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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 12 October 2017 at 7.00pm

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

**Graham Blew
Town Clerk**

Dated: 6 October 2017

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.

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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 6 July 2017 (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 – 5 July 2017, 6 September 2017 and 27 September 2017.
 - Recreation, Leisure & Amenities Committee – 21 September 2017.
 - Finance & General Purposes Committee – 7 September 2017.
 - Executive & Emergency Committee – 29 August 2017.
 - Heritage Park / Skull Site Sub-Committee – 4 July 2017.
 - Regeneration & Quality Sub-Committee – 29 June 2017.
 - Anti-Social Behaviour & Crime Sub-Committee – 12 July 2017.

6. **NEIGHBOURHOOD WATCH GROUPS (p).**

Further to minute 148/17-18 (ASB & Crime Sub-Committee), and in consultation with the Town Mayor, the Neighbourhood Watch Group (NHWG) Co-ordinator for the area has been invited to provide a brief for all members to consider setting up groups.

Recommended: That the item be noted.

7. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND (LGBCE) – ELECTORAL REVIEW OF DARTFORD: WARDING ARRANGEMENTS (p).

Further to minute 579/16-17 Dartford Borough Council (DBC) has responded to the LGBCE with its Council Size Submission (reduction from 44 to 42 members). The LGBCE are minded to recommend that 42 borough councillors should be elected to DBC in future and are now inviting proposals from interested parties and members of the public on a pattern of electoral wards to accommodate those councillors.

To assist members the following information/documents are attached:

- A. Letter from LGBCE to Town Council, dated 26 September 2017;
- B. Town Council minute 579/16-17 and agenda item, including presentation made by LGBCE to the Borough and Parish Forum;
- C. Extract of DBC Minutes and the agenda item/report from General Assembly of the Council, 17 July 2017;
- D. Letter from LGBCE to DBC, dated 26 September 2017

Full details of ward boundaries consultation, which has a deadline for responses of 4 December 2017, can be viewed at the following website:

<https://consultation.lgbce.org.uk/node/10379>

Recommended: To discuss and finalise a response to the consultation.

8. AMENDMENT TO STANDING ORDER 25 (p).

Further to minute 121/17-18 members are asked to agree to the proposed amendments to S/O 25), as detailed in the attached.

Recommended: That Standing Order 25 be amended as detailed.

9. ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE (p).

Further to minute 182/17-18 (Finance and General Purposes Committee) Members are asked to consider approving a resolution, in accordance with S/O 16 b), to change the Sub-Committee to a full Committee.

If this were to be agreed members would also need to fill the x4 vacancies that would be created and also agree the dates of meetings for the remainder of the administrative year.

A Chairman and Vice-Chairman would also need to be elected at the next meeting of the Committee.

To assist members the following information is attached:-

- A. Minute 182/17-18, Finance and General Purposes Committee 7 September 2017;
- B. Minute 10/17-18, AGM 18 May 2017;
- C. Draft amended Terms of Reference;
- D. Draft of dates for meetings, up to AGM in May 2018.

Nb. If the above changes were agreed it would result in resources being required for an additional evening meeting.

Recommended: To discuss and advise accordingly.

10. MEMBERS CONTACT DETAILS – WEBSITE.

Currently members do not have their contact details published on the Town Council website. Obviously this information would assist members of the public should they wish to get in touch directly with a member that represents their Ward and it would also assist in any future Accreditation Scheme aspirations.

Recommended: To agree to members contact details being published on the Town Council website.

11. LOCAL COUNCIL AWARD SCHEME APPLICATION (p)

The Town Council previously agreed, minute 220/16-17, to submit an application for the Foundation Level Accreditation Scheme during 2017 – 2018.

The Town Clerk registered the Town Council for the Scheme on 25 November 2016.

Part of the application requires the Town Council to confirm, by resolution at a full Council meeting, that it publishes online the required criteria's 1 to 15.

Another part of the application requires the Town Council to confirm, by resolution at a full Council meeting, that it has met the criteria's 16 to 23 (which are either published online or can be provided to the assessor electronically).

If the Town Council are happy that the criteria's, as detailed (attached), have been met then the application will be submitted, with the appropriate minute/s containing the resolution/s, to the local accreditation panel for consideration.

Recommended:

1. To confirm by resolution that the Town Council publishes online the required information contained in criteria's 1 to 15 of the Local Council Award Scheme Foundation Level.
2. To confirm by resolution that the Town Council has met the criteria's contained in 16 to 23 of the Local Council Award Scheme Foundation Level.

12. SUGGESTIONS FOR 2018 - 2019 ESTIMATES (p).

Further to minute 127/17-18 Members were asked to provide any suggestions for projects/items to be considered for the 2018 - 19 Estimates. Members are now requested to consider the attached report of the projects/items that were submitted, prior to the agreed 31 August 2017 deadline, along with any known associated costings.

Recommended: To discuss and finalise the projects/items for inclusion in the 2018 – 2019 Estimates.

13. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Cllr R J Lees	Finance Conference (KALC) - Aylesford	12 October 2017
Town Clerk	Kent Highways Parish Forum – Tonbridge	20 October 2017
ATC/RFO	Social Media Learning Event (KALC) – Lenham	27 September 2017
ATC/RFO	Finance Conference (KALC) - Aylesford	12 October 2017
ATC/RFO	Rewilding Britain: Planning, Policy & Practice – University of Kent, Canterbury.	12 September 2017
Employee 63	Pesticide/Chemical Spraying – West Malling.	16 and 17 November 2017

Recommended: To note.

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

Please find attached for your information the August 2017 issue of the Parish News.

Recommended: To note.

15. REPORTS OF OUTSIDE REPRESENTATIVES.

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

15.1 Borough and Parish Council Forum (BPCF)

The Town Mayor and Town Clerk are the Town Council representatives on BPCF. As previously agreed the agenda for the 10 October 2017 meeting is available in the Chamber for inspection.

15.2 Bluewater Forum (BF)

The Town Mayor is the Town Council representative on BF. As previously agreed the agenda for the 28 September 2017 meeting is available in the Chamber for inspection.

15.3 SureStart Swanscombe U1R Children's Centre Committee - Dartford Advisory Board (DAB)

Councillor R J Lees is the Councils representative on the SureStart Swanscombe U1R Children's Centre. As previously agreed the minutes from the 25 July 2017 meeting are available in the Council Chamber for inspection.

15.4 Detached Youth Worker – Diocese of Rochester (DYW)

Councillor Mrs S P Butterfill is the Councils representative on the Steering Group. Rev Bonnie Appleton has supplied an update on the project, dated 25 September 2017.

15.5 Ingress Park (Greenhithe) Management Limited (IPGM)

Councillors' P M Harman and P C 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.

16. 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.

17. 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.

18. SEALING OF DOCUMENTS.

There are none.

19. TOWN MAYOR'S ANNOUNCEMENTS.

20. QUESTIONS.

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

INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 208, July 2017, 209, August 2017, Issue 210, September 2017 and Issue 211, October 2017.
- The Clerk Magazine, Society of Local Council Clerks, No.4, July 2017.
- Clerks & Councils Direct – Issue 112, July 2017 and Issue 113, September 2017.
- LCR, magazine of the National Association of Local Councils – autumn 2017.



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



