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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 26 April 2018 at 7.00pm

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

**Graham Blew
Town Clerk**

Dated: 19 April 2018

Due to the confidential nature of the business to be transacted the Press and Public will be excluded from the meeting from item 19 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 15 February 2018 and the Special Meeting held on 22 March 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 – 7 February 2018, 28 February 2018, 21 March 2018 and 11 April 2018.
 - Recreation, Leisure & Amenities Committee – 22 March 2018.
 - Finance & General Purposes Committee – 8 March 2018.
 - Community Safety Committee – 14 February 2018.
 - Heritage Sub-Committee – 6 March 2018.
 - Allotments & Cemeteries Sub- Committee – 13 March 2018.
 - Personnel Committee – 11 April 2018

6. GENERAL DATA PROTECTION REGULATIONS (GDPR) (p).

The GDPR is a European instrument which will formally come into force on 25 May 2018 and requires the Council to formally appoint a Data Protection Officer (DPO). Government guidance suggests that in the case of conflict, the district councils' DPO could be appointed as the parish/town council's DPO. Unfortunately the Dartford Borough Council DPO has already advised that they will not have the capacity to provide DPO services to other organisations.

With this in mind several attempts have been made to obtain quotations and the following have been submitted by suitably qualified organisations for being the Town Councils DPO (this entails an initial audit and then per annum). The finances required for this are within budget from the Administration Cost Centre, Cost Code 241:-

- A. £1,688.00
- B. £1,650.00 plus mileage

Nb.

The Town Council already has the following Policies in place:

- Data Protection Policy
- Document Retention Policy
- Information Security Policy
- Publication Scheme

Recommended: To select which quotation to use to appoint as the DPO.

7. SURESTART POLICY FOR CHILDMINDERS ACCESSING THEIR FACILITIES (p).

Further to minute 488/17-18 members are asked to consider the policy adopted by Sure Start Knockhall regarding Childminders accessing their facilities.

Recommended: To discuss and advise accordingly.

8. GROVE CAR PARK MANAGEMENT - UPDATE.

Further to minute 566/17-18, a meeting was held with the appropriate DBC officers on 18 April 2018 and the installation of the equipment in the car park is due to take place any time now with a scheduled "go-live" date of 1 May 2018.

Recommended: That the item be noted.

9. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

ATC / RFO	Heritage Watch Inception meeting – Historic England.	9 April 2018 – Leeds Castle
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Recommended: That the item be noted.

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

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

Recommended: That the item be noted.

11. INSURANCE CLAIM/S – UPDATE.

The following claim/s have now been settled:-

Claim Ref: 27170000648 – damaged Play Equipment at Swanscombe Park, this claim incurred a £100.00 excess.

Recommended: That the item be noted.

12. REPORTS OF OUTSIDE REPRESENTATIVES.

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

12.1 Bluewater Forum (BF)

The Town Mayor is the Town Council representative on BF. As previously agreed the agenda for the 22 March 2018 meeting, including the minutes from the 25 January 2018 meeting are available in the Chamber for inspection.

12.2 Elders Forum (EF).

Councillor Ms L C Howes is the Council's representative on the EF. As previously agreed the agenda for the 23 March 2018 meeting is available in the Chamber for inspection.

12.3 Kent Association of Local Councils Dartford Area Committee (KALCDAC).

Councillor Ms L C Howes and the Town Clerk are the Council's representatives on the KALCDAC. As previously agreed the agenda for the 20 February 2018 meeting, including the minutes from the 28 March 2017 meeting, are available in the Chamber for inspection.

12.4 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.

13. 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.

14. 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.

15. SEALING OF DOCUMENTS.

The following documents have been received from the Solicitor's acting on behalf of Natural England and require signing and sealing:

- Lease of land at Swanscombe Skull Site, Swanscombe, Kent (without security of tenure) – 1 April 2017 to 31 March 2038.

Recommended: To sign and seal the above documents, in accordance with Standing Order 21, a) and b).

16. TOWN MAYOR'S ANNOUNCEMENTS.

17. QUESTIONS.

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

18. 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.

19. REQUEST FROM WALK TALL (p)

Please see attached a further request from Walk Tall (marked A). The original request, which was considered by RLA 23 November 2017, is also attached (marked B).

Recommended: To discuss and advise accordingly.

20. INGRESS PARK COMMUNITY CENTRE WORKING GROUP – UPDATE.

The Working Group met on 3 April 2018 and a verbal update will be given at the meeting.

Recommended: That the item be noted.

INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 215, March 2018 and Issue 216, April 2018.
- The Clerk Magazine, Society of Local Council Clerks, Vol.49, No.2, March 2018.
- LCR – The magazine of the National Association of Local Councils (NALC) – spring 2018.



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

