



© 2009

SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

**A Meeting of the Swanscombe and
Greenhithe Town Council will be held
on**

Thursday 11 July 2019 at 7.00pm

at: The Council Offices, The Grove, Swanscombe, DA10 0GA.

Graham Blew

**Graham Blew
Town Clerk**

Dated: 5 July 2019

Due to the confidential nature of the business to be transacted the Press and Public will be excluded from the meeting from item 23 onwards.

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.

A G E N D A

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive apologies for absence.
2. Declarations of interest in items on the Agenda.

At the Chairman's discretion the meeting will be adjourned at this point to accept questions from the public.

3. To approve the Minutes of the Meeting held on 16 May 2019 (p).
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).

5. TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p):

- Planning, Major Developments, Transportation & the Environment Committee – 1 May 2019, 12 June 2019 and 3 July 2019.
- Recreation, Leisure & Amenities Committee – 20 June 2019.
- Finance & General Purposes Committee – 13 June 2019.
- Community Safety Committee – 17 April 2019.
- Heritage Sub-Committee – 11 June 2019.
- Leases & Legal Sub-Committee – 11 June 2019 and 19 June 2019.

6. ACCESSIBILITY AND INCLUSIVITY.

At the Annual General Meeting (AGM) members asked that an item regarding accessibility and inclusivity be placed on the next full Council agenda.

Part of the discussion at the AGM was regarding a “buggy shelter” for the pre-school that have operated from the Council Offices Community Hall since it opened in 2007.

Having contacted the pre-school they confirmed *“that the pre-school has never asked or wanted a buggy shelter. Our parents have not complained about their buggies getting wet.”*

Recommended: To discuss and advise accordingly.

7. REVIEW OF STANDING ORDERS (p).

Further to minute 18/19-20 (AGM 16 May 2019), and in accordance with Standing Order 41 (b), members are asked to agree the proposed amendments to Standing Orders which will bring them in line with the current National Association of Local Councils (NALC) Model Standing Orders 2018.

Recommended: To agree and adopt the proposed amendments to Standing Orders.

8. SUGGESTIONS FOR 2020 - 2021 ESTIMATES.

If members have any recommendations for items to be considered for the 2020 - 21 Estimates, they need to be sent to the ATC/RFO by no later than 31 August 2019. This will enable items to be forecast and included on the agenda for the Full Council meeting on 9 October 2019, for further consideration.

Recommended: To note

9. COMMUNITY INFRASTRUCTURE LEVY (CIL), DARTFORD BOROUGH COUNCIL (DBC) (p).

Further to minute 3520/18-19 (full Council 13 December 2018) the Infrastructure Delivery Officer (DBC) has written advising that a proportion of the CIL receipts received from development within the Town Council area, for the period 1 October 2018 to 31 March 2019, have been received and apportioned accordingly.

Recommended: That the item be noted.

10. HONORARY FREEMAN (p).

The attached report seeks members' approval to the convening of a Special Meeting of the Council to appoint the title of Honorary Freeman, in accordance with section 249 (5) and (6) of the Local Government Act 1972.

Recommended: To agree to the recommendations contained in the report.

11. EVENT NOTIFICATION FORM (p).

The attached draft Event Notification Form has been produced by officers with a view to it having to be used for future requests to use the Town Council Parks. This form would need to be completed and submitted for full Councils consideration. The normal terms and conditions of hire would still apply to any events that were permitted.

In addition, and specific to Broomfield Park, an aerial map is attached indicating a specific area that any requested events would need to take place within. This is to protect the sporting facilities that are hired by users and to enable any events to be policed/stewarded and not get out of control.

Recommended:

- 1 To agree and adopt the Events Notification Form for requests to use the Town Councils Parks.
- 2 To agree the designated area within Broomfield Park that any approved requested events would have to take place within.

12. REQUEST TO USE BROOMFIELD PARK (p).

The attached request, to use Broomfield Park for a Family Fun Day on Sunday 1 September 2019, has been received.

Nb. This is the same day that the Swanscombe Tigers FC are holding a Charity Football Match (1.30 – 2.00pm kick off).

Recommended: To discuss and advise accordingly.

13. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – KALC NEWS (p).

Please find attached for your information the June 2019 issue of the KALC News.

Recommended: That the item be noted

14. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members are requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

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

15. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Councillors' Lorna Cross, Lesley Howes, Maurice Weet	Dynamic Councillor 2019	2 July 2019 – Stone
Councillors' Anita Barham, Emma Ben-Moussa, Sue Butterfill, Ann Duke	Data Protection (GDPR)	17 June 2019 – DBC
Councillor Peter Harman	Planning	4 June 2019 - DBC
Councillors' Ann Duke, Lesley Howes	Planning	24 June 2019 - DBC
Town Clerk	Data Protection (GDPR)	17 June 2019 - DBC
Town Clerk	Planning	24 June 2019 - DBC

Recommended: That the item be noted.

16. REPORTS OF OUTSIDE REPRESENTATIVES.

This provides an opportunity for Members' appointed as representatives on outside bodies to provide a report at the Meeting.

16.1 Dartford District Advisory Board (Dartford Children's Centre (DDAB)).

Councillor Peter Harris is the Councils representatives on the DDAB. As previously agreed the minutes from the 25 April 2019 meeting are available in the Chamber for inspection.

16.2 Castle Hill/Eastern Quarry Community Liaison Group (CHEQCLG)

Councillor Peter Harman is the Town Councils representative on the CHEQCLG. As previously agreed the agenda for the 18 June 2019 meeting, including the minutes from the 30 April 2019 meeting are available in the Chamber for inspection.

16.3 Borough and Parish Forum(DBC) (BPF)

The Town Mayor and Town Clerk are the Town Councils representatives on the BPF. As previously agreed the agenda for the 2 July 2019 meeting are available in the Chamber for inspection.

16.4 Diocese of Rochester – Community Youth Engagement Officer Steering Group (CYEOSG).

Councillor Sue Butterfill is the Town Councils representative on the CYEOSG. A meeting had been scheduled by Reverend Bonnie Appleton for 3 June 2019.

16.5 North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representative on the NWKVC and she has requested that this item be on future agendas to enable her to give a verbal update.

16.6 Ingress Park (Greenhithe) Management Limited (IPGM).

Councillors' Peter Harman and Peter Harris are the Council's representatives on IPGM. IPGM have indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

17. REPORT FROM KENT COUNTY COUNCILLOR.

This item gives Kent County Councillor for Swanscombe and Greenhithe, Mr Peter M Harman the opportunity to submit a verbal report on relevant news or issues from Kent County Council.

18. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

This item gives the 6 Dartford Borough Councillors representing Swanscombe and Greenhithe the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

19. SEALING OF DOCUMENTS.

There are none.

20. TOWN MAYOR'S ANNOUNCEMENTS.

21. QUESTIONS.

Please note that questions do not form part of the Meeting. They are merely the opportunity for Members to exchange information.

22. EXCLUSION OF THE PRESS AND PUBLIC.

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

23. FURTHER REQUEST FROM WALK TALL (p).

Further to minutes 366/18-19 (Town Council 13 December 2018), 492/18-19 (Town Council 14 February 2019), 58/19-20 (Leases & Legal Sub-Committee 11 June 2019) and 97/19-20 (Leases & Legal Sub-Committee 19 June 2019) Members are asked to consider, and agree, the amended draft Heads of Terms and to agree to the Town Council entering into a Lease with Walk Tall.

To assist members' with their consideration the following information is attached;

- A. Extracts of minute 97/19-20.
- B. Confidential report.
- C. Updated Heads of Terms.

Recommended:

- 1 To agree and finalise the Heads of Terms.
- 2 To enter into a Lease with Walk Tall using the Heads of Terms as a starting point.
- 3 To delegate authority to the Town Clerk, in consultation with the Town Mayor and the Chairman of Leases & Legal Sub-Committee, to resolve any minor queries that may arise regarding the content of the Lease.

INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 229, June 2019 and Issue 230, July 2019.
- The Clerk – Society of Local Council Clerks (SLCC) – Vol.50 No.3, May 2019.
- Clerks & Councils Direct – July 2019, Issue 124.



You can follow us on Social Media and via our website.

Swanscombe and Greenhithe Town Council Website:
<http://www.swanscombeandgreenhithetowncouncil.gov.uk>

