillor Mrs C Openshaw.

49. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

50. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

The Chairman advised Members that he would like the Committee to consider making a contribution to the Public Safety Unit, Dartford Borough Council, towards the CCTV being considered as part of the Swanscombe Safe Shop Project.

Members fully supported the proposal although concern was raised over the arrangements for responsibility of future maintenance costs of the CCTV. The Chairman agreed to seek clarification as to the arrangements for responsibility of future maintenance costs of the CCTV.

RECOMMENDED:

That, if the arrangements for future maintenance costs of the CCTV were satisfactory, the Chairman be delegated to use a maximum of £2000.00, from the reserve funds, as a donation towards the CCTV being considered as part of the Swanscombe Safe Shop Project.

51. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 APRIL 2008

RECOMMENDED:

The Minutes were confirmed and signed as a true record.

52. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT

Members were provided with details of all receipts and payments for authorisation for April 2008 and May 2008.

RECOMMENDED:

That the receipts and payments for April 2008 and May 2008, as per the annexed list, be approved.

53. SUMMARY OF ACCOUNTS

Members were provided with details of the Summary of Accounts, balanced to 31 May 2008.

RECOMMENDED:

That the details of the Summary of Accounts, balanced to 31 May 2008 be noted.

54. SUCCESSFUL FUNDING BIDS

Members were informed that the Town Clerk had been successful in a funding bid, through the Urban Community Chest Programme, to upgrade some of the windows at the Heritage Community Hall. The funding amount was reliant on unclaimed amounts from other applications but the maximum the Council would be required to contribute would be £2000.

Members agreed that the windows at the front of the hall should take priority (if sufficient funding was available).

B2R

Members applauded the Town Clerk for his efforts in obtaining the funding in a short space of time.

RECOMMENDED:

1. That the Town Clerk's actions in obtaining the funding be endorsed and applauded.
2. That the Town Clerk be delegated to replace as many of the windows as possible, with the front of the building taking priority, once the amount of funding was known.

55. KNOCKHALL PLAYGROUND EQUIPMENT – REMEDIAL WORK REQUIRED

Members were informed of remedial work that had been authorised to be carried out due to timescales and health and safety issues.

The Chairmen of the Finance and General Purposes Committee, Recreation, Leisure & Amenities Committee and the Responsible Financial Officer had all been consulted prior to the work being authorised.

RECOMMENDED:

That the action of the Town Clerk in instructing the works to be carried out be endorsed.

56. DONATION REQUEST – CAMBRIA SEA SCOUTS

Members received an email from the Cambria Sea Scouts seeking a contribution from the Town Council.

RECOMMENDED:

That a contribution of £150.00, from the Section 137 budget, be made.

57. GREENHITHE COMMUNITY MARKET GARDEN – CONTRIBUTION REQUEST

Members received a letter from the Greenhithe Community Market Garden seeking a contribution from the Town Council along with copies of the GCMG Newsletter. This item had been deferred from the 3 April 2008 meeting.

Members requested that Mr B Kemp be invited to attend a future Recreation, Leisure & Amenities Committee meeting to give a brief presentation on the project and to advise how he felt the Town Council could assist.

BER

RECOMMENDED:

That Mr B Kemp be invited to attend a future Recreation, Leisure & Amenities Committee meeting to give a brief presentation on the project and to advise how he felt the Town Council could assist.

58. MUNICIPAL MUTUAL

Members received the Scheme Statement for the six months ending 31 March 2008.

Members were advised of the history behind the correspondence.

RECOMMENDED:

That the item be noted and, unless any new information was provided, be removed from future agendas.

59. ELLENOR LIONS HOSPICE – LETTER OF THANKS

The Ellenor Lions Hospice had written a letter of thanks regarding the donation made by the Council.

RECOMMENDED:

That the item be noted.

60. KENT COUNTY COUNCIL – HANDYVAN & HOMESAFE SERVICES

Members were advised of the Handyvan & Homesafe Services that were financially supported by Kent County Council.

RECOMMENDED:

That the item be noted.

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

Signed: B.R. Read Date: 2/10/2008
(Chairman)

Cost Centre Code	Voucher Date	Cheq. No.	Desc.	Supplier	Vat Type	Net	Vat	Total
1 10	39 10/04/2008	709931	Street Lighting	EDF Energy Contracting	S	70.23	3.51	73.74
1 10	38 10/04/2008	709930	Street Lighting Maintenance	EDF Energy Contracting	S	75.66	13.24	88.90
1 12	63 10/04/2008	709944	Christmas Lighting	EDF Energy Contracting	S	316.09	55.31	371.40
Public Lighting Total						461.98	72.06	534.04
2 20	14 03/04/2008	709915	NNDR	DBC	Z	328.20	0.00	328.20
Grove Car Park Total						328.20	0.00	328.20
4 40	43 10/04/2008	709934	NI	Inland Revenue	Z	590.16	0.00	590.16
4 40	57 10/04/2008	709938	Park Keeper - W/end Cover	S Hoadley	Z	342.70	0.00	342.70
4 40	42 10/04/2008	709934	PAYE	Inland Revenue	Z	562.48	0.00	562.48
4 40	49 12/05/2008	709935	Pension - Employee	KCC LGPS	Z	265.20	0.00	265.20
4 40	50 12/05/2008	709935	Pension - Employer	KCC LGPS	Z	1,582.38	0.00	1,582.38
4 40	68 10/04/2008	DD	Wages	SGTC	Z	4,150.79	0.00	4,150.79
4 41	21 03/04/2008	709917	Dog Bin Disposal	MRS Environmental	S	272.00	47.60	319.60
4 41	81 24/04/2008	709950	Garage Door	Prestige Garage Doors	Z	430.00	0.00	430.00
4 41	61 10/04/2008	709942	General Maintenance Supplies	Ernest Doe & Sons Ltd	S	71.08	12.43	83.51
4 41	16 03/04/2008	709916	PAT Testing	EIAT UK	S	78.07	13.66	91.73
4 41	34 03/04/2008	709927	Skip Hire	Pinden Plant & Processing Ltd	S	140.00	24.50	164.50
4 41	80 24/04/2008	709949	Skip Hire	Pinden Plant & Processing Ltd	S	180.00	31.50	211.50
4 42	73 10/04/2008	DD	Diesel	Asda	S	131.98	23.08	155.06
4 42	6 03/04/2008	DD	Error Entry	Asda	S	0.00	0.00	0.00
4 45	33 03/04/2008	DD	Parks Mobile Phone	O2	S	28.52	4.56	33.08
4 45	35 03/04/2008	709928	Phone Bill - Park	British Telecom	S	86.68	14.38	101.06
4 45	69 10/04/2008	DD	Use of Private Mobile - T Hoad	SGTC	Z	5.00	0.00	5.00
4 47	76 24/04/2008	709945	Electricity - Bowls Pavilion	EDF Energy Contracting	S	250.99	13.21	264.20
4 47	75 24/04/2008	709945	Electricity - Mess Room	EDF Energy Contracting	S	435.34	76.06	511.40
4 70	13 03/04/2008	709915	NNDR	DBC	Z	40.85	0.00	40.85
Parks Establishment Total						9,644.22	260.98	9,905.20
9 102	29 03/04/2008	709925	Deposit for Summer Entertainme	Stormit	S	50.00	8.75	58.75
Other Projects Total						50.00	8.75	58.75
10 116	15 03/04/2008	709915	NNDR	DBC	Z	1,360.80	0.00	1,360.80
10 130	22 03/04/2008	709918	Management Fee - Apr - Jun 08	GCLL	S	15,325.00	2,681.88	18,006.88
Leisure Centre Total						16,685.80	2,681.88	19,367.68

BER

17	220	99	30/04/2008	Utilities Bills Contributions	S&G Association of Sp. Club	Z	53.05	0.00	53.05
17	221	98	30/04/2008	Utilities Bills Contributions	S&G Association of Sports Club	Z	459.43	0.00	459.43
Sports Pavilion Total								0.00	512.48
18	240	25	03/04/2008	Kissing Gate - Heritage	Libra Construction	S	360.00	63.00	423.00
Heritage Park Total								63.00	423.00
19	283	67	10/04/2008	Wages	SGTC	Z	392.08	0.00	392.08
19	285	11	03/04/2008	NNDR	DBC	Z	188.10	0.00	188.10
19	286	8	03/04/2008	Hygiene Services	Cannon Hygiene	S	3.73	0.65	4.38
19	286	17	03/04/2008	PAT Testing	EIAT UK	S	26.64	4.66	31.30
19	286	31	03/04/2008	PPL Licence	PPL	S	94.94	16.61	111.55
Heritage Community Hall								21.92	727.41
20	300	60	10/04/2008	Hygiene Services	Cannon Hygiene	S	11.17	1.96	13.13
20	300	20	03/04/2008	PAT Testing	EIAT UK	S	56.00	9.80	65.80
20	305	48	10/04/2008	PAYE	Inland Revenue	Z	-4.40	0.00	-4.40
20	305	66	10/04/2008	Wages	SGTC	Z	392.08	0.00	392.08
20	307	32	03/04/2008	PPL Licence	PPL	S	94.93	16.61	111.54
Council Community Hall								28.37	578.15
21	330	47	10/04/2008	NI	Inland Revenue	Z	370.50	0.00	370.50
21	330	46	10/04/2008	PAYE	Inland Revenue	Z	482.83	0.00	482.83
21	330	53	12/05/2008	Pension - Employee	KCC LGPS	Z	174.35	0.00	174.35
21	330	54	12/05/2008	Pension - Employer	KCC LGPS	Z	1,040.23	0.00	1,040.23
21	330	71	10/04/2008	Wages	SGTC	Z	2,169.59	0.00	2,169.59
21	331	5	03/04/2008	Food Supplies	3663	Z	87.54	0.00	87.54
21	331	89	24/04/2008	Food Supplies	3663	Z	163.85	0.00	163.85
21	331	101	30/04/2008	Food Supplies	Old Fire Station Cafe	Z	66.00	0.00	66.00
21	332	28	03/04/2008	Coffee Machine Rental	Tchibo Coffee Int Ltd	S	65.00	11.38	76.38
21	334	10	03/04/2008	NNDR	DBC	Z	140.10	0.00	140.10
21	335	78	24/04/2008	Water Rates - Library	Thames Water	S	185.64	32.49	218.13
21	342	88	24/04/2008	Hygiene Services	Cannon Hygiene	S	48.63	8.51	57.14
21	342	37	10/04/2008	Training	Development Trusts Ass	S	210.00	36.75	246.75
Old Fire Station Café Total								89.13	5,293.39
Grand Total of Payments for April 2008								3,788.52	55,015.84

BR

Cost Centre Code	Voucher Date	Bank Description	Customer	Vat Type	Net	Vat	Total
4 50	105 15/04/2008	3 Heritage Maintenance	Natural England	Z	1,882.80	0.00	1,882.80
Parks Establishment Total					1,882.80	0.00	1,882.80
5 60	92 30/04/2008	1 Bowls Green Hire	Istead Rise Bowls Club	Z	723.11	0.00	723.11
Swanscombe Park Total					723.11	0.00	723.11
13 162	96 30/04/2008	1 Allotment Key	L Atkins	Z	10.00	0.00	10.00
13 162	90 30/04/2008	1 Allotment Rent	Various	Z	764.10	0.00	764.10
Allotments Total					774.10	0.00	774.10
14 190	107 15/04/2008	3 Admin Charge to DBC	DBC	S	1,335.98	233.80	1,569.78
14 190	103 15/04/2008	1 VAT Adjustment	HM Customs & Excise	R	0.00	2,369.85	2,369.85
14 191	108 30/04/2008	3 Precept	DBC	Z	145,499.00	0.00	145,499.00
14 192	104 14/04/2008	3 Bank Interest	Barclays	Z	200.65	0.00	200.65
14 192	110 04/04/2008	5 Bank Interest	Barclays	Z	123.42	0.00	123.42
14 197	109 30/04/2008	3 Section 136 Contribution	DBC	Z	33,657.00	0.00	33,657.00
Administration Total					180,816.05	2,603.65	183,419.70
15 207	93 30/04/2008	1 Hall Hire	Various	Z	373.91	0.00	373.91
Church Road Hall Total					373.91	0.00	373.91
17 225	97 30/04/2008	1 Rent	S&G Association of Sports Club	Z	1,712.48	0.00	1,712.48
Sports Pavilion Total					1,712.48	0.00	1,712.48
18 287	94 30/04/2008	1 Hall Hire	Various	Z	1,811.00	0.00	1,811.00
Heritage Community Hall Total					1,811.00	0.00	1,811.00
20 306	95 30/04/2008	1 Hall Hire	Various	Z	1,214.75	0.00	1,214.75
Council Community Hall Total					1,214.75	0.00	1,214.75
21 339	91 30/04/2008	1 Food Sales	Groundwork	S	107.23	18.77	126.00
21 339	100 30/04/2008	1 Food Sales	Old Fire Station Cafe	S	1,391.62	243.53	1,635.15
21 339	102 30/04/2008	1 Overbanking	Old Fire Station Cafe	Z	0.05	0.00	0.05
21 340	106 15/04/2008	3 Section 106 Monies	DBC	S	13,359.94	2,337.99	15,697.93
Old Fire Station Café Total					14,858.84	2,600.29	17,459.13
Grand Total of Receipts for April 2008					204,167.04	5,203.94	209,370.98

B2R

Cost Centre Code	Voucher Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	10	140	08/05/2008	709975	Public Lighting			
1	10	125	01/05/2008	709965	Street Lighting			
1	10	203	22/05/2008	710006	Street Lighting			
Public Lighting Total								
						70.23	3.51	73.74
						76.90	13.46	90.36
						44.97	7.87	52.84
						192.10	24.84	216.94
2	20	131	01/05/2008	709966	NNDR			
Grove Car Park Total								
						328.00	0.00	328.00
						328.00	0.00	328.00
4	40	151	08/05/2008	709983	NI			
4	40	197	22/05/2008	709999	Park Keeper - W/end Cover			
4	40	150	08/05/2008	709983	PAYE			
4	40	156	08/05/2008	709984	Pension - Employee			
4	40	157	08/05/2008	709984	Pension - Employer			
4	40	174	08/05/2008	DD	Wages			
4	41	167	08/05/2008	709985	Cleaning Materials			
4	41	192	15/05/2008	709997	Cleaning Materials			
4	41	202	22/05/2008	710005	Dog Bin Disposal			
4	41	224	27/05/2008		Garage Door			
4	41	204	22/05/2008	710007	General Grounds Maintenance			
4	41	119	01/05/2008	709960	General Supplies			
4	41	134	01/05/2008	709970	Keys & Padlocks - Various Site			
4	41	148	08/05/2008	709981	New Goal Posts			
4	41	183	15/05/2008	709991	Roller Hire			
4	41	181	15/05/2008	709989	Skip Hire			
4	41	132	01/05/2008	709968	Trees for S/combe Park			
4	42	169	08/05/2008	DD	Diesel			
4	43	137	01/05/2008	709972	Fencing for Old Putting Green			
4	45	218	22/05/2008	DD	Parks Mobile Phone			
4	45	233	24/04/2008	DD	Parks Mobile Phone			
4	45	175	08/05/2008	DD	Use of Private Mobile - T Hoard			
4	46	118	01/05/2008	709960	Van Tax Excess			
4	47	124	01/05/2008	709964	Electricity - Bowls Pavilion			
4	47	146	08/05/2008	709979	Water Charges - S/c Park			
4	48	168	08/05/2008	709986	Playground Repairs			
Parks Establishment Total								
						2,894.00	506.45	3,400.45
						23.04	3.60	26.64
						38.41	6.29	44.70
						5.00	0.00	5.00
						10.00	0.00	10.00
						51.66	2.58	54.24
						20.93	0.00	20.93
						1,683.00	294.53	1,977.53
						14,084.97	1,134.47	15,219.44

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14	345	122	01/05/2008	709962	Electricity	EDF Energy Contracting	S	1,100.90	192.66	1,293.56
14	345	121	01/05/2008	709962	Gas	EDF Energy Contracting	S	70.57	12.35	82.92
14	345	141	08/05/2008	709975	Gas	EDF Energy Contracting	S	1,032.70	74.71	1,107.41
14	345	126	01/05/2008	709966	NNDR	DBC	Z	1,213.00	0.00	1,213.00
14	345	145	08/05/2008	709979	Water Rates	Thames Water	S	140.71	15.59	156.30
14	344	147	03/06/2008	709980	Annual Lift Maintenance	Schindler Ltd	S	600.00	105.00	705.00
14	344	205	22/05/2008	710008	Fire Alarm & Emer Light Serv	Fireout Protection Ltd	S	120.00	21.00	141.00
14	344	232	24/04/2008	709952	Intruder Alarm - Redcare	Active Security Group Ltd	S	514.80	90.09	604.89
Administration Total										
								21,124.56	700.96	21,825.52

15	200	176	08/05/2008	DD	Wages	SGTC	Z	318.41	0.00	318.41
15	201	237	14/05/2008	DC	Community Chest Funding	DBC	Z	-1,114.95	0.00	-1,114.95
15	201	229	21/05/2008		Grant Funding	KCC	Z	-2,000.00	0.00	-2,000.00
15	201	115	01/05/2008	709960	Key for Church Road Hall	Petty Cash	S	3.74	0.66	4.40
15	201	211	22/05/2008	710012	New Mat	KCC Commercial Services	S	198.79	34.79	233.58
15	201	113	01/05/2008	709960	Paint for Church Road Hall	Petty Cash	S	66.26	11.60	77.86
15	202	184	15/05/2008	709992	Gas	British Gas	S	281.40	14.07	295.47
15	203	112	01/05/2008	709960	Cleaning Materials	Petty Cash	Z	1.76	0.00	1.76
15	203	165	08/05/2008	709985	Cleaning Materials	KCC Commercial Services	S	13.64	2.39	16.03
15	203	190	15/05/2008	709997	Cleaning Materials	KCC Commercial Services	S	8.03	1.40	9.43
15	204	187	15/05/2008	709994	Floor Screen	Metroplan Ltd	S	264.44	46.28	310.72
15	205	129	01/05/2008	709966	NNDR	DBC	Z	98.00	0.00	98.00
Church Road Hall Total								-1,860.48	111.19	-1,749.29

16	212	185	15/05/2008	709992	Gas	British Gas	S	45.02	2.25	47.27
16	212	201	22/05/2008	710003	Gas	British Gas	S	69.31	1.10	70.41
Grove Hall Total								114.33	3.35	117.68

18	280	173	08/05/2008	DD	Wages	SGTC	Z	392.08	0.00	392.08
18	282	215	22/05/2008	710014	Electricity	EDF Energy Contracting	S	186.44	9.32	195.76
18	282	142	08/05/2008	709976	Gas	EDF Energy Contracting	S	1,304.89	65.24	1,370.13
18	283	166	08/05/2008	709985	Cleaning Materials	KCC Commercial Services	S	13.64	2.39	16.03
18	283	191	14/05/2008	709997	Cleaning Materials	KCC Commercial Services	S	8.03	1.40	9.43
18	285	128	01/05/2008	709966	NNDR	DBC	Z	187.00	0.00	187.00
18	286	123	01/05/2008	709963	Hygiene Services	Cannon Hygiene	S	3.73	0.65	4.38
18	286	207	22/05/2008	710009	Hygiene Services	Cannon Hygiene	S	3.73	0.65	4.38
18	286	234	24/04/2008	709958	Phone Bill - Heritage Hall	British Telecom	S	34.50	5.25	39.75
Heritage Community Hall Total								2,134.04	84.90	2,218.94

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Cost Centre Code	Voucher Date	Bank Description	Customer	Vat Type	Net	Vat	Total
6 60	220 27/05/2008	1 Bowls Fees			28.00	0.00	28.00
Swanscombe Park Total		Parks	Z		<u>28.00</u>	<u>0.00</u>	<u>28.00</u>
13 162	219 27/05/2008	1 Allotment Rent			34.90	0.00	34.90
Allotments Total		Various	Z		<u>34.90</u>	<u>0.00</u>	<u>34.90</u>
14 192	236 14/05/2008	3 Bank Interest			92.90	0.00	92.90
14 192	238 06/05/2008	5 Bank Interest			130.15	0.00	130.15
Administration Total		Barclays Barclays	Z Z		<u>223.05</u>	<u>0.00</u>	<u>223.05</u>
15 207	221 27/05/2008	1 Hall Hire			333.87	0.00	333.87
Church Road Hall Total		Various	Z		<u>333.87</u>	<u>0.00</u>	<u>333.87</u>
17 225	225 27/05/2008	1 Rent			1,300.00	0.00	1,300.00
Sports Pavilion Total		S&G Association of Sports Club	Z		<u>1,300.00</u>	<u>0.00</u>	<u>1,300.00</u>
18 287	223 27/05/2008	1 Hall Hire			850.75	0.00	850.75
Heritage Community Hall Total		Various	Z		<u>850.75</u>	<u>0.00</u>	<u>850.75</u>
20 306	226 27/05/2008	1 Hall Hire			932.25	0.00	932.25
Council Community Hall Total		Various	Z		<u>932.25</u>	<u>0.00</u>	<u>932.25</u>
21 339	227 27/05/2008	1 Food Sales			1,823.40	319.10	2,142.50
21 339	235 28/05/2008	1 Food Sales			65.45	0.00	65.45
21 339	230 21/05/2008	1 Grant Funding			1,000.00	0.00	1,000.00
21 339	222 27/05/2008	1 Room Hire			120.75	0.00	120.75
Old Fire Station Café Total		S&G Residents Association	Z		<u>3,009.60</u>	<u>319.10</u>	<u>3,328.70</u>
Grand Total of Receipts for May 2008					<u><u>6,712.42</u></u>	<u><u>319.10</u></u>	<u><u>7,031.52</u></u>

B2R

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION
AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE
GROVE, SWANSCOMBE ON WEDNESDAY 25 JUNE 2008 AT 7.00 PM

PRESENT: Councillor B E Read (Chairman)
Councillor P J Scanlan
Councillor L J Bobby
Councillor P M Harman
Councillor P Harris
Councillor Mrs A R Harvey
Councillor M D G Jackson
Councillor Ms D Johnston
Councillor S W Johnston
Councillor R Lees
Councillor Mrs G B Tripp

IN ATTENDANCE: Mr G Blew, Town Clerk

61. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' V Openshaw (holiday) and P A Read (hospital).

62. SUBSTITUTES

Councillor R Lees substituted for Councillor V Openshaw.

63. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor Mrs A R Harvey declared a personal prejudicial interest in application DA/08/00912/FUL as she is employed by Asda.

64. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

The Chairman drew Members attention to an email received today from the Planning Department, Dartford Borough Council, informing that an appeal regarding DA/07/00977/OUT, 1a, 1b and 1c Knockhall Road, Greenhithe had begun today at the Civic Centre, Dartford.

RECOMMENDED: That the item be noted.

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65. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 4 JUNE 2008

RECOMMENDED: The Minutes of the meeting held on 4 June 2008 were confirmed and signed.

66. HIGHWAYS SPREADSHEET

Members were provided with a copy of the latest Highways Spreadsheet from Kent Highways Services.

Members requested that the following be reported to the KHS Contact Centre (08458 247 800):

- Gasson Road, Swanscombe - tree roots growing in path making it very uneven.
- 25 – 49 Milton Road, Swanscombe - tree roots growing in path making it very uneven.
- Bollards in Pilgrims Road, Greenhithe – still not re-erected

RECOMMENDED: That the above issues be reported to the KHS Contact Centre.

67. REVIEW OF SUB-REGIONAL ALLOCATION OF PRIMARY LAND-WON AGGREGATES IN THE SOUTH EAST

Members received a request from the Chief Executive, South East England Regional Assembly (SEERA), for comments on the changes they are proposing to how they calculate the amount of land-won aggregates that EACH Minerals Planning Authority is expected to provide.

RECOMMENDED: That the item be noted.

68. RESTRICTION FOR WORKS ON PUBLIC HIGHWAY (KENT HIGHWAY SERVICES) – CRAYLANDS LANE.

Members received notification from the Technical Support Officer (KHS) that Craylands Lane will be subject to restrictions for a period of 6 weeks from 22 July 2008 whilst new gravity and rising main works are undertaken.

RECOMMENDED: That the Technical Support Officer (KHS) be contacted and informed that Craylands Lane is a bus route and that any changes to either routes

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or timetables should be notified to the Town Council.

The Technical Support Officer be requested to clarify if the closure is full or partial and to inform residents of the works before they begin.

69. PLANNING APPLICATION/2008/0327 – GRAVESHAM BOROUGH COUNCIL.

Members were advised by Gravesham Borough Council that the application for the land at Ebbsfleet bounded by A2, Southfleet Road, Springhead Road and Northfleet Railway Line, excluding Blue Lake, Springhead Enterprise Park and CTRL Alignment Swanscombe/Northfleet is to be considered at it's Regulatory Board on 25 June 2008, at 7.00pm in the Council Chamber, Civic Centre.

RECOMMENDED: That the item be noted.

70. SAT NAV – LORRIES USING UNSUITABLE ROUTES

Members received a request from the Network Planner, Kent Highway Services, for the submission of any streets that are identified as a problem.

RECOMMENDED: That the Network Planner be advised that the following roads are unsuitable for HGV's:

- Station Road, High Street, Eagles Road – Greenhithe
- Mounts Road, Knockhall Chase, Knockhall Road - Greenhithe.
- Stanhope Road, Craylands Lane, High Street, Alkerden Lane – Swanscombe

71. TOWN PLANNING

72. APPLICATIONS SUBMITTED BY THE BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS

DA/08/00884/FUL Erection of a single storey rear extension (retrospective application)

125 Milton Road, Swanscombe.

OBSERVATIONS: The Town Council would like to object to application DA/08/00884/FUL on the grounds that the

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proposed development by virtue of its proximity to the ground floor flat at No.127 Milton Road would result in unacceptable outlook and loss of daylight to an unacceptable degree to the detriment of the amenities of the occupiers of this property, contrary to Policies B1 and H14 of the Adopted Local Plan and policies DD11 and H13 of the Dartford Local Plan Review.

The building would by reason of its siting, design and appearance result in overbearing impact on the surrounding residential properties and would be out of character with the surrounding area. The proposal would have inadequate off street parking to serve the needs of the development.

DA/08/00914/TPO

Application to lift the canopy by 6M of 1 No. Lime tree subject to Tree Preservation Order No. 7 2007

Mounts Court, Mounts Road, Greenhithe.

OBSERVATIONS:

No observations

Having already declared a personal prejudicial interest Councillor Mrs A R Harvey took no part in the debate or decision of the following application.

DA/08/00912/FUL

Erection of an entrance canopy (pod) to staff entrance.

Asda Superstores, Crossways Boulevard, Greenhithe.

OBSERVATIONS:

No observations

DA/08/00928/FUL

Provision of velux windows in front and rear elevation in connection with providing additional rooms in the roof space.

1 Caspian Way, Swanscombe.

OBSERVATIONS:

All neighbouring properties should be consulted prior to this application being considered.

DA/08/00974/FUL

Erection of a satellite dish on south elevation (retrospective application).

7 Capability Way, Greenhithe.

OBSERVATIONS: No observations.

73. APPLICATIONS SUBMITTED FROM KENT COUNTY COUNCIL FOR MEMBERS' OBSERVATIONS

DA/08/TEMP/0021 Construction of a new, 2 form entry amalgamated primary school, on the site of the existing Sweyne Junior School in Swanscombe. One block of existing accommodation is retained. The proposal also includes a new vehicular access off Swanscombe Street and areas of new hard play and car parking to replace the existing.

Sweyne Junior School, Keary Road, Swanscombe.

OBSERVATIONS: This Council strongly object to planning application ~~DA/07/672/R~~ on the grounds that the safety of children, parking, transport and access arrangements are not suitable for the local area.

BER
Comment [t1]: Should read
DA/08/TEMP/0021

The Town Council would like to suggest that the access points be reconsidered and that a more suitable location would be between the flats in the top corner of Keary Road. This has an area that used to be occupied by garages and a wall and is sufficiently wide enough to get a road through. It would also be possible to include parental parking areas / drop off zones within this area which would relieve the congestive parking currently experienced, half way up Keary Road, by parents. The proposed entrance in Swanscombe Street is not a beneficial one and is dangerous as many children use this road.

74. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL.

The following granted decision notices were noted.

DA/08/00795/CDNL Interim verification report for flat blocks A, B and C submitted pursuant to condition 09 (in part) relating to site contamination appended to outline planning

- permission DA/03/01152/OUT in connection with the residential redevelopment of the site.
- Site of Former Korsnas Sacks, Galley Hill Road, Swanscombe.
- DA/08/00282/CDNA Submission of boundary details pursuant to Condition 5 of Planning Permission DA/07/00799/FUL.
- Mount Nod, London Road, Greenhithe.
- DA/08/00591/FUL Erection of a single storey prefabricated building in connection with existing telecoms use.
- Telephone Exchange, London Road, Greenhithe.
- DA/08/00336/FUL Erection of 1M high metal railings and 1M high bollards to front of property.
- 4 Crest View, Greenhithe.
- DA/08/00584/FUL Erection of a part two/part first floor side extension.
- 91 Caspian Way, Swanscombe.
- DA/08/00931/CDNL Submission of external materials pursuant to Condition 4 of outline planning permission DA/98/664/OUT (Phase 4B) and Condition 4 of planning permission DA/07/00436/FUL (Phase 4a).
- Phases 4A & 4B Ingress Park, Greenhithe.
- DA/08/00881/CDNL Landscape details pursuant to Conditions 1 and 9 of outline Planning Permission DA/98/664.
- Phases 4a & 4b Ingress Park, Greenhithe.
- DA/07/00992/REM Details of hard and soft landscaping submitted pursuant to Condition 03 appended to planning permission DA/07/00992/REM in connection with the erection of a two storey detached building for a children's nursery.
- Site of Phoenix Parc, Galley Hill Road,

Swanscombe.

75. APPEAL NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL

The following appeal notices were noted.

DA/07/00711/FUL Demolition of existing conservatory and erection of
a part single/part two storey side/rear extension.

49 Eynsford Road, Greenhithe.

76. REFUSED DECISION NOTICES RECEIVED FROM KENT COUNTY COUNCIL

The following refused decision notices were noted.

DA/08/00717/ADV Display of 4 No. free standing non illuminated
advertisement signs on roundabout.

Roundabout at junction of London Road and St
Clements Way, Greenhithe

**77. FORMULATION OF A STRATEGY / STRUCTURE FOR FUTURE SECTION
106 AGREEMENTS – LOCAL DEVELOPMENT FRAMEWORK**

Members were issued with a folder containing a draft document for consideration.
The Chairman gave a synopsis of the contents of the proposed documentation.

It was agreed for the Chairman to approach the Strategic Planners at Dartford
Borough Council to seek their advice/input.

Members requested that their gratitude to the Chairmen for producing such a
high quality, detailed starting document be recorded.

RECOMMENDED: That a Special Planning, Major Developments,
Transportation & the Environment Committee
meeting be held on 14 July 2008 at 7.00pm with
all Members invited to attend and submit
comments. The meeting to have just this item on
the agenda.

BR

PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE
25 JUNE 2008

There being no further business to transact, the Meeting closed at 8.20pm.

Signed: *AShead* Date: *14/7/2008*
(Chair)

MINUTES of the MEETING OF THE HERITAGE / SKULL SITE SUB-COMMITTEE
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on TUESDAY 1
JULY 2008 at 1.30 PM

PRESENT: Councillor B E Read (Chairman)
Councillor L J Bobby
Councillor Ms L Howes
Councillor R Lees
Councillor Mrs C Openshaw
Graham Blew, Town Clerk
Margaret Bull, Friends of the Heritage Park
Lis Dyson, Kent County Council
Greg Hitchcock, Kent Wildlife
Suzanne Kemmenoe, Land Securities
Emma Ventham, Groundwork

78. APOLOGIES FOR ABSENCE

The Chairman welcomed Greg Hitchcock (Kent Wildlife) to the meeting.

Apologies for absence were submitted and accepted from Councillor P J Scanlan (other commitments), Sara Stapleton (Responsible Financial Officer) and Sarah Tyler (Natural England).

79. SUBSTITUTES:

There were none.

80. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

81. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none.

82. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 13 MAY 2008

The Minutes were confirmed and signed as a true record.

83. DCLG UNDERSPEND

Members were informed that the current floodlight on the monument was a temporary measure and that S. Jefferson (Dartford Borough Council) was chasing up the LED light that had been ordered originally.

Recommendations: That the item be noted.

84. NATURAL ENGLAND

Although absent Sarah Tyler had informed that the Management Plan was scheduled to be written by 1 August 2008 and that the extension of the lease had been discussed with Green Estates with a response hoped for shortly.

Recommendation: That the item be noted.

85. HLF FUNDING APPLICATION

Emma Ventham tabled a summary sheet that had been collated from the responses to the questionnaire and informed members that 129 responses had been received. The Sub-Committee ran through the contents of the summary sheet and were pleased to see that much of the responses were in parallel with what the group had or were trying to achieve.

On behalf of the Sub-Committee the Chairman thanked Emma and her team for all their efforts and work to date.

Emma requested that members' comments and suggestions for suitable items to include in the bid be submitted to her by Friday 18 July 2008.

Members were informed that Land Securities were willing to extend the lease to the proposed thirty years required for the HLF although they had requested certain conditions be included. The details of these conditions would be considered by the Leases & Legal Sub-Committee at a future date.

Recommendations:

1. That the item be noted.
2. That members' suggestions for suitable items to be included in the bid be submitted to Emma Ventham by Friday 18 July 2008.

86. PRIORITISED PROJECT LIST

Recommendation: That the item be noted.

87. FRIENDS OF THE HERITAGE PARK (FOTHP) REPORT OF ACTIVITIES

Members were informed that a bat survey had taken place on 3 June 2008.

Margaret Bull informed that the FOTHP were holding a Teddy Bears picnic on 31 July 2008 between 2.00 and 4.00pm.

Recommendation: That the item be noted.

88. HERITAGE PARK WEBSITE

Members were reminded that items for inclusion on the website should be forwarded to Sara Stapleton (RFO).

Recommendation: That the item be noted

89. ANY OTHER ITEMS RELATING TO THE HERITAGE PARK / SKULL SITE

It was confirmed that squirrels, parakeets and bee orchids had all been recently witnessed in the Heritage Park.

Lis Dyson informed that Kent County Council were looking across the Kent Thameside area at the moment and that this would include the Heritage Park site.

The Chairman clarified that, although no details were yet known, it was hoped that the provision of sports facilities at the back of the Heritage Park would be progressing and details would, as they became apparent, form part of future meetings.

Recommendation: That the item be noted.

90. DATE OF NEXT MEETING

The next meeting was scheduled for Tuesday 19 August 2008 at 1.30pm, to be held at The Council Offices, The Grove, Swanscombe.

There being no further business to transact, the Meeting closed at 3.00pm.

Signed: *Bob Read*
(Chairman)

Date: *19 / 8 / 2008*

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 3 JULY 2008 at 7.00 PM

PRESENT: Councillor B E Read – Town Mayor
Councillor J A Hayes – Deputy Town Mayor
Councillor K Basson
Councillor L J Bobby
Councillor Ms L Cross
Councillor Ms L Hall *BSR*
Councillor P M Harris
Councillor Mrs A R Harvey
Councillor Ms L Howes
Councillor M D G Jackson
Councillor R Lees
Councillor Mrs C Openshaw
Councillor V Openshaw
Councillor Mrs I A Read
Councillor P J Scanlan

ALSO PRESENT: Graham Blew, Town Clerk
Sara Stapleton, Responsible Financial Officer (RFO)
Reverend D Scott

91. PRAYERS

Reverend D Scott said prayers.

After prayers, and at the Chairman's request, Reverend D Scott updated members on the restoration work being undertaken at the Church of St Peter and St Paul.

92. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' P M Harman (work commitments), Ms D Johnston (work commitments), S W Johnston (other commitments) and P A Read (other commitments).

Apologies for lateness were submitted by Councillors V Openshaw and P J Scanlan (attending a site meeting as Borough Councillors).

93. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor K Basson declared a personal interest in Item 12 – Football Pitches at rear of Craylands Lane as he is the Chairman of Swanscombe Tigers Football Club who currently use the area for training.

Councillors' L J Bobby, Ms L Hall, J A Hayes and Ms L Howes declared personal interests in Item 13 – Addition / amendment to allotment tenancy agreement, as they are allotment holders.

94. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 15 MAY 2008

Members were provided with a copy of the Minutes of the Annual General Meeting held on 15 May 2008.

RESOLVED:

That the Minutes of the Annual General Meeting held on 15 May 2008 be signed as a true record.

95. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

The Town Clerk informed members that during the recess period it was necessary to delegate authority to the Town Mayor, and Chairmen of Committees, to conduct the normal business of the Council. Members were informed that if any emergencies did occur during this time the Executive & Emergency Committee would be convened.

RESOLVED:

That the Town Mayor, and Chairmen of Committees, be delegated authority to conduct the normal business of the Council during the recess period.

96. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 16 APRIL 2008, 14 MAY 2008 AND 4 JUNE 2008

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 16 April 2008, 14 May 2008 and 4 June 2008 be confirmed and the recommendations made therein be adopted.

97. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 29 MAY 2008

RESOLVED:

BER

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 29 May 2008 be confirmed and the recommendations made therein be adopted.

98. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 12 JUNE 2008

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 12 June 2008 be confirmed and the recommendations made therein adopted.

99. MINUTES OF THE HERITAGE PARK / SKULL SITE SUB - COMMITTEE MEETING HELD ON 13 MAY 2008

RESOLVED:

That the Minutes of the Heritage Park / Skull Site Sub - Committee Meeting held on 13 May 2008 be confirmed and the recommendations made therein be adopted.

100. "OPPORTUNITY GAMBIA 2007" – PRESENTATION BY THE YOUTH ADVISORY GROUP (YAG)

Ms McNally-Johnson, co-worker on the Opportunity Gambia Young People Project and members of the project gave a presentation followed by a question and answer session.

RESOLVED:

That the presentation be noted and Ms McNally-Johnson and the YAG be thanked for attending the meeting.

101. STANDING ORDERS - AMENDMENT

Members were requested to endorse the change to standing orders which was required to reflect the fact that Members with personal prejudicial interests were no longer required to withdraw from meetings but retained the same rights as members of the public at meetings.

RESOLVED:

That the amendment to standing order 32 be approved.

B&R

102. ANNUAL RETURN FOR YEAR END 31 MARCH 2007

Members were informed that the Annual Return for year ending 31 March 2007 had been approved by the Audit Commission and that "no matters have come to the external auditors' attention giving cause for concern that relevant legislation and regulatory requirements have not been met".

RESOLVED:

1. That the Audit Commissions approval of the Annual Return for year ending 31 March 2007 be noted.
2. That the work undertaken by the RFO, during an unusual working year, in obtaining a successful Annual Return be noted and the RFO thanked.

103. BALANCE SHEET FOR YEAR END 31 MARCH 2008

Members were apprised of the contents of the balance sheet for the year end 31 March 2008.

RESOLVED:

That the balance sheet for year end 31 March 2008 be approved.

104. ANNUAL RETURN FOR YEAR END 31 MARCH 2008

Members were apprised of the contents of the Annual Return, and supporting documents, for the year end 31 March 2008.

RESOLVED:

That the contents of the Annual Return, and supporting documents, for the year end 31 March 2008 be approved.

105. FOOTBALL PITCHES AT REAR OF CRAYLANDS LANE

The Town Mayor gave a synopsis of discussions that had taken place and clarified to members the current situation.

The Town Clerk advised members that a recent correspondence had been received from the developer informing that a project manager had been appointed to act on their behalf and that he would be reviewing the feasibility study and working to establish a way forward.

RESOLVED:

BER

That the Eastern Quarry Developer funding the required sports changing facilities at the pitches at the rear of Craylands Lane be agreed.

106. ADDITION / AMENDMENT TO ALLOTMENT TENANCY AGREEMENT

The Town Clerk advised that, in the Town Councils ongoing efforts to improve health and safety there was a need to add to the allotment tenancy agreement conditions covering the storage of petrol, fuel oil and the use of liquefied petroleum gas.

RESOLVED:

That the suggested additions to the conditions of the allotment tenancy agreement be approved.

107. RISK ASSESSMENTS

Members received copies of risk assessments that the Town Clerk had compiled and were asked to approve them.

It was clarified that all risk assessments would be reviewed as appropriate.

RESOLVED:

That the risk assessments be approved and endorsed.

108. GRANT OF DISPENSATION

Members were informed that, due to the changes to the Council's representatives on the Swanscombe and Greenhithe Association of Sports & Social Clubs, the Grants of Dispensation had been implemented and revoked accordingly by the Standards Committee (Dartford Borough Council).

RESOLVED:

That the item be noted.

109. ONE OF USE OF COUNCIL COMMUNITY HALL BY MAYOR OF DARTFORD BOROUGH COUNCIL

It was proposed that the Mayor of Dartford be offered the one off use, ex-gratis, of one of the Town Council's Halls for a charity raising event.

RESOLVED:

That the proposal be agreed.

B&R

110. LETTER OF COMPLAINT

RESOLVED:

That the Town Clerk's response be noted and endorsed.

CORRESPONDENCE

**111. STANDARDS COMMITTEE (DARTFORD BOROUGH COUNCIL) –
PARISH/TOWN COUNCIL REPRESENTATION**

This item had been deferred from the Annual General Meeting, 15 May 2008.

The Monitoring Officer, Dartford Borough Council, requested nominations for a third Parish/Town Council Representative, to substitute in the absence of either of the existing Representatives.

RESOLVED:

That Councillor R Lees be the Town Council's nomination as a third Parish/Town Council Representative, to substitute in the absence of either of the existing Representatives.

**112. SURESTART – REQUEST RELATING TO SUMMER ENTERTAINMENT AT
KNOCKHALL PARK**

RESOLVED:

That on condition of appropriate public liability insurance being held, permission be granted to Surestart to have a table at the Knockhall Park, during the Summer Entertainment Events 2008, for people to register for the Knockhall Children's Centre.

113. CHANGES TO COUNCIL SOLICITORS

RESOLVED:

That the item be noted.

114. KENT COUNTY COUNCIL (KCC) – “EXCELLENT” RATING

RESOLVED:

That the item be noted.

BER

115. 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 Association of Parish and Town Council's (DAPTC)

The Town Mayor and Town Clerk are the Council's representatives on the DAPTC. Members were provided with a copy of the minutes from the 11 March 2008 meeting and the agenda from the 1 July 2008 meeting.

Dartford Youth Advisory Group (YAG)

Councillor B E Read is the Council's representative on the YAG. A copy of the agenda from the 18 June 2008 meeting, along with the Area Youth Officers Report was provided.

Ingress Park (Greenhithe) Management Company Limited (IPGM)

Councillors' P M Harman and P Harris are the Council's representatives on the Board of Directors. Members were informed that a Directors Meeting had taken place on 18 June 2008.

Dartford Volunteer Bureau Group

Councillor J A Hayes is the Council's representative on the Dartford Volunteers Bureau Group. Members were provided with a copy of the minutes from the 11 March 2008 meeting and the agenda from the 13 May 2008 meeting.

116. SEALING OF DOCUMENTS

Members were advised that the following document associated with the amendment of the restrictive covenant on the Heritage Community Hall, Craylands Lane, Swanscombe had been received from Lafarge Cement UK Plc's solicitors for signing and sealing. The replacement covenant read:

- Deeds of Variation.

Members were informed that once signed and sealed the document would be sent to the Council's solicitors for registering at the Land Registry.

RESOLVED:

That, in accordance with Standing Order 23, the Town Mayor and Town Clerk be authorised to sign and seal the documents.

MINUTES OF THE SPECIAL PLANNING, MAJOR DEVELOPMENTS,
TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL
OFFICES, THE GROVE, SWANSCOMBE ON MONDAY 14 JULY 2008 AT 7.00 PM

PRESENT: Councillor B E Read (Chairman)
Councillor P J Scanlan
Councillor L J Bobby
Councillor P Harris
Councillor Mrs A R Harvey
Councillor M D G Jackson
Councillor S W Johnston
Councillor R J Lees
Councillor V Openshaw
Councillor P A Read
Councillor Mrs G B Tripp

ALSO PRESENT: Councillor Ms L Howes
Councillor Mrs C Openshaw

IN ATTENDANCE: Mr G Blew, Town Clerk

119. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' P M Harman (out of the country) and Ms D Johnston (work commitments).

An apology for lateness was submitted by Councillor Mrs G B Tripp.

120. SUBSTITUTES

Councillor R Lees substituted for Councillor P M Harman.

121. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

122. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

The Chairman drew Members attention to the planning applications received since the last meeting and, with regard to the approaching recess period, asked members to consider them in the usual manner.

RECOMMENDED: That the following observations be agreed and submitted:

The following planning applications have been submitted from Dartford Borough Council for Members observations.

DA/08/01013/OUT Outline application for the demolition of existing flats and builders yard to provide 8 No. 1 bedroom flats and 3 No. 2 bedroom flats (11 units in total) (all matters reserved).

19 London Road, Swanscombe.

OBSERVATIONS: The Town Council strongly object to this application on the following grounds:

1. Overdevelopment of this particular site
2. The proposal conflicts with the Swanscombe Master plan (ie. future access to the riverside)
3. The development adjoins a public footpath (Pilgrims Road) which runs down to the riverbank and this would overshadow this public use.

DA/08/00990/FUL Erection of a 1m high wall with 1.8M high fence on top (retrospective application).

South of London Road, Swanscombe.

OBSERVATIONS: The Town Council object to the change of style of the wall which is now out of character with the area. The Town Council would like to see the wall constructed using similar materials to the previous wall.

DA/08/01000/COU Conversion of existing property to provide 2 x 1 bedroom flats.

3 Milton Road, Swanscombe.

OBSERVATIONS: Members object to this application on the grounds that it would create further parking problems in the area.

DA/08/00978/FUL Alterations to front elevation involving increase in size of window and casement door at first floor level.

BER

32 Sara Crescent, Greenhithe.

OBSERVATIONS: The Town Council have no objections to the proposed work as long as it is in keeping with the character of that area.

DA/08/01047/TPO Application to remove one third from the top and to remove overhanging branches to No.5 Ivy Bower Close of 1 No. Sycamore tree subject to Tree Preservation Order No.5 1980.

Rear of 5 & 6 Ivy Bower Close, Greenhithe.

OBSERVATIONS: No objections provided all neighbouring properties are consulted prior to the application being considered.

DA/08/00885/FUL Installation of roller shutters on front elevation (retrospective application).

123 – 125 Milton Road, Swanscombe.

OBSERVATIONS: The Town Council objects to this application as all doors and shutters should marry in with the existing area and not be out of character.

The following Granted Decision Notices, received from Dartford Borough Council, were noted.

DA/08/00772/FUL Application under Article 4 for repainting of the front elevation of property.

12 High Street, Greenhithe.

DA/08/00622/CDNA Submission of a Construction Code of Conduct pursuant to Condition 16 of Planning permission DA/07/00799/FUL.

Mount Nod, London Road, Greenhithe.

DA/08/00771/FUL Application under Article 4 for repainting of the front elevation of property.

10 High Street, Greenhithe.

DA/08/00511/CDNA Submission of details relating to Desk Study pursuant to parts (ii) and (iii) of Condition 5 of planning Permission DA/07/00283/FUL for the erection of a 3 storey building to provide 3 x 1 bedroom flats.

Land adjacent 131 Milton Road, Swanscombe.

DA/08/00789/FUL Erection of a satellite dish on rear elevations.

2 Lucas Crescent, Greenhithe.

The following Granted Decision Notice received from Kent County Council was noted.

DA/07/672/R Minor amendments to elevations of single storey modular building.

Knockhall Community Primary School,
Eynsford Road, Greenhithe.

The following Granted Decision Notice received from Gravesham Borough Council was noted.

Ref: 20080327

1. Northfleet Rise Quarter Master Plan submitted pursuant to conditions C4 and C6 (a), (b) and (c) of outline planning permission reference number GR/96/35 for mixed use development of up to but not exceeding an overall maximum of 167,000sq m gross of floor space comprising of up to 75,000 sq m gross of employment uses, 45,000sq m gross of residential uses (approx 464 dwellings), 7,000 sq m gross of residential supporting uses, 30,500 sq m gross of core space and 3.75 hectares of public open space and provision of car parking, roads, infrastructure. 2. Visual Impact Assessment (VIA) for the Northfleet Rise Quarter submitted pursuant to condition C6 (xv) of the said outline planning permission. 3. Landscape Strategy Framework for the Northfleet Rise Quarter submitted pursuant to condition E7 (a) of the said outline planning permission.

B.R.

Land at Ebbsfleet bounded by A2, Southfleet Road, Springhead Road and Northfleet Railway Line, excluding Blue Lake, Springhead Enterprise Park and CTRL Alignment Swanscombe/Northfleet.

123 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 25 JUNE 2008

RECOMMENDED: The Minutes of the meeting held on 25 June 2008 were confirmed and signed.

124. FORMULATION OF A STRATEGY / STRUCTURE FOR FUTURE SECTION 106 AGREEMENTS – LOCAL DEVELOPMENT FRAMEWORK (LDF)

The Chairman confirmed that he had met with the planning Policy Manager, Dartford Borough Council, and submitted the draft document for her to comment on. Her emailed response was circulated to members.

The Town Clerk circulated copies of Appendix H to everyone at the meeting as some of the original copies had pages missing.

Members discussed the contents of the LDF and the value of having such a document. Members agreed the importance of ensuring Swanscombe and Greenhithe were equally considered and represented.

To further enhance the documents credibility it was agreed that the Chairman and Councillor R Lees would correct any factual inaccuracies it may contain.

It was agreed that the document would require constant updating and that a review should be carried out in 3 months time.

MOVED by Councillor S W Johnston and seconded by Councillor V Openshaw.

RECOMMENDED:

- 1 That the Local Development Framework, in its raw form, and containing any factual corrections required, be submitted to Full Council for endorsement and adoption.
- 2 That the document be reviewed in 3 months time.
- 3 That, during the recess period, the Chairman be delegated to submit the document to

BER

Dartford Borough Council and other relevant
organisations.

There being no further business to transact, the Meeting closed at 8.15 pm.

Signed: *BT Read* Date: *17.9.2008*
(Chair)

MINUTES of the SPECIAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on MONDAY 14 JULY 2008 at 8.20PM.

PRESENT:

- Councillor B E Read – Town Mayor
- Councillor L J Bobby
- Councillor P Harris
- Councillor Mrs A R Harvey
- Councillor Ms L Howes
- Councillor M D G Jackson
- Councillor S W Johnston
- Councillor R Lees
- Councillor Mrs C Openshaw
- Councillor V Openshaw
- Councillor P A Read
- Councillor P J Scanlan
- Councillor Mrs G B Tripp

ALSO PRESENT: Graham Blew, Town Clerk

125. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' K Basson (work commitments), Ms L Cross (work commitments), P M Harman (out of the country), J A Hayes (holiday), Ms L Hall (holiday) and Ms D Johnston (work commitments).

126. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

127. MINUTES OF THE MEETING HELD ON 3 JULY 2008

Members were provided with a copy of the Minutes of the Meeting held on 3 July 2008.

Councillor P Harris requested that the M incorrectly shown as his middle initial be deleted from the minutes.

RESOLVED:

That the Minutes of the Meeting held on 3 July 2008, to include the above amendment, be signed as a true record.

BR

MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 23 JULY 2008 at 7.00 PM

PRESENT: Councillor B E Read (Chairman)
Councillor L J Bobby
Councillor Ms L Cross
Councillor P Harris
Councillor S W Johnston
Councillor R Lees
Councillor P J Scanlan

IN ATTENDANCE: Linda Tilley, Senior Housing Officer, DBC
Colin Newmarsh, Senior Enforcement Manager, DBC
Matt Roberts, Community Safety Officer, DBC
Alison Reynolds, Public Reassurance Officer, DBC
Joye Braybrook, Dartford Community Liaison Officer, Kent Police
PC James Hensman, Kent Police
PCSO Sheron Reece, Kent Police
Christine Bates, Kent Community Warden Stone & Greenhithe
Rebecca Rawlings, Administration Assistant
Pam Atherton, Assistant Town Clerk

Amended 22.10.08
Deleted: Safety

130. APOLOGIES FOR ABSENCE

An apology for absence was received and accepted from Councillor P M Harman (Work Commitments).

131. SUBSTITUTES

There were none.

132. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

Councillor P Harris declared a personal ~~prejudicial~~ interest in Agenda Item 9 Ingress Park – Static CCTV as he lives in Ingress Park.

Amended 22.10.08
Formatted: Strikethrough

133. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 APRIL 2008

Members were provided with a copy of the Minutes of the Meeting held on 2 April 2008.

RECOMMENDED:

That the Minutes were confirmed and signed as a true record.

134. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none

135. ORCHARD ROAD – LIGHT AT THE END OF THE FOOTPATH

Members had asked at the previous meeting that the broken light at the end of the footpath at Broomfield broken be monitored.

The Assistant Town Clerk advised that she had received no reports to say that the light still did not work.

RECOMMENDED:

That Councillor B E Read would investigate the current situation.

136. INTRODUCTIONS

Councillor B E Read asked visitors if they would introduce themselves to members.

137. PRESENTATION BY ALSION REYNOLDS, PUBLIC REASSURANCE OFFICER, DARTFORD BOROUGH COUNCIL

A presentation was given to Members by Alison Reynolds, who introduced herself to Members and advised on her role as the Public Reassurance Officer for Dartford Borough Council. A question and answer session was held after the presentation.

RECOMMENDED:

To thank the Public Reassurance Officer, Dartford Borough Council and to note the presentation.

138. PRESENTATION BY JOYE BRAYBROOK, DARTFORD SAFETY OFFICER, KENT POLICE

A presentation was given by Joye Braybrook, who introduced herself to Members and advised on her role as Dartford Safety Officer for Kent Police. A question and answer session was held after the presentation.

RECOMMENDED:

To thank the Dartford Safety Officer, Kent Police and to note the presentation.

139. INGRESS PARK – STATIC CCTV

Members were advised that a Councillor had been contacted by several residents to enquire whether a static CCTV could be mounted covering the

BER

entrance to Ingress Park. Enquiries had been made via the Public Safety Unit, Dartford Borough Council to establish whether this would be possible. Members were provided with a copy of the response received from the Public Safety Unit, Dartford Borough Council.

RECOMMENDED:

That Crest Nicholson and Kent Police be contacted to request an Automatic Number Plate Reader Camera system be installed at the entrance of Ingress Park in an effort to reduce crime in the area.

140. SWANSCOMBE ON SHOP SAFE RADIO NETWORK

Members were advised that a Meeting had been held on 9 May 2008 at the Town Council Offices to progress the radios and CCTV in Swanscombe High Street. Members were also advised that the installation of the CCTV cameras was imminent.

RECOMMENDED:

That the item be noted.

141. EXCLUSION OF THE PUBLIC AND PRESS

It was proposed by Councillor B E Read, seconded by Councillor L J Bobby and duly carried;

RECOMMENDED:

That due to the confidential nature of the business to be transacted the press and public be excluded from the meeting whilst the next items were discussed.

142. ANTI-SOCIAL BEHAVIOUR VIA DARTFORD HOUSING SERVICES

Linda Tilley advised members The Gunn Road agreement was successful with 17 residents signing up to the agreement on the launch day.

Linda Tilley advised members there was a lot of preventative work going on to deal with problems in the area.

RECOMMENDED:

That the report be noted.

143. TOWN COUNCIL'S INCIDENT LOG

Members were provided with a copy of the incident log reported to the Town Council from September 2007 to July 2008.

BER

RECOMMENDED:

That the item be noted.

144. MOTOR CYCLE PROBLEMS - SOUTHFLEET ROAD

Members were advised that the motorbike activity had again become a problem over the last few weeks.

RECOMMENDED:

That the item be put on the next agenda.

145. BEAT OFFICERS REPORT

PC Hensman advised members of statistics for June 2008 from Kent Police, they were as follows:

- 1) Theft of Motor Vehicles - 3
- 2) Theft from Motor vehicles – 9,
- 3) Burglaries – 5
- 4) Criminal Damage – 12

PC Hensman advised members that a number of motorbikes had been seized over the previous four weeks.

PC Hensman advised members of a surgery that had been put in place for Ingress Park residents and is advertised on site.. PC Hensman confirmed that the surgery had been quite successful.

RECOMMENDED:

That the report be noted.

146. PCSO REPORT

PCSO Sheron Reece advised members there had been a problem with youth groups and Anti Social Behaviour in the area.

PCSO Sheron Reece had leafleted the surrounding area and gained statements from residents.

RECOMMENDED:

That the report be noted.

ALR

147. NORTH KENT NEIGHBOURHOOD WATCH

Members were provided with a copy of the North Kent Neighbourhood Watch Association Newsletter – Magalert, Spring 2008 issue.

RECOMMENDED:

That the item be noted.

148. LN INSIDE NEWS – BRITISH TRANSPORT POLICE

Members were provided with a copy of Issue 4, April 2008, Issue 5, May 2008 and Issue 6, June 2008 LN Newsletter.

RECOMMENDED:

That the item be noted.

149. DATE OF THE NEXT MEETING

Members were advised that the next Meeting would take place on 22 October 2008 at 7pm.

There being no further business to transact the Meeting closed at 8.25pm.

Signed..... *Mr Lead* *22-10-2008*
Chairman Date

HERITAGE PARK / SKULL SITE SUB-COMMITTEE
TUESDAY 19 AUGUST 2008

MINUTES of the MEETING of the HERITAGE PARK / SKULL SITE SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE, on TUESDAY 19 AUGUST 2008 at 1.30 PM

PRESENT: Councillor B E Read (Chairman)
Councillor L J Bobby (Vice-Chairman)
Councillor Ms L Howes
Councillor Mrs C Openshaw
Councillor P J Scanlan
Mrs Sara Stapleton, Responsible Financial Officer (RFO)
Mrs M Bull, Friends of the Heritage Park
Suzanne Kemmenoe, Land Securities
Greg Hitchcock, Kent Wildlife Trust

150. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor R Lees (on holiday), Emma Ventham (sick) and Lis Dyson (hospital appointment).

151. SUBSTITUTES

There were none.

152. TO DECLARE INTERESTS IN ITEMS ON THE AGENDA

There were none.

153. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 1 JULY 2008

The Minutes were confirmed and signed as a true record.

154. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 1 JULY 2008

There were none.

155. DCLG UNDERSPEND

The RFO reported that the lighting on the Monument was now working. She also advised that the leaflets should be ready within the next few weeks.

BER

156. NATURAL ENGLAND

The RFO advised that she had chased Natural England regarding the management plan and the extension to the lease. Natural England were not in attendance at the meeting and Members asked that their disappointment on progress with these two matters be noted in the Minutes.

157. HLF FUNDING APPLICATION – LEASE RENEWAL – LAND SECURITIES

Members were advised that the Town Clerk, RFO and Town Mayor had attended a meeting with Land Securities to discuss the lease extension, as the Town Council were unhappy with the terms proposed for the new Lease. Following that meeting, the RFO reported that she had received an email from Land Securities, advising that they would now be happy to extend the Lease to the required period, on the same terms as the current lease.

158. BAT SURVEY

Members were provided with a copy of the bat survey which was noted.

159. DRAFT MANAGEMENT PLAN

Members were provided with a copy of the draft Management Plan. As Emma Ventham was unable to attend the meeting, this item was deferred to the next meeting.

160. PROJECT IDEAS FOR THE BID

Members were asked to provide ideas and suggestion for suitable projects to in included in the bid application.

Recommendations: That the following project ideas be added:

1. A refreshment/ice cream kiosks and toilet facilities.
2. An access route connecting to DS7 to Craylands Gorge and then to link to the tunnel under Alkerden Lane to establish a connection into the Northern Park for Eastern Quarry.
3. Improvement to the kissing gates on the site to prevent motorcycle access.

BER

161. PRIORITISED PROJECT LIST

Recommendation: That the above project ideas be added to the project list.

162. FRIENDS OF THE HERITAGE PARK ACTIVITIES

The Teddy Bear's Picnic was very successful with 80 people attending; 50 being children. Staff from the Bear Factory shop at Bluewater attended, dressed up as a giant teddy bear. The Newshopper also attended the event. Margaret Bull and a helper would be hosting tours of the Park during the Borough Council's Heritage Days. A new member had joined the Friends Group. Halloween would be the next event.

163. HERITAGE PARK WEBSITE

Councillor Howes asked whether details about getting to the site by bus were on the website.

Recommendation: That the RFO check and add the details if required.

164. ANY OTHER ITEMS RELATED TO THE HERITAGE PARK

Councillor Bobby advised Members that there were a lot of issues with motorcycles gaining access to the site again and that they were being abusive and aggressive to users of the park.

Recommendation: That the PCSO's be asked to attend future meetings to deal with issues of this nature.

Councillor Read also asked if Members thought it would be appropriate to invite a representative of the Dartford Archaeological Society to attend future meetings.

Recommendation: That a representative of this Group be invited to future meetings. Councillor Read would provide the RFO with the contact details.

165. DATE OF NEXT MEETING

Members discussed when the next meeting should be held.

Recommendation: That the RFO contacted Emma Ventham to ascertain when the next meeting should be held.

BER

MINUTES of the EXECUTIVE & EMERGENCY COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 28 AUGUST 2008 at 7.00 PM

PRESENT: Councillor B E Read (Chairman)
Councillor L J Bobby
Councillor K Basson
Councillor M D G Jackson
Councillor S W Johnston
Councillor R Lees
Councillor V Openshaw
Councillor Mrs I A Read

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

166. APOLOGIES FOR ABSENCE

Apologies of absence were received and accepted from Councillors P M Harman (working abroad).

167. SUBSTITUTES

There were none.

168. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

169. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none.

170. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 AUGUST 2006

RECOMMENDED: That the Minutes of the Meeting held on 14 August 2006 were approved and signed as a true record.

171. EXCLUSION OF THE PRESS AND PUBLIC

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.

172. REVIEW OF OLD FIRE STATION CAFE

The Chairman introduced the item and the RFO reiterated the figures and details of the current costs contained within the report.

Members discussed the contents of the report and also the options available to the Council regarding the running of the Café.

RECOMMENDATIONS:

1. That the operating hours of the Café be reduced to 10.00am to 2.00pm (Café employee working from 9.30am to 2.30pm (25 hours per week) and the rate of salary be £6.00 per hour.
2. That, the current Café Manager/Development Officer be made redundant but offered the new post then if they did not want to continue employment at these rates the post be advertised using the previous Catering Assistants job description and to include opening, closing the café and banking.
3. That the operating of the Café be reviewed at quarter ending December 2008.
4. That the Town Council agree to accept the shortfall of the Café operation until the end of 2008.
5. That the Town Mayor, Town Clerk and Responsible Financial Officer be delegated to interview the Café Manager/Development Officer informing of the Council's decision as soon as is possible on the RFO's return from leave.

There being no further business, the Meeting closed at 8.15pm.

Chairman: 

Date: 23-1-13

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 4 SEPTEMBER 2008 at 1.00 PM

PRESENT: Councillor B E Read (Chairman)
Councillor L J Bobby (Vice-Chairman)
Councillor Ms L Howes
Councillor M D G Jackson
Councillor Mrs I A Read
Councillor P J Scanlan

Graham Blew, Town Clerk

172 (i). APOLOGIES FOR ABSENCE

An apology for absence was received and accepted from Councillor Ms L Cross (work commitments).

173. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

174. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 OCTOBER 2007

The Clerk highlighted that the agenda should have read 3 October 2007 and not 2008.

The Clerk advised that the Minutes had been confirmed by Full Council at its 18 October 2007 meeting.

RECOMMENDED:

That the minutes be confirmed and signed.

175. TOWN COUNCIL POLICIES AND PROCEDURES

Members were provided with policies drafted by the Town Clerk as well as updates to current policies.

RECOMMENDATIONS:

That the following policies be adopted and endorsed:

- Child Protection Policy
- Equal Opportunities Policy
- Family Leave Policy

BER

That the suggested amendments to the following policies and procedures be adopted and endorsed;

- Health and Safety Policy
- Complaints Procedure
- Grievance Procedure
- Staff Disciplinary Policy
- Assaults on Staff – Code of Conduct

176. FIRST AID QUALIFICATIONS

RECOMMENDED:

That the Town Clerk and Responsible Financial Officer's recent qualification in "First Aid at Work" be noted.

177. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor B E Read, seconded by Councillor M D G Jackson and duly carried:

RESOLVED:

That due to the confidential nature of the business to be transacted, the Press and Public be excluded from the Meeting whilst the following matters were discussed.

178. PAY NEGOTIATIONS 2008 / 2009

Members were informed that the National Pay Negotiations were still ongoing.

RECOMMENDED:

That an interim payment of 2.5% be paid to all staff, back dated to 1 April 2008, on their annual salary and annual fringe allowance and that if the figure agreed, for the National Pay Negotiations, is within the Council's budgeted amount (4.5%) this be paid.

179. NEW MILEAGE RATES

Members were provided with the new mileage rates which were effective from April 2008.

Members were also asked to consider whether the administration officers should be classed as essential car users.

RECOMMENDED:

BER

1. That the National Joint Council (NJC) for Local Government Services car allowance rates for 2008 / 2009 be adopted.
2. That a proposal, if necessary and appropriate, be put forward for inclusion of essential car users allowance for the Administration Staff in the estimates for 2008 – 2009.

180. COMPLETION OF PROBATIONARY PERIODS

It was moved by Councillor B E Read, seconded by Councillor M D G Jackson and duly carried:

RECOMMENDED:

That, upon satisfactory completion of their probationary periods, the Town Clerk be delegated to confirm the Administration Assistant and Council Office Cleaner in post.

181. STAFF SICKNESS

Members were provided with details of staff sickness records for the previous year.

RECOMMENDED:

1. That the staff sickness records for 2007 – 2008 be noted and that the Town Clerk continues to monitor.
2. That time off to attend dental and medical appointments be allowed provided:
 - Appointment cards be submitted to the Town Clerk.
 - Appointments to be made as close to the start or end of the working day as possible
 - The Town Clerk be delegated to have the discretion and authority to refuse permission.

182. PARK STAFF

Members were apprised of the history and details regarding the terms and conditions of the current Park Staff's contracts, along with their current overtime arrangements whilst covering the Park Attendant, specifically the weekend cover, and the impact this had on the work of the Parks Staff.

The Town Clerk clarified that he was purely bringing this matter to the attention of the Council and that any decisions or recommendations were theirs to make.

BER

RECOMMENDED:

1. That the current arrangements for covering the Park Attendant continue.
2. That investigation be made to find a satisfactory system to be permanently introduced.
3. As positions become vacant the Town Clerk be delegated to introduce appropriate terms and conditions especially regarding the taking of leave and the overtime rates.

The Town Clerk was asked and duly left the chamber during the discussion and decision of the following item.

183. TOWN CLERK

RECOMMENDED:

1. That the Town Clerk's salary be increased to Spinal Point 41 effective 1 October 2008.
2. That Members note the current arrangements for the Town Clerk in attending meetings outside of normal working hours and that they are happy for these to continue.
3. That Members agree to the Town Council making a monthly contribution of £5.00 to the Town Clerk for the use of his mobile phone on Council business.

184. RFO

RECOMMENDED:

1. That the RFO's salary be increased to Spinal Point 41 effective 1 October 2008 (pro – rata).
2. That Members agree to the Town Council make a monthly contribution of £5.00 to the RFO for the use of her mobile phone on Council business

185. ADMINISTRATION STAFF

It was moved by Councillor B E Read, seconded by Councillor L J Bobby and duly carried:

RECOMMENDED:

That, on completion of a satisfactory probationary period, the Town Clerk be delegated to increase the Administration Assistant's salary to Spinal Point 17.

BER

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 11 SEPTEMBER 2008 at 7.00PM

PRESENT: Councillor L J Bobby (Chairman)
Councillor K Basson (Vice-Chairman)
Councillor Ms L Hall
Councillor P Harris
Councillor J A Hayes
Councillor M D G Jackson
Councillor R J Lees
Councillor B E Read
Councillor Mrs I A Read
Councillor P J Scanlan

ALSO PRESENT: Mr Brian Kemp, Greenhithe Community Market Garden (GCMG)
Mr Greg Watson, Early Sports

IN ATTENDANCE: Mr G Blew, Town Clerk
Miss R Rawlings, Administration Assistant

187. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' P M Harman (work commitments), S W Johnston (work commitments) and P A Read (work commitments).

An apology for absence was submitted on behalf of the Parks Foreman who was on sick leave.

188. SUBSTITUTES

Councillor Mrs I A Read substituted for Councillor P A Read.

189. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor R J Lees declared a personal interest in items 10.3 – Funding for New Bowls Pavilion as he has a membership to SwanscombeDowns Bowls Club pending and 10.8 – Use of Swanscombe Leisure Centre and Heritage Car Park as he is a Parent Governor and Chairman of the Finance and Estates Committee of the governing body of The Craylands School.

190. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

LJB

The Chairman informed that there were three urgent items, one of which was confidential, and that they would be taken at the end of the agenda.

191. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 29 MAY 2008

RECOMMENDED:

That the Minutes of the Meeting held on 29 May 2008 were approved and signed as a true record.

192. ITEMS OUTSTANDING FROM PREVIOUS MEETING

There were none.

193. SQUASH COURTS – EARLY SPORT SQUASH PROPOSAL

The Chairman welcomed Greg Watson to the meeting and asked that he address the Committee with his request.

Mr Watson gave a resume of the current operation of the Early Sport mini squash initiative.

Members were pleased to hear of the success of the scheme and reiterated their support and encouragement for the involvement of the local youth in sporting activities. Members clarified with Mr Watson that the reduction being requested was only to be used for the young people taking part in the mini squash initiative.

RECOMMENDED:

That the request for a reduction in the rates of hire for the Early Sport mini squash initiative be agreed subject to the details being confirmed by the Responsible Financial Officer (RFO).

194. GREENHITHE COMMUNITY MARKET GARDEN (GCMG)

The Chairman welcomed Mr Brian Kemp to the meeting and asked that he address the Committee with details of the project.

Mr Kemp gave a resume of the current operation of the GCMG.

Members agreed for this item to be considered by the Finance and General Purposes Committee at its next meeting.



RECOMMENDED:

That this Committee refer the matter to the Finance and General Purposes Committee for consideration.

PARK'S REPORT

195. Knockhall Changing Rooms

Members were advised that the floor had deteriorated and required remedial work to be undertaken.

RECOMMENDED:

1. That quotations be sought to replace the current flooring with ½ inch marine plywood and lino floor covering.
2. That the work be undertaken if the cost falls within the budgeted amount contained in the estimates.
3. That the item be referred to the Finance and General Purposes Committee if the cost is greater than the amount contained in the estimates.

196. Vans and Equipment

Members were advised that the strimmers currently used were four years old and were becoming uneconomical to repair.

RECOMMENDED:

That the purchase of two strimmers, of the standard and cost suggested by the Town Clerk, be purchased from the Parks Materials/Equipment budget.

197. Work Plan

Members discussed the need for a Work Plan to be in place scheduling the work to be undertaken by the Parks Department.

RECOMMENDED:

That the Park's Foreman submits a Winter Work Plan, as part of his report, at the 11 September 2008 meeting.



CLERK'S REPORT

198. Pilgrims Road

Members were advised that the Footpath Officer for the Ramblers' Association for Bexley, Dartford and Gravesham had contacted the PROW (KCC) backing the Town Council's application to have the road re-opened as a PROW.

RECOMMENDED:

That the item be noted.

199. Town Council Signs Erected In Children's Play Areas

Members received correspondences, and the Town Clerk's responses, received from a resident and Dr Howard Stoate MP regarding the recently erected signage at the Children's Play Areas.

RECOMMENDED:

1. That the Town Clerk's responses be endorsed.
2. That investigations be made to assess the suitability of signage advising the restriction of the use of equipment based on age.

200. SwanscombeDowns Bowls Club – Funding For New Bowls Pavilion

Members were advised that the Swanscombedowns Bowls Club had applied for funding for a new bowls pavilion from Lottery funding. It was advised that for this funding to be considered the lease for the SwanscombeDowns Bowls Club was required to be for 25 years. When the Council renewed the Lease it was granted for 25 years with the proviso that the Club provided an Action Plan for the replacement of the Pavilion by 1 April 2007 and a Strategic Plan for its replacement by 1 April 2010. Failure to complete this would mean the Lease reverting back to a 5 year lease. The Responsible Financial Officer (RFO) had written a reminder letter to the Secretary of the Bowls Club on 7 May 2008 and on 20 August 2008.

RECOMMENDED:

That the item be noted and monitored on future Recreation, Leisure and Amenities Committee agendas.

L.P.S.

201. Heritage Community Hall

Members were advised that the work to the hall regarding new signage, double glazing and fascias had been completed during August.

Members recognised the effort and results obtained by the Town Clerk in managing this project from conception to a satisfactory and prompt conclusion.

RECOMMENDED:

That the item be noted.

202. Gravesham Community Leisure Limited (GCLL) - Assessment

Members received a copy of the GCLL Annual Report 2007 and were informed the Swanscombe Leisure Centre had scored 76% in its recent assessment (an increase of 11%).

RECOMMENDED:

That the item be noted.

203. Squash Court Lighting

Members were informed that it had been necessary, due to health and safety issues, to install guards on the lighting in the squash court during the recess period.

RECOMMENDED:

That the Town Clerk's actions be endorsed.

204. CCTV cameras at Swanscombe Leisure Centre Car Park

The Town Clerk explained the comments received regarding the coverage of the updated CCTV cameras recently installed at the leisure centre.

RECOMMENDED:

That the Town Clerk inform GCLL that the Council are happy for them to re-site the cameras, or trees in question, at their expense, and only with prior consultation and agreement from the Town Council.

205. Use of Swanscombe Leisure Centre and Heritage Park Car Park.

Members received the report and considered the options available to them regarding the problems encountered.

RECOMMENDED:

That the Town Clerk contact Kent Education and inform them of the Council's displeasure at the current situation.

206. Use of Town Council's Parks

RECOMMENDED:

That the item be noted.

207. Kent free trees and flower bulb Schemes

RECOMMENDED:

That the item be noted.

208. Southern Water – Upgrade to existing sewer network (closure of north end of Craylands Lane.

The Town Clerk updated members on the delay to the works (a gas pipe had been hit whilst digging).

Members requested that more details on the bus diversions to be used be obtained from Southern Water and/or the Highways Agency.

RECOMMENDED:

That the item be noted and that members be informed as soon as more information was obtained regarding the bus diversions.

209. Tree Survey

Members were advised that the tree survey was now hoped to be completed by mid September 2008.

RECOMMENDED:

That the item be noted.



210. URGENT ITEM - PROPOSED SITING OF FOOTPATH SIGNS

Councillor P Harman had been in communication with Green Grid and submitted details and a map indicating where proposed signs for footpaths were intended along the "Greenhithe Riverside Walk".

Members were made aware that the RFO had an in depth knowledge and understanding of this issue and that she should be consulted and any relevant information be fed back to Green Grid.

RECOMMENDED:

That the Council agree, in principle, to the idea of a riverside walk and that Councillor P Harman meets with the RFO and ensures any relevant information is fed back to Green Grid.

211. URGENT ITEM – DISPOSAL OF SURPLUS TABLES AND CHAIRS.

The Town Clerk advised members that the old tables and chairs from the Church Road Hall were currently being kept in the Grove Hall and sought permission to dispose of these, with local organisations being the first option.

RECOMMENDED:

That the Town Clerk be delegated to dispose of surplus tables and chairs, with local organisations being the first option.

212. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVE: 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.

213. OUTCOME OF EXECUTIVE AND EMERGENCY COMMITTEE MEETING.

Members were informed that it had been necessary to hold a meeting of the Emergency and Executive Committee, on 28 August 2008, to review the operation of the Old Fire Station Café.

The Town Clerk read out the recommendations, unconfirmed, from the meeting to the committee.



RECREATION, LEISURE & AMENITIES COMMITTEE
11 SEPTEMBER 2008

RECOMMENDED:

That the item be noted.

There being no further business to transact, the Meeting closed at 8.25 pm.

Signed: *H. Ballew* Date: 7-11-08.
(Chairman)

HERITAGE PARK / SKULL SITE SUB-COMMITTEE
16 SEPTEMBER 2008

MINUTES of the MEETING of the HERITAGE PARK / SKULL SITE SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE, on TUESDAY 16 SEPTEMBER 2008 at 1.30 PM

PRESENT: Councillor B E Read (Chairman)
Councillor L J Bobby (Vice-Chairman)
Councillor Mrs C Openshaw
Councillor P J Scanlan
Graham Blew, Town Clerk
Mrs Sara Stapleton, Responsible Financial Officer (RFO)
Lis Dyson, Kent County Council
Suzanne Kemmenoe, Land Securities
Emma Ventham, Groundwork

214. APOLOGIES FOR ABSENCE

An apology for absence was received and accepted from Councillor Ms L Howes (work commitments).

215. SUBSTITUTES

There were none.

216. TO DECLARE INTERESTS IN ITEMS ON THE AGENDA

There were none.

217. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 19 AUGUST 2008

The Minutes were confirmed and signed as a true record.

218. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 19 AUGUST 2008

The RFO informed the sub-committee that the local beat officer had been invited to attend this, and future, meetings but due to problems with her computer she had not been able to access emails to see if a response had been received.

The Chairman advised the sub-committee that Councillor Ms L Howes had submitted her comments on the Project Planning Grant (item 9.2) and that these would be passed to Emma Ventham for consideration/inclusion.

BER

219. DCLG UNDERSPEND

The RFO reported that leaflets had been requested from Dartford Borough Council but had not, as yet, been delivered.

220. NATURAL ENGLAND (NE)

The RFO advised that the representative from NE was on holiday.

Recommendation: That this item remains on future agendas.

221. HLF FUNDING APPLICATION – (1) LEASE RENEWAL

Members were advised that there was nothing new to report at this time.

Recommendation: That the item be noted.

222. HLF FUNDING APPLICATION – (2) PROJECT PLANNING GRANT

(i) Draft Management Plan

Emma Ventham updated members on progress to date and advised that NE had had no real comments to add, Kent Wildlife Trust were happy with the plan and comments from KCC were awaited. All the plans were required to be completed by the end of September 2008.

The Chairman reiterated that the Town Council wanted the park to be an accessible domain and that the features it processed needed to be highlighted to as wide an audience as possible. It was sincerely hoped that a physical link to future facilities at Eastern Quarry would be a feature of the park.

Recommendation: That the RFO liaise with the Chairman to supply Emma Ventham with draft wording for the Swanscombe and Greenhithe Town Council Policy Statement (Section 2.2 of the Management Plan)

(ii) Audience Development Plan

The Sub-Committee were eager that the educational aspect of the site should be available and optimised to the widest audience possible.

(iii) Possible projects to be contained in bid.

Emma Ventham tabled a list of possible projects and suggested that the next meeting include a site visit so that precise details of projects can be clarified.

BZR

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION
AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE
GROVE, SWANSCOMBE ON WEDNESDAY 17 SEPTEMBER 2008 AT 7.00 PM

PRESENT: Councillor B E Read (Chairman)
Councillor P J Scanlan
Councillor L J Bobby
Councillor P M Harman
Councillor P Harris
Councillor M D G Jackson
Councillor Ms D Johnston
Councillor R J Lees
Councillor V Openshaw
Councillor P A Read
Councillor Mrs G B Tripp

IN ATTENDANCE: Mr G Blew, Town Clerk

228. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor S W Johnston (work commitments).

229. SUBSTITUTES

Councillor R J Lees substituted for Councillor S W Johnston.

230. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor P M Harman declared a personal interest in application DA/08/01136/FUL and any applications regarding Greenhithe High Street as he lives in close proximity.

Councillor P Harris declared a personal interest in applications within Ingress Park as he resides there.

Councillor P Harris declared a personal interest in application DA/08/01147/ADV as he is a member of the British Legion.

Councillor Ms D Johnston declared a personal interest in applications within Ingress Park as she resides there.

Councillor Ms D Johnston declared a personal prejudicial interest in application DA/08/01136/FUL as she had already formally objected to the application.

BER

Councillor V Openshaw declared a personal interest in application DA/08/01147/ADV as he is a member of the British Legion.

Councillor P A Read declared a personal interest in applications within Ingress Park as he resides there.

231. ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

The Chairman informed the committee that there were two items and asked members to consider them.

232. RELOCATION OF THE QUEEN ELIZABETH FOUNDATION RESOURCE CENTRE

Member's attention was drawn to a recent article in the local press which indicated that the Queen Elizabeth Foundation Resource Centre currently in Brent Way, Dartford was proposed to be closed and replaced with other services. One of these was at the Discovery Centre, Swan Valley, Swanscombe.

Members expressed concern that this proposal should involve a planning application as there were only three disabled Parking bays at the site and these were heavily used already by patients attending the surgery.

RECOMMENDED: That the item be delegated to the Chairman and Town Clerk to investigate.

233. LETTER TO BOROUGH COUNCILLORS FROM ASDA REGARDING "PLANNING APPLICATION TO IMPROVE THE STORE AT CROSSWAYS BOULEVARD"

Member's attention was drawn to a letter from the Property Communications Manager, Asda, that had been sent to Borough Councillors. The letter informed of proposed improvements to the store including highway and pedestrian access and the installation of a traffic light controlled junction for vehicular access to the site from Crossway Boulevard.

RECOMMENDED:

1. That the Development Control Manager, Dartford Borough Council, be contacted to ascertain when the application will be considered by the Development Control Board.
2. That the Chairman investigates what has been approved so far and to take appropriate action if required.

BER

234. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 JULY 2008

RECOMMENDED: The Minutes of the meeting held on 14 July 2008 were confirmed and signed.

235. HIGHWAYS SPREADSHEET

Members were provided with a copy of the latest Highways Spreadsheet from Kent Highways Services.

RECOMMENDED: That the item be noted and that members report issues as and when they arise.

236. KENT COUNTY COUNCIL (KCC) WAITING RESTRICTIONS ORDER 2008 – CHURCH ROAD, SWANSCOMBE.

Members received a notice advising of proposals to prohibit waiting at any time on a length of Church Road. The Chairman had requested this area be extended to 30 metres to incorporate the entrance to the Scout Hall.

RECOMMENDED: That the item be noted.

235 (i). CHANGES IN THE WAY DARTFORD BOROUGH COUNCIL DECIDES PLANNING APPLICATIONS.

Members received notification from the Development Control Manager, Dartford Borough Council, informing of changes to how planning applications will be dealt with.

RECOMMENDED: That the Development Control Manager be notified of the Town Council's concerns regarding the change in the way Dartford Borough Council decides planning applications.

236 (i). DARTFORD TOWN CENTRE AREA ACTION PLAN – SUBMISSION DOCUMENT SECTION 20 - (1) PLANNING AND COMPULSORY PURCHASE ACT 2004.

Members were advised that the Planning Policy Manager, Dartford Borough Council, had deposited a copy of the Area Action Plan Submission Document, Sustainability Appraisal at the Council Offices for consultation and for inspection by members of the public.

RECOMMENDED: That the item be noted.

BLR

RECOMMENDED: That the item be noted.

237. PROPOSED VODAFONE BASE STATION INSTALLATION AT WOOD MACHINES LTD, GALLEY HILL INDUSTRIAL ESTATE.

Members received plans for minimal changes to existing antennas, radio equipment cabinets and ancillary development thereto and a request for any feedback/comments.

RECOMMENDED: That the item be noted.

238. SECRETARY OF STATES PROPOSED CHANGES TO THE DRAFT REGIONAL SPATIAL STRATEGY FOR THE SOUTH EAST (the South East Plan).

Members views were requested by the Head of Housing and Planning, Government Office of the South East (GOSE).

RECOMMENDED: That the item be noted.

239. A2 PARK CORNER BRIDGE, AT THE EBBSFLEET JUNCTION, RESURFACING.

The Highways Agency advised that works were due to be carried out over the three consecutive weekends starting 3 October 2008.

RECOMMENDED: That the item be noted.

240. TOWN PLANNING

Members were provided with the details of planning applications received, and responded to, by the Chairman and Town Clerk during the 2008 recess period.

RECOMMENDED:

That Members endorsed the comments submitted:

DA/08/01102/FUL Erection of a satellite dish on side elevation (retrospective application).

18 St. Clement's Road, Greenhithe.

OBSERVATIONS: No observations.

DA/08/01047/TPO
REVISED PLANS. Application to remove one third from the top and to remove overhanging branches of 1 Sycamore

BER

tree and 2 Horse chestnut trees subject to Tree Preservation Order No.5 1980.

Rear of 5 and 6 Ivy Bower Close, Greenhithe.

OBSERVATIONS: No observations. All neighbours should be consulted prior to the application being considered.

DA/08/01108/TPO Application to lift crown to approximately 5 metres, thin crown by approximately 30% and reduce main leader by 3 metres to 1 Silver Birch tree subject to Tree Preservation Order No.3 1991.

6 St Peters Close, Swanscombe.

OBSERVATIONS: No observations. All neighbours should be consulted prior to the application being considered.

DA/08/01133/TRCON Application to reduce crown by 30% of 1 Silver Birch Tree within Conservation Area.

10 High Street, Greenhithe.

OBSERVATIONS: No observations. All neighbours should be consulted prior to the application being considered.

DA/08/01103/FUL Erection for satellite dish on rear elevation (retrospective application).

9 Liveryman Walk, Greenhithe.

OBSERVATIONS: No observations. All neighbours should be consulted prior to the application being considered.

DA/08/01119/FUL Erection of a satellite dish on side elevation (retrospective application).

21 Reed Court, Greenhithe.

OBSERVATIONS: No observations. All neighbours should be consulted prior to the application being considered.

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- considered.
- DA/08/01124/FUL Erection of a satellite dish on front elevation (retrospective application).
- 73 Ingress Park Avenue, Greenhithe.
- OBSERVATIONS: No observations. All neighbours should be consulted prior to the application being considered.
- DA/08/01147/ADV Display of a non-illuminated advertisement board on west elevation.
- Royal British legion Social Club, London Road, Greenhithe.
- OBSERVATIONS: No observations. All neighbours should be consulted prior to the application being considered. Any/all adverts and colours should match in with the localised area and not be offensive.
- DA/08/01154/FUL Erection of satellite dish on rear elevation (retrospective application).
- 5 Carmichael Avenue, Greenhithe.
- OBSERVATIONS: No observations. All neighbours should be consulted prior to the application being considered.
- DA/08/01138/FUL Demolition of existing attached garage and erection of a part two/part first floor side extension and a detached garage.
- 12 Abbey Road, Greenhithe.
- OBSERVATIONS: All neighbours should be consulted prior to the application being considered. It is essential that no on-site parking arrangements result in a decrease in the current parking provision.
- DA/08/01136/FUL Erection of a three storey building with basement to provide 6 x 2 bedroom apartments, provision of sea scout facilities at basement level and

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associated car parking.

Neptune Slipway, Pier Road, Greenhithe.

OBSERVATIONS: Although this application has been revised from the original one submitted, (DA/07/1298/FUL), the Town Council still objects to the application on the grounds already submitted. However, should the Borough Council's Planning Committee decide to approve this revised application, the Town Council believes a Section 106 should be drawn up to accommodate the Town Councils Local Development Framework, in particular with regard to community facilities.

DA/08/01176/FUL Erection of a satellite dish at rear of property (retrospective application).

17 Liverymen Walk, Greenhithe.

OBSERVATIONS: No observations. All neighbours should be consulted prior to the application being considered.

DA/08/01181/FUL Erection of a two storey building for office use (retrospective application).

Land adjacent Units M1 to M5 Kent Kraft Industrial Estate.

OBSERVATIONS: No observations. All neighbouring properties should be consulted prior to the application being considered.

DA/08/01210/FUL Erection of a satellite dish on south west elevation (retrospective application).

19 St Clements Road, Greenhithe.

OBSERVATIONS: No observations.

DA/08/01177/FUL Erection of a satellite dish on side of property (retrospective application).

4 Empire Walk, Greenhithe.

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- OBSERVATIONS: No observations.
- DA/08/01148/FUL
Erection of a single storey rear extension incorporating a balcony at first floor level.

49 Pentstemon Drive, Swanscombe.
- OBSERVATIONS: No objections provided all neighbouring properties are consulted prior to the application being considered.
- DA/08/01206/COU
Change of use of part of ground floor from place of assembly to ancillary residential storage and second garage together with alterations to frontage.

Village Hall, rear of 8 High Street, Greenhithe.
- OBSERVATIONS: Members strongly object to this application because it would result in the loss of a local community facility. Members could also see no real detailed drawings showing clearly the alterations to frontage and therefore feel it is still out of character with the conservation area.

Should the Borough Council's Planning Committee decide to grant the application the Town Council would expect a Section 106 Agreement to be drawn up in line with the Town Council's Local Development Framework in relation to community facilities as this application will result in a loss of a current facility.
- DA/08/01239/FUL
Erection of a satellite dish on rear elevation.

27 Reed Court, Greenhithe.
- OBSERVATIONS: No observations.
- DA/08/01220/FUL
Erection of a satellite dish on roof at rear of property (retrospective application).

7 Liveryman Walk, Greenhithe.
- OBSERVATIONS: No observations.

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- DA/08/0149/FUL Erection of a satellite dish on side elevation (retrospective application).

9 St Clements Road, Greenhithe.
- OBSERVATIONS: No observations.
- DA/08/01244/FUL Erection of 11 bird boxes on wooden posts in rear garden (retrospective application.)

2 Palladian Circus, Greenhithe
- OBSERVATIONS: No observations provided neighbouring properties are consulted prior to the application being considered.
- DA/08/01233/FUL Erection of a satellite dish on second floor balcony (retrospective application).
- OBSERVATIONS: No observations provided neighbouring properties are consulted prior to the application being considered.
- DA/08/01258/FUL Change of use of land to open storage/car parking involving relocation of security fence and provision of cycle track.

Land adjacent Oakwood Industrial Estate, Stonebridge Road, Northfleet.
- OBSERVATIONS: The Town Council request further information to consider this application. Please provide details of who the applicant is, who owns the land the application is for. The whole roadway was used by the public as the link to DS17, assurance is sought that the KCC PROW Officer has been consulted regarding this application and his/her comments are asked to be provided to the Town Council before it submits its final observations. The application appears very vague with not enough detail to enable the Town Council to consider and comment on it. The application indicates that half the current width of the road would be lost. NB. This road used to lead to APCM Sports Ground.

ARR

Members were advised that the following planning applications were submitted from Kent County Council for Members observations during the summer 2008 recess.

DA/08/TEMP/0031 Provision of three temporary classroom units on the existing school playground during construction of the proposed Manor School.

Sweyne Junior School, Keary Road, Swanscombe.

OBSERVATIONS:

Since these are temporary buildings our comments would be linked in conjunction with the main build (DA/08/TEMP/0021) and any planning considerations should take into account the Town Councils observations with that application. Because these are temporary while the re-build is to take place we believe this application, if approved, should be limited to a period of 5 years:

This Council strongly object to planning application DA/08/TEMP/0031 on the grounds that the safety of children, parking, transport and access arrangements are not suitable for the local area.

The Town Council would like to suggest that the access points be reconsidered and that a more suitable location would be between the flats in the top corner of Keary Road. This has an area that used to be occupied by garages and a wall and is sufficiently wide enough to get a road through. It would also be possible to include parental parking areas / drop off zones within this area which would relieve the congestive parking currently experienced, half way up Keary Road, by parents. The proposed entrance in Swanscombe Street is not a beneficial one and is dangerous as many children use this road.

DA/08/TEMP/0021

Construction of a new, 2 form entry amalgamated primary school, on the site of the existing Sweyne Junior School in Swanscombe. One block of existing accommodation is retained. The proposal also includes a new vehicular access off

BZR

Swanscombe Street and areas of new hard play and car parking to replace existing.

Sweyne Junior School, Keary Road, Swanscombe.

OBSERVATIONS:

This Council strongly object to planning application DA/08/TEMP/003 on the grounds that the safety of children, parking, transport and access arrangements are not suitable for the local area.

The Town Council would like to suggest that the access points be reconsidered and that a more suitable location would be between the flats in the top corner of Keary Road. This has an area that used to be occupied by garages and a wall and is sufficiently wide enough to get a road through. It would also be possible to include parental parking areas / drop off zones within this area which would relieve the congestive parking currently experienced, half way up Keary Road, by parents. The proposed entrance in Swanscombe Street is not a beneficial one and is dangerous as many children use this road.

DA/83/341 (ii)

Proposed variation of condition (ii) to allow importation flue dust from an alternative source.

South Pit 3 Landfill, Swanscombe and Botany Marshes, Swanscombe.

OBSERVATIONS:

Under no circumstances should contractor's vehicles travel through the villages of Swanscombe and Greenhithe but should use the main roads ie. London Road, Galley Hill Road, Stonebridge Road.

DA/08/1113

Provision of three temporary classroom units on the existing infant school playground during construction of the proposed Manor School.

Sweyne Junior School, Keary Road, Swanscombe.

OBSERVATIONS:

Since these are temporary buildings our

BER

comments would be linked in conjunction with the main build (DA/08/TEMP/0021) and any planning considerations should take into account the Town Councils observations with that application. Because these are temporary while the re-build is to take place we believe this application, if approved, should be limited to a period of 5 years:

This Council strongly object to planning application DA/08/0031 on the grounds that the safety of children, parking, transport and access arrangements are not suitable for the local area.

The Town Council would like to suggest that the access points be reconsidered and that a more suitable location would be between the flats in the top corner of Keary Road. This has an area that used to be occupied by garages and a wall and is sufficiently wide enough to get a road through. It would also be possible to include parental parking areas / drop off zones within this area which would relieve the congestive parking currently experienced, half way up Keary Road, by parents. The proposed entrance in Swanscombe Street is not a beneficial one and is dangerous as many children use this road

Members were advised that the following Granted Decision Notices were received from Dartford Borough Council during the summer 2008 recess.

- | | |
|-----------------|--|
| DA/08/00978/FUL | Alterations to front elevation involving increase in size of window and casement door at first floor level.

32 Sara Crescent, Greenhithe. |
| DA/08/00914/TPO | Application to lift canopy by 6m of 1 No. Lime tree subject to Tree Preservation Order No.7 2007

Mounts Court, Mounts Road, Greenhithe. |
| DA/08/00912/FUL | Erection of an entrance canopy (pod) to staff entrance. |

Asda Superstores, Crossways Boulevard.

DA/08/01000/COU

Conversion of existing property to provide 2 x 1 bedroom flats.

3 Milton Road, Swanscombe.

DA/08/00990/FUL

Erection of 1M high wall with a 1.8M high fence on top (retrospective application).

South of London Road.

DA/08/01047/TPO

Application to remove one third from the top and to remove overhanging branches of 1 Sycamore tree and to crown reduce by no more than 15% and cut back branches by 3M from the adjacent surgery of 2 Horse Chestnut trees subject to Tree Preservation Order No.5 1980.

Rear of 5 & 6 Ivy Bower Close, Greenhithe.

Members were advised that the following Granted Decision Notice was received from Kent County Council during the summer 2008 recess.

DA/08/1113

Provision of 3 temporary classroom units on the existing infants' school playground during construction of the proposed Manor School.

Sweyne Junior School, Keary Road, Swanscombe.

Members were advised that the following Notice of Appeal was received from Dartford Borough Council during the summer 2008 recess.

DA/07/00977/OUT

Outline application for the demolition of existing buildings and erection of a part 2/3/4 storey building with pitch roof and dormer windows in front and rear elevations to provide 49 dwellings comprising 41 x 2 bedroom and 8 x 1 bedroom flats with associated underground parking, access road, landscaping and amenity area.

BER

1A, 1B and 1C Knockhall Road, Greenhithe.

The application is to be decided by way of a Public Inquiry which will last for 2 days beginning 10am on 11 November 2008 at the Civic Centre, Dartford.

Members were advised that the following Refused Decision Notice was received from Dartford Borough Council during the summer 2008 recess.

DA/07/01125/FUL

Alterations to roof design to incorporate dormer windows in side elevations and a recessed balcony area in rear elevation to provide additional rooms in the roof space together with the creation of new car parking area with 1.5m high brick piers and boundary wall with metal railings and 1.5m high automatic sliding gates.

The Warren, High Street, Greenhithe.

DA/08/00884/FUL

Erection of a single storey rear extension (retrospective application).

125 Milton Road, Swanscombe.

DA/08/00974/FUL

Erection of a satellite dish on south elevation (retrospective application).

7 Capability Way, Greenhithe.

DA/08/00885/FUL

Installation of roller shutters on front elevation (retrospective application).

123 – 125 Milton Road, Swanscombe.

241. APPLICATIONS SUBMITTED BY THE BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS

DA/08/01296/FUL

Erection of a two storey side extension.

5 Hasted Close, Greenhithe.

OBSERVATIONS:

No observations. All neighbours should be

B.R.

- consulted prior to the application being considered.
- DA/08/01289/FUL Erection of a satellite dish on rear of property.

29 Reed Court, Greenhithe
- OBSERVATIONS: No observations. All neighbours should be
consulted prior to the application being considered.
- DA/08/01288/FUL Conversion of existing integral garage into
habitable room.

6 The Grove, Swanscombe.
- OBSERVATIONS: The proposal cannot be allowed to detract from the
current parking arrangements already in place at
the property and should be refused if it would result
in other arrangements. Any proposed conversion
that reduces parking facilities within the boundaries
of the property should be refused.
- DA/08/01287/TRCON Application to prune to clear adjacent property by
2m, lift crown over pavement by 2.5m of 1 No.
Norway Maple tree within Conservation area.

20 – 26 High Street, Greenhithe.
- OBSERVATIONS: No observations. All neighbours should be
consulted prior to the application being considered.
- DA/08/01307/FUL Erection of satellite dish (retrospective application).

17 Lightermans Way, Greenhithe.
- OBSERVATIONS: No observations. All neighbours should be
consulted prior to the application being considered.
- DA/08/01309/FUL Erection of a satellite dish on rear elevation
(retrospective application).

9 Carmichael Avenue, Greenhithe.
- OBSERVATIONS: No observations. All neighbours should be
consulted prior to the application being considered.
- DA/08/01320/FUL Erection of a satellite dish on roof (retrospective

- application).
- 1 Lightermans Way, Greenhithe.
- OBSERVATIONS: No observations. All neighbours should be consulted prior to the application being considered.
- DA/08/01231/FUL Erection of a satellite dish inside first floor balcony (retrospective application).
- 1 Carmichael Avenue, Greenhithe.
- OBSERVATIONS: No observations. All neighbours should be consulted prior to the application being considered.
- DA/08/01334/FUL Erection of a satellite dish on balcony (retrospective application).
- 19 Lightermans Way, Greenhithe.
- OBSERVATIONS: No observations. All neighbours should be consulted prior to the application being considered.
- DA/08/01227/FUL Erection of a satellite dish at front of property (retrospective application).
- 25 Reed Court, Greenhithe.
- OBSERVATIONS: No observations. All neighbours should be consulted prior to the application being considered.
- DA/08/01252/FUL Erection of a satellite dish on side of property (retrospective application).
- 27 Liveryman Walk, Greenhithe.
- OBSERVATIONS: No observations. All neighbours should be consulted prior to the application being considered.

242. APPLICATIONS SUBMITTED FROM KENT COUNTY COUNCIL FOR MEMBERS' OBSERVATIONS

- DA/08/TEMP/0039 The construction of a new fitness suite that will be used by the school as part of curriculum activities and out of hours by members of the general public.

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Swan Valley Community School, Southfleet Road,
Swanscombe.

OBSERVATIONS:

Members strongly object to this planning application as it will have very serious implications on parking arrangements in the area. The proposal would have inadequate parking to serve the needs of the development, the absence of which would give rise to an increase in parking problems in an area which already has very limited capacity; this would be especially evident in the area at the back of Southfleet Road. The doctors' surgery at the school requires parking facilities close to the surgery and this proposal would put an added strain on the parking resources currently in place, particularly regarding disabled parking used by patients attending the surgery. Although mindful of the need for school children to enjoy and participate in physical education when this application is considered Members would request that it be noted that the Town already has an established fitness centre at The Swanscombe Leisure Centre, Craylands Lane and that this fitness centre is available to the general public.

DA/08/TEMP/0039
(Revised Plans)

The construction of a new fitness suite that will be used by the school as part of curriculum activities and out of hours by members of the general public.

Swan Valley Community School, Southfleet Road,
Swanscombe.

OBSERVATIONS:

Members strongly object to this planning application as it will have very serious implications on parking arrangements in the area. The proposal would have inadequate parking to serve the needs of the development, the absence of which would give rise to an increase in parking problems in an area which already has very limited capacity; this would be especially evident in the area at the back of Southfleet Road. The doctors' surgery at the school requires parking facilities close to the surgery and this proposal would put an added strain on the parking resources currently in place, particularly regarding disabled parking used by patients

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attending the surgery. Although mindful of the need for school children to enjoy and participate in physical education when this application is considered Members would request that it be noted that the Town already has an established fitness centre at The Swanscombe Leisure Centre, Craylands Lane and that this fitness centre is available to the general public.

243. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL.

The following granted decision notices were noted.

- | | |
|------------------|--|
| DA/04/00670/OUT | Outline application for residential development of up to 110 mixed units, together with new vehicular access to Craylands Lane, including emergency access & creation of a development platform on which the new development will be constructed.

Land at London Road and Craylands Lane, Swanscombe. |
| DA/08/01138/FUL | Demolition of existing attached garage and erection of a part two/part first floor side extension and a detached garage.

12 Abbey Road, Greenhithe. |
| DA/08/01103/FUL | Erection of a satellite dish on rear elevation (retrospective application).

9 Liveryman Walk, Greenhithe. |
| DA/08/01003/CDNA | Contaminated land closure report pursuant to part 4 of Condition 2 of Planning permission DA/06/00699/COU.

104A Church Road, Swanscombe. |
| DA/08/00922/CDNA | Soundproofing details pursuant to Condition 3 of Planning Permission DA/06/00755/COU.

109 and 111 Mounts Road, Greenhithe. |

- DA/08/01119/FUL Erection of a satellite dish on side elevation
(retrospective application).

21 Reed Court, Greenhithe.
- DA/08/01148/FUL Erection of a single storey rear extension
incorporating a balcony at first floor level.

49 Pentstemon Drive, Swanscombe.

244.REFUSED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL

The following refused decision notices were noted.

- DA/08/01154/FUL Erection of a satellite dish on rear elevation
(retrospective application).

5 Carmichael Avenue, Greenhithe.
- DA/08/01102/FUL Erection of a satellite dish on side elevation
(retrospective application).

18 St Clements Way, Greenhithe.
- DA/08/01176/FUL Erection of a satellite dish at rear of property
(retrospective application).

17 Liverymen Walk, Greenhithe.
- DA/08/01149/FUL Erection of a satellite dish on side elevation
(retrospective application).

9 St Clements Road, Greenhithe.
- DA/08/01108/TPO Application to lift crown approximately 5 metres,
thin crown by approximately 30% and reduce
main leader by 3 metres to 1 Silver Birch tree
subject to Tree Preservation Order No.3 1991.

6 St Peters Close, Swanscombe.
- DA/08/01147/ADV Display of non-illuminated advertisement board on
west elevation.

Royal British Legion Social Club, London Road,

B.R.

Greenhithe.

245. GRANTED DECISION NOTICES RECEIVED FROM KENT COUNTY COUNCIL

The following granted decision notices were noted.

DA/83/341/R(ii)

Request pursuant to Condition (ii) to import materials from an alternative source.

South Pit 3 landfill, Swanscombe Marshes, Swanscombe.

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

Signed: *B. Read*
(Chair)

Date: *8/10/2008*

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 2
OCTOBER 2008 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor Mrs A R Harvey (Vice-Chairman)
Councillor L J Bobby
Councillor Ms L Cross
Councillor Ms L Howes
Councillor M D G Jackson
Councillor S W Johnston
Councillor Mrs C Openshaw
Councillor Mrs I A Read

ALSO PRESENT: Mr G Blew, Town Clerk
Mrs S Stapleton, Responsible Financial Officer (RFO)

246. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors' Ms D Johnston (work commitments), V Openshaw (attending Dartford Borough Council meeting) and P J Scanlan (attending Dartford Borough Council meeting).

247. SUBSTITUTES

There were none.

248. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor L J Bobby declared a personal interest in agenda item 10 – Friends of the Heritage Park as his wife is a member of the group.

249. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA

There were none.

250. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 12 JUNE 2008

RECOMMENDED:

The Minutes were confirmed and signed as a true record.

BZR

251. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT

Members were provided with details of all receipts and payments for authorisation for June, July and August 2008. Details of all receipts and payments for September 2008 were tabled at the meeting.

RECOMMENDED:

That the receipts and payments for June, July, August and September 2008, as per the annexed list, be approved.

252. SUMMARY OF ACCOUNTS

Members were provided with details of the Summary of Accounts, balanced to 31 August 2008. Details of the Summary of Accounts, balanced to 30 September 2008 were tabled at the meeting.

RECOMMENDED:

That the details of the Summary of Accounts, balanced to 30 September 2008 be noted.

253. INTERNAL AUDITORS REPORT, 2008 - 2009

Members received the external auditors report 2008 – 2009 and considered it's contents.

RECOMMENDED:

1. That the internal auditors report be noted.
2. That the RFO, in consultation with the Chairman, investigate the most appropriate method of carrying out a review of the insurance valuations regarding council properties.
3. That the Town Clerk be delegated to purchase the most appropriate evacuation chair for the lift at the Town Council Offices.

254. SMART STAMP

Members were informed of the instigation of the use of Smart Stamp for external post.

RECOMMENDED:

BZR

That the action of the Town Clerk in instigating the use of Smart Stamp be endorsed and that its continued use be agreed.

255. FRIENDS OF THE HERITAGE PARK (FOTHP)

Further to minute 794, members were informed that the donation previously made to the FOTHP would be used towards the group's general administration costs.

RECOMMENDED: That the item be noted.

256. URBAN COMMUNITY CHEST – RECENTLY FUNDED PROJECTS

Members were advised that the two recent projects at the Church Road and Heritage Community Halls were now completed and that all the funding had been received.

RECOMMENDED:

That the item be noted.

257. DONATION REQUEST – VICTIM SUPPORT

Members received correspondence from Victim Support seeking a contribution from the Town Council.

RECOMMENDED:

That a contribution of £50.00, from the Section 137 budget, be made and the organisation be asked to clarify the activities that are specific to the Swanscombe and Greenhithe area.

258. GREENHITHE COMMUNITY MARKET GARDEN – CONTRIBUTION REQUEST

Further to minute 57, Members were advised that Mr Brian Kemp had attended the Recreation, Leisure & Amenities Committee meeting on 11 September 2008 and had given a presentation on the groups work to date.

RECOMMENDED:

That a contribution of £100.00, from the Section 137 budget, be made.

BER

259. DARTFORD CAMBRIA SEA SCOUTS – LETTER OF THANKS

The Dartford Cambria Sea Scouts had written a letter of thanks regarding the donation made by the Council.

RECOMMENDED:

That the item be noted.

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

Signed: M. Read Date: 26-11-2008
(Chairman)