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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 5 July 2018 at 7.00pm

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

**Graham Blew
Town Clerk**

Dated: 28 June 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 17 May 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 – 13 June 2018.
 - Recreation, Leisure & Amenities Committee – 21 June 2018.
 - Finance & General Purposes Committee – 14 June 2018.
 - Community Safety Committee – 18 April 2018.
 - Heritage Sub-Committee – 1 May 2018.
6. **GENERAL DATA PROTECTION REGULATIONS (GDPR) (p).**

Further to appointing a Data Protection Officer (DPO) (minute 618/17-18) the following documents/policies have been produced to ensure the Town Council complies with all the relevant legislation relating to GDPR. The DPO has kindly agreed to attend the meeting to take any enquiries/questions members may have:

- Data Breach Policy;
- Data Protection Policy – if adopted will replace the current policy and be required to be signed by employees;
- Privacy Notice for Employees – if adopted will be required to be signed by employees;
- Privacy Notice for Job Applicants;
- ** Acceptable IT Usage policy – if adopted will replace the current IT Policy and Information Security Policy;
- Data Controller & Data Processor Agreement;
- Privacy Policy.

Recommended: To adopt the Policies relating to GDPR as supplied by the DPO.

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

On 19 June 2018 the Electoral Services Manager, DBC supplied the attached information/report regarding the CGR and advising that the DBC Electoral Provisions Sub-Committee would be meeting on 27 June 2018 to consider the report. The recommended proposals by the Sub-Committee would be submitted to the DBC General Assembly of Council on 16 July 2018.

DBC welcome any comments from the Parish and Town Councils on the draft options contained in the report and advised that were any to be received they would be considered by the General Assembly of Council.

The Electoral Services Manager, DBC also confirmed that all Parish and Town Councils will be consulted separately about the draft options – seeking their views and advising on how the consultation will be undertaken.

To assist members the following are attached:

- A. DBC Electoral Provisions Sub-Committee report (“Community Governance Review”) and Appendix G to the above report which concerns Swanscombe and Greenhithe Town Council (pages 28 to 30).
- B. Draft recommendations of the above report (pages 31 to 33) which are the x3 Options for the area currently covered by the Swanscombe and Greenhithe Town Council.
- C. Draft comments from the Town Council to the draft options supplied by the Electoral Services Manager, DBC, dated 19 June 2018.
- D. Addendum to the Electoral Provisions Sub-Committee Agenda containing “Additional Comments Received”. Supplied by Democratic Services (DBC) on the afternoon of 26 June 2018.

Recommended:

- 1. To discuss and advise **if** the Town Council wish to submit any comments at this stage.
- 2. To collate and agree any comments to submit at this stage (draft marked Appendix C).
- 3. To discuss and advise how the Town Council wish to put together a response to the public consultation following the General Assembly of Council (DBC) meeting on 16 July 2018.

8. GROVE CAR PARK.

The Deputy Town Mayor has asked that this item be placed on the agenda for members to consider.

To update members the car park has been operational since 20 June 2018.

- The ticket dispensing machine was installed on 16 May 2018.
- The signage was installed on 20 June 2018.

As previously notified to the public the website page has been kept regularly updated regarding the scheme and between 26 March and 20 June 2018 officers have posted 10 entries to the website advising of the status of the implementation of the scheme.

Recommended: To discuss and advise accordingly.

9. EBBSFLEET GARDEN CITY (EDC) – WAYFINDING (p).

At their request Paul Boughen, Simon Harrison and Hannah Coster (EDC) met with Kent County Councillor Peter Harman and Swanscombe Borough and Town Councillor R J Lees on 12 June 2018 to discuss the possible installation of Wayfinding signage and leaflets which would assist pedestrians and cyclists.

Further to this meeting they have supplied the enclosed information requesting feedback from the Town Council regarding the maps and in particular the x4 points raised in their email dated 20 June 2018.

Recommended: To discuss and advise accordingly.

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

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

Recommended: That the item be noted.

11. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Councillor Ms L C Howes	Annual Councillors' Conference – KALC	10 July 2018 - Faversham
Councillor Ms L C Howes	Pollinating insects – KCC Buglife	25 July 2018 – Trosley Coutry Park
Councillor Mrs S P Butterfill	Pollinating insects – KCC Buglife	25 July 2018 – Trosley Coutry Park
Councillor Ms L M Hall	Pollinating insects – KCC Buglife	25 July 2018 – Trosley Coutry Park
Town Clerk	Employment Law – KALC	6 June 2018 - Aylesford

Recommended: That the item be noted.

12. SUGGESTIONS FOR 2019 - 2020 ESTIMATES.

If members have any recommendations for items to be considered for the 2019 - 20 Estimates, they need to be sent to the ATC/RFO by no later than 31 August 2018. This will enable items to be forecast and included on the agenda for the Full Council meeting on 11 October 2018, for further consideration.

Recommended: To note

13. REPORTS OF OUTSIDE REPRESENTATIVES.

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

13.1 Bluewater Forum (BF)

The Town Mayor is the Town Council representative on BF. As previously agreed the minutes from the 24 May 2018 meeting are available in the Chamber for inspection.

13.2 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 24 April 2018 meeting are available in the Chamber for inspection.

13.3 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.

13.4 Diocese of Rochester – Community Youth Worker Steering Group (DORCYWSG)

Councillor Mrs S P Butterfill is the Town Councils representative on the DORCYWSG. Sarah Rawlinson was appointed as the new Youth & Community Engagement Officer and began in post at the beginning of June 2018.

13.5 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 12 June 2018 meeting, including the minutes from the 20 March 2018 meeting, are available in the Chamber for inspection.

- * Councillor Ms L C Howes was elected as Vice-Chairman at the 12 June 2018 meeting.

13.6 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.

14. 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.

15. 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.

16. SEALING OF DOCUMENTS.

There are none.

17. TOWN MAYOR'S ANNOUNCEMENTS.

18. QUESTIONS.

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

19. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members are requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Town Mayor, if appropriate before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended:

That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.

INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 217, May 2018 and Issue 218, July 2018.
- The Clerk Magazine, Society of Local Council Clerks, Vol.49, No.3, May 2018.
- Clerks & Councils Direct – May 2018, Issue 217.



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

