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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 13 December 2018 at 7.00pm

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

**Graham Blew
Town Clerk**

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 24 onwards.

Dated: 6 December 2018

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 11 October 2018 (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 – 17 October 2018, 7 November 2018 and 28 November 2018.
 - Recreation, Leisure & Amenities Committee – 22 November 2018.
 - Finance & General Purposes Committee – 1 November 2018.
 - Community Safety Committee – 3 October 2018.
 - Heritage Sub-Committee – 30 October 2018.
6. **FINANCIAL RISK ASSESSMENTS (FRA) & LONG TERM MAINTENANCE REQUIREMENTS (LTM) FOR 2019 - 2020 (p)**

Further to the Finance and General Purposes Committee (FGP) on 1 November 2018 (minute 286/18-19), members are asked to approve the draft FRA's and LTM's 2019 - 2020 and include them in the draft Estimates 2019 – 2020.

Members are to note that the recommendation from the FGP on 1 November 2018 includes the freezing of contributions to both the FRA's and LTM's.

Recommended: To approve the draft FRA's and LTM's 2019 – 2020 and include them in the draft Estimates 2019 – 2020.

7. DRAFT ANNUAL ESTIMATES – 2019 - 2020 (p).

Please find attached the Draft Annual Estimates 2019 - 2020 for members' information at this stage.

Officers will be reviewing these drafts over the festive period and the final copies will be submitted to the Finance and General Purposes Committee on 10 January 2019 to be agreed; the agreed figures then being submitted to the Special Town Council meeting held directly after the FGP meeting on 10 January 2019 as this is required to set the Council Tax Rate for Band D.

Recommended: That the contents of the Draft Estimates and forecasts be noted and considered by all members ahead of the final figures being provided to the Finance & General Purposes Committee, and full Council, on 10 January 2019 for endorsement.

8. POLLING DISTRICT & POLLING PLACE REVIEW 2018 (DARTFORD BOROUGH COUNCIL (DBC) (p).

The Electoral Services Manager, DBC has written advising that DBC are conducting a review of all polling districts and polling places for Parliamentary and Local Government elections. The consultation period commenced on 1 October 2018 and ends on 14 December 2018.

Members were emailed the information on 29 October with a request for any comments to be submitted.

Recommended: To discuss and advise accordingly.

9. COMMUNITY GOVERNANCE REVIEW (DBC) (p).

The Electoral Services Manager, DBC has written to advise that the Local Government Boundary Review for England (LGBCE) have granted consent for the changes that DBC proposed as part of their recent Community Governance Review.

The revised wards and contained on the attached map and now match the borough boundary and take into account expected future development.

Recommended: To note.

10. ARRIVA BUS SERVICE CHANGES (p).

Further to minute 315/18-19 (Planning, Major Developments, Transportation & the Environment Committee 28 November 2018) Members are asked to consider the recent changes Arriva introduced to the local bus services and whether advice should be sought from an alternative bus company as to whether they would be interested in operating in the area.

Recommended: To discuss and advise accordingly.

11. DARTFORD COMMUNITY INFRASTRUCTURE LEVY (CiL) – DBC (p).

The Infrastructure Delivery Officer, DBC has written and confirmed that during the period 1 April 2018 to 30 September 2018 no CiL receipts have been received from development within our area.

Nb. To date the Town Council has not received any CiL monies.

Recommended: To note.

12. YOUTH AND COMMUNITY ENGAGEMENT OFFICER (YCEO) – SWANSCOMBE AND GREENHITHE (p).

The Deputy Town Mayor requested that this item be placed on the agenda to enable the YCEO to discuss her progress in the role and for the Town Council, as a strategic partner, to gauge where the project is at.

To assist members the following information is attached:

- A. The job advert used for the YCEO post;
- B. Correspondences with the Dioceses of Rochester;
- C. Extract of Recreation, Leisure & Amenities Committee agenda and minutes, 17 October 2016;
- D. Extract of Executive & Emergency Committee minutes, 8 September 2016;
- E. Original proposal submitted by Diocese of Rochester, 31 August 2016;
- F. Extract of Terms of Reference for Finance and General Purposes Committee.

Recommended: To discuss and advise accordingly.

13. PERIODIC YOUTH SERVICE (p).

Further to minute 253/17-18 and 240/18-19 (where members agreed to commission a periodic youth service during 2018 – 2019 and subsequently selected the provider), discussions have been undertaken to recommission the outreach service currently commissioned by Kent County Council within Broomfield to operate as a weekly youth club within the Heritage Hall. This service was being delivered by the Town Councils selected provider a periodic youth service.

Members now need to discuss whether the £6,500 allocated to commission the service is utilised within the 2019 – 2020 budget (this will create an adjustment to the estimates that will be presented to members in January 2019) or, alternatively commission the other company that tendered for the periodic youth service which would increase the youth provision within the town.

Recommended: To discuss and advise accordingly.

14. ANTI-SOCIAL PARKING – LOCAL SCHOOLS (p).

Further to minutes 132/18-19 and 224/18-19 members are provided with the following information:

- Extract of minute 332/18-19 from the Community Safety Committee (CSC) meeting held on 5 December 2018.
- Request from Manor Community Primary School regarding the use of Swanscombe Park as a 'Park and Stride' location for parents.

Members are asked to consider the recommendations made by the CSC contained within the minute extract.

Recommended: To discuss and advise accordingly.

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

Please find attached for your information the October 2018 issue of the Parish News.

Recommended: That the item be noted

16. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Councillor Mrs L M Cross	Annual General Meeting – KALC	17 November 2018 - Ditton
Councillor Mrs S P Butterfill	Annual General Meeting - KALC	17 November 2018 - Ditton
Town Clerk	KCC/KHS – Parish Seminar	5 November 2018 – Tonbridge
Assistant Town Clerk/RFO	Kent & Medway Funding Fair	10 December 2018 - Sandwich

Recommended: That the item be noted.

17. REPORTS OF OUTSIDE REPRESENTATIVES.

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

17.1 Swanscombe Children's Centre (SCC).

Councillor Mrs S P Butterfill is the Councils representatives on the SCC. As previously agreed the agenda and minutes for the 18 October July 2018 meeting are available in the Chamber for inspection.

17.2 North West Kent Volunteer Centre (NWKVC).

Councillor Mrs S P 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.

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

Councillor P M Harman is the Town Councils representative on the CHEQCLG. As previously agreed the agenda and minutes from the 23 October 2018 meeting is available in the Chamber for inspection.

17.4 Borough and Parish Forum (DBC) (BPF)

The Town Mayor and Town Clerk are the Council's representatives on the BPF. As previously agreed the Agenda for the 9 October 2018 meeting is available in the Chamber for inspection.

17.5 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.

18. 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.

19. 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.

20. SEALING OF DOCUMENTS.

There are none.

21. TOWN MAYOR'S ANNOUNCEMENTS.

22. QUESTIONS.

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

23. 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.

24. ORIGINAL REQUEST FROM WALK TALL (p).

Walk Tall have informed that, after a Special Board Meeting, they have decided **not** to move forward with the project although an alternative Town Council facility maybe investigated.

Nb.

Prior to the above correspondence being received, and further to minutes 330/17-18, 631/17-18, 249/187-19 and the informal meeting held after the Recreation, Leisure & Amenities Committee on 22 November 2018, Walk Tall had supplied the attached documents/information for members consideration;

- A. 5 year financial forecast;
- B. Annual Accounts for year ended 31 October 2017;
- C. Slides from the informal meeting, 22 November 2018.

Recommended: To note.

25. FURTHER REQUEST FROM WALK TALL (p).

Walk Tall have submitted a further request to use an alternative Town Council facility and have supplied a copy of their proposed Heads of Terms.

To assist members the following information is attached:

- A. Request from Walk Tall;
- B. Walk Talls proposed Heads of Terms;
- C. Terms of Reference of the Leases & Legal Sub-Committee.

Recommended: To discuss and advise accordingly.

26. INGRESS PARK COMMUNITY CENTRE WORKING GROUP – UPDATE (p).

Further to minutes 72/18-19, 201/18-19 and 251/18-19 the confidential notes of the Working Group meeting held on 23 October 2018 are attached along with an update on the current situation.

Recommended: To note.

INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 222, October 2018 and Issue 223, November 2018.
- Fields in Trust – Autumn/Winter 2018 newsletter.
- Clerks & Councils Direct – November 2018, Issue 120.
- LCR, magazine of the National Association of Local Councils, autumn 2018.

Members, and their spouses / partners, are cordially invited to join the Town Mayor for Christmas refreshments after the Meeting.



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

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

