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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## SUMMONS & AGENDA

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

**Thursday 14 February 2019 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 23 onwards.**

Dated: 8 February 2019

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 13 December 2018 and the Special Meeting held on 10 January 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 – 19 December 2018, 16 January 2019 and 6 February 2019.
  - Recreation, Leisure & Amenities Committee – 31 January 2019.
  - Finance & General Purposes Committee – 10 January 2019.
  - Community Safety Committee – 5 December 2018.
  - Heritage Sub-Committee – 15 January 2019.

#### 6. TOWN COUNCILLOR RESIGNATION.

On 1 February 2019 Mrs L Manchester submitted her resignation as a Town Councillor, this took immediate effect.

As the vacancy has occurred within six months before the councillor would have retired at the elections in May no Notice of Vacancy is required and the Town Council can, if it wishes, fill the vacancy by co-option.

Nb. the term of any new co-opted member would only be until the elections in May.

**Recommended:** To discuss and advise accordingly.

## 7. COMMITTEE AND BANK SIGNATORY VACANCIES.

The previously reported resignation has resulted in the following vacancies:

- a) Community Safety Committee - Vice- Chairman *(to be elected at next meeting of the Committee)*
- b) Executive & Emergency Committee
- c) Personnel Committee - Vice – Chairman *(to be elected at next meeting of the Committee)*
- d) Planning, Major Developments, Transportation Environment Committee
- e) Bank Signatory

**Recommended:** To discuss and advise accordingly.

## 8. EXTERNAL AUDITOR CERTIFICATE AND CERTIFICATE 2017 – 2018 (p).

To comply with statute full Council are required to consider (and minute their consideration) the external auditors annual letter/report (as attached).

**Recommended:** That the external auditors report and certificate 2017 - 2018 be noted, as required by statute.

## 9. PROPOSED SWANSCOMBE AND GREENHITHE COMMUNITY TRANSPORT SCHEME (p).

Kent County Council Member, Peter Harman, has submitted a request for the Town Council to consider supporting, in principle, a proposed Swanscombe and Greenhithe Transport Scheme. Mr Harman has confirmed that the Town Council are not required to provide any practical or financial support.

**Recommended:** To discuss and advise accordingly.

## 10. DATA PROTECTION OFFICER (DPO).

The Town Councils previous DPO sadly passed away recently and a new DPO has been appointed using the quotation received, and previously considered under minute 618/17-18.

This involves an initial data audit and a per annum cost. This new appointment of DPO will incur an increase of £16.00 in cost; the finances required for this are within the budget from the Administration Cost Centre, Cost Code 241.

**Recommended:** To endorse the actions taken in appointing a new DPO.

**11. INSURANCE CLAIM/S – UPDATE.**

The following claim/s have now been settled:-

- a) Claim Ref: 27180000521 – theft and damage to Pay & Display Machine, this claim incurred a £100.00 excess.
- b) Claim Ref: 27180000658 – ASB damage to fence at Broomfield Park, this claim incurred a £100.00 excess

**Recommended:** That the item be noted.

**12. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.**

Further to minutes 391/18-9 (*FGP 10 January 2019*) and 436/185-19 (*RLA 31 January 2019*), members are asked to consider suitable/appropriate projects for this year's scheme.

**Recommended:** To note.

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

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

**Recommended:** That the item be noted

**14. STAFF / MEMBER TRAINING – UPDATE.**

The following training has been scheduled / undertaken:-

Councillor Mr L C Howes	Annual Planning Conference – KALC	15 March 2019 – Lenham
Councillor K G Basson	Ebbsfleet Garden City Sports Participation & Physical Activity Strategy Focus Group Sessions	21 February 2019 – Eastgate Centre
Councillor Ms L M Cross	Ebbsfleet Garden City Active Travel Stakeholder Workshop	12 February 2019 – Cyclopark
Assistant Town Clerk/RFO	Heritage Watch Conference – Historic England	6 February 2019 – Westgate – on – Sea

**Recommended:** That the item be noted.

## 15. GROVE CAR PARK MANAGEMENT SCHEME (p).

Further to minute 110/18-19 and the fact that the Grove Car Park Management Scheme has been operational since 20 June 2018, members are asked to consider how they would like the review of the Scheme to be undertaken and, with the elections approaching (the latest date that purdah can start for the 2 May 2019 local elections is 26 March 2019), to also confirm the timing of the review.

*For information: The membership of the Grove Car Park Working Group is*

- Councillor Mrs S P Butterfill
- Councillor P M Harman
- Councillor Ms L C Howes
- Councillor B E Read

**Recommendation:** To decide how the review of the Scheme should be undertaken and when the review should be undertaken.

## 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 Children's Centre (DCC).

Councillor Mrs S P Butterfill is the Council's representative on the SCC. As previously agreed the agenda and minutes for the 31 January 2019 meeting, along with the minutes of the Annual Conversation 27/28 November 2018 are available in the Chamber for inspection.

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

Councillor P M Harman is the Town Council's representative on the CHEQCLG. As previously agreed the agenda and minutes from the 18 December 2018 meeting are available in the Chamber for inspection.

### 16.3 North West Kent Volunteer Centre (NWKVC).

Councillor Mrs S P Butterfill is the Town Council's representative on the NWKVC and she has requested that this item be on future agendas to enable her to give a verbal update.

### 16.4 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.

## 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 minute 366/18-19 Walk Tall have provided the attached response.

Members are asked to consider how they wish to proceed with this matter.

To assist members the following information is attached:

- A. Extract of previous agenda item (13 December 2018) and subsequent minute (368/18-19);
- B. Walk Talls response to results of independent valuation figures;
- C. Copies of the independent valuation reports.

**Recommended:** To discuss and advise accordingly.

INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 224, December 2018 and Issue 225, January/February 2019.
- The Clerk – SLCC – Vol.50 No.1, January 2019.
- Clerks & Councils Direct – January 2019, Issue 121.



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Swanscombe and Greenhithe Town Council Website:  
<http://www.swanscombeandgreenhithe town council.gov.uk>

