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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 15 February 2018 at 7.00pm

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

**Graham Blew
Town Clerk**

Dated: 9 February 2018

Due to the confidential nature of the business to be transacted the Press and Public will be excluded from the meeting from item 21 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 14 December 2017 and the Special Meeting held on 11 January 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 – 20 December 2017 and 17 January 2018.
 - Recreation, Leisure & Amenities Committee – 1 February 2018.
 - Finance & General Purposes Committee – 11 January 2018.
 - Community Safety Committee – 6 December 2017.
 - Heritage Sub-Committee – 16 January 2018.

6. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND (LGBCE) – DRAFT RECOMMENDATIONS FOR DARTFORD (p).

The LGBCE has published its draft recommendations for Dartford and has started the consultation period for this stage with a deadline for responses of 9 April 2018.

The LGBCE draft recommendations include :

3 borough Wards.	Number of Borough Councillors	Current Electorate	Forecast Electorate
Greenhithe & Knockhall	3	5257	6163
Swanscombe	2	4734	4669
Ebbsfleet	3	881	6385

Full details can be viewed at the following webpage: - <https://consultation.lgbce.org.uk/node/10379>

To assist members in their discussion of this item the following are attached:

- The maps of the LGBCE proposed borough ward boundaries
- A map of the current borough ward boundaries
- The Town Councils response to the initial consultation stage (minute 333/17-18)

Recommended: To decide how the Town Council wish to prepare and agree a response to the LGBCE draft recommendations for Dartford (9 April 2018).

7. DARTFORD BOROUGH COUNCIL – COMMUNITY GOVERNANCE REVIEW (p).

Please find attached a letter from the Electoral Services Manager (DBC), dated 15 January 2018 and containing the Terms of Reference for their Community Governance Review.

Recommended: To decide how the Town Council wish to prepare and agree a submission for Stage 1 of the process (5 March to 14 April 2018).

8. LOCAL COUNCIL AWARD SCHEME – FOUNDATION AWARD.

The Town Council successfully received the above accreditation and an official certificate was delivered by the Kent Association of Local Councils along with a congratulatory letter which included notification that this accreditation lasts for 4 years.

(December 2021).

In consultation with the Town Mayor a press release, and accompanying photograph, was issued and a letter informing the Leader of Dartford Borough Council was also despatched.

Recommended: That the item be noted.

9. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Assistant Town Clerk / RFO	Heritage Watch Conference – Historic England – Leeds Castle	7 February 2018
Cllr Ms L M Cross	Governance, Procedure & Transparency Conference – KALC - Ditton	8 February 2018
Cllr Ms L M Cross	Annual Planning Conference – KALC – Lenham	16 March 2018
Cllr B R Parry	Annual Planning Conference – KALC – Lenham	16 March 2018
Cllr P C Harris	Annual Planning Conference – KALC – Lenham	16 March 2018
Cllr P M Harman	The General Data Protection Regulations – DBC	10 April 2018
Town Clerk	The General Data Protection Regulation (GDPR) - (KALC) – Lenham	5 February 2018
Town Clerk	The General Data Protection Regulations (GDPR) - DBC	20 March 2018
Town Clerk	Society of Local Council Clerks (SLCC) Regional Conference - Uckfield	21 March 2018

Recommended: To note.

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

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

Recommended: To note.

11. EXTERNAL AUDITOR CERTIFICATE AND OPINION 2016 – 2017 (p).

To comply with statute, and further to minutes 165/16-17, 192/16-17 and 183/17 -18 full Council are required to consider (and minute their consideration) the external auditors annual letter/report (as attached).

Recommended: That the external auditors report/letter be noted, as required by statute.

12. INSURANCE CLAIM/S – UPDATE.

The following claim/s have now been settled:-

Claim Ref: 27170000393 – damaged play Equipment at The Heritage Park, this claim incurred a £100.00 excess.

Recommended: To note

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

Further to minutes 405/17-18 and 446/17-18 Members are asked to begin considering suitable/appropriate projects for this year's scheme.

Recommended: To note.

14. REPORTS OF OUTSIDE REPRESENTATIVES.

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

14.1 Bluewater Forum (BF)

The Town Mayor is the Town Council representative on BF. As previously agreed the agenda for the 25 January 2018 meeting is available in the Chamber for inspection.

14.2 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 agenda for the 23 January 2018 meeting, including the minutes from the 28/29 November meeting, are available in the Council Chamber for inspection.

14.3 Borough and Parish Council Forum (BPCF).

The Town Mayor and the Town Clerk are the Councils representatives on the BPCF. As previously agreed the agenda for the 16 January 2018 meeting is available in the Chamber for inspection.

14.4 Kent Association of Local Councils (KALC) – AGM.

Councillors Mrs S P Butterfill and Ms L C Howes are the Council's representatives on the KALC County Area Committee and as such attend the KALC AGM. As previously agreed the minutes from the 70th AGM, 18 November 2017 are available in the Chamber for inspection.

14.5 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.

15. 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.

16. 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.

17. SEALING OF DOCUMENTS.

There are none.

18. TOWN MAYOR'S ANNOUNCEMENTS.

19. QUESTIONS.

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

20. 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.

21. GROVE CAR PARK MANAGEMENT.

Further to minute 380/17-18 and in accordance with Standing Order 21 a) the documents have been signed and sealed by the Town Mayor and Town Clerk, in the presence of another member, and returned to the Town Councils Solicitors (12 January 2018). A meeting with the appropriate DBC officers was held on 15 January 2018 to agree a “go-live” date.

Recommended: That the item be noted.

22. EAGLES ROAD PLAY AREA.

Further to minutes 381/17-18 and in accordance with Standing Order 21 a) the documents have been signed and sealed by the Town Mayor and Town Clerk in the presence of another member, and returned to the Town Councils Solicitors (29 January 2018).

Recommended: That the item be noted.

INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 214, January/February 2018.
- The Clerk Magazine, Society of Local Council Clerks, Vol.49, No.1, January 2018.
- Clerks & Councils Direct – Issue 115, January 2018.
- LCR – The magazine of the National Association of Local Councils (NALC) – winter 2017.



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

