

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at the TOWN COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 16 MAY 2019 at 7.00pm

PRESENT:

- Councillor Peter Harman – Town Mayor
- Councillor Anita Barham
- Councillor Emma Ben Moussa
- Councillor Sue Butterfill
- Councillor Lorna Cross
- Councillor Ann Duke
- Councillor Linda Hall
- Councillor Dr Jo Harman
- Councillor Peter Harris
- Councillor John Hayes
- Councillor Lesley Howes
- Councillor Jay Shah
- Councillor Maurice Weet

ABSENT: There were none

ALSO PRESENT:

- Graham Blew – Town Clerk
- Martin Harding – Assistant Town Clerk/RFO
- Sandra Kelleher – Administration Assistant
- Rebecca Rawlings – Administration Assistant
- 8 x members of the public

1/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Town Mayor explained the arrangements and constraints relating to the filming or recording of the meeting.

2/19-20. ELECTION OF TOWN MAYOR.

The Town Mayor requested nominations for the position of Town Mayor for the forthcoming year.

MOVED by Councillor Lorna Cross and seconded by Councillor John Hayes.

RESOLVED:

That Councillor Peter Harman be duly elected as Town Mayor for the ensuing year 2019 – 2020.

3/19-20. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following his election, Councillor Peter Harman made his Declaration of Office and signed the Acceptance of Office form.

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4/19-20. **ELECTION OF DEPUTY TOWN MAYOR.**

MOVED by Councillor Sue Butterfill and seconded by Councillor Dr Jo Harman.

RESOLVED:

That Councillor Lesley Howes be the Deputy Town Mayor for the ensuing year 2019 - 2020.

5/19-20. **DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Following her election, Councillor Lesley Howes made her Declaration of Office and signed the Acceptance of Office form.

6/19-20. **VOTE OF THANKS.**

Councillor Peter Harman gave a vote of thanks to the outgoing Town Mayor, Councillor Anita Barham.

7/19-20. **PAST MAYOR'S BADGE.**

Councillor Peter Harman presented the past Town Mayor, Councillor Anita Barham with a past mayor's badge.

8/19-20. **RESPONSE BY COUNCILLOR ANITA BARHAM.**

Councillor Mrs Anita Barham advised it had been both a privilege and an honour to serve the community of Swanscombe & Greenhithe. It was something she truly believed in and had endeavoured to give her best. Her Mayoral year had been tiring but rewarding and she hoped the community was proud of her efforts as mayor, as she was proud of the community. Some of the highlights had included: the dedication of the World War 1 commemorative benches, meeting so many dedicated young people as part of both the Town Councils skills programmes and schools volunteer days, being able to award grants to local communities from the funds raised at mayoral events and also presenting the Town Council Recognition Award at the Annual Open Town Meeting which had been a wonderful evening.

Councillor Anita Barham also thanked her Deputy Mayor for a wonderful year and presented Councillor Peter Harman with a gift.

9/19-20. **APOLOGIES FOR ABSENCE.**

There were none.

10/19-20. **DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.**

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

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11/19-20. **TO APPOINT COMMITTEES AND SUB-COMMITTEES.**

- a) Allotments & Cemeteries Sub-Committee.
- b) Community Safety Committee.
- c) Executive & Emergency Committee.
- d) Finance & General Purposes Committee.
- e) Heritage Sub-Committee.
- f) Leases & Legal Sub-Committee.
- g) Personnel Committee.
- h) Planning, Major Developments, Transport & Environment Committee.
- i) Regeneration & Quality Sub-Committee.
- j) Recreation, Leisure & Amenities Committee.

MOVED by Councillor Sue Butterfill and seconded by Councillor John Hayes.

RESOLVED:

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the annexed list and to include the amendments detailed above.

12/19-20. **TERMS OF REFERENCE OF THE COMMITTEES, SUB-COMMITTEES AND INTERNAL AUDIT.**

Members were provided with the Terms of Reference of the Committees, Sub-Committees and Internal Audit to be approved.

Members were made aware that the Terms of Reference for the Personnel Committee should have read 8 members, in line with the agreed Committee membership.

MOVED by Councillor Peter Harris and seconded by Councillor Sue Butterfill.

RESOLVED:

That the Terms of Reference of the Committees, Sub-Committees and Internal Audit, with the amendment as detailed, be approved as per the annexed list.

13/19-20. **DATES AND TIMES OF MEETINGS.**

- a) The Council
- b) Standing Committees

MOVED by Councillor John Hayes and seconded by Councillor Lorna Cross.

RESOLVED:

That the dates and times of the above Meetings be approved as per the annexed list.

ANNUAL GENERAL MEETING
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14/19-20. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

- a) Town Mayor or agreed substitute to serve upon the Bluewater Forum
- b) One Representative on the Borough and Parish Forum, to be the Town Mayor (plus the Town Clerk).
- c) One Representative on the Castle Hill Community Liaison Group.
- d) One Representative to serve on the Diocese of Rochester Youth Worker Steering Group (when established).
- e) One Representative to serve on the Ebbsfleet Water Management Group.
- f) One representative to serve upon the Elderly Forum (Dartford Borough Council).
- g) Two Representatives to serve upon the Greenhithe Community Association.
- h) Two Representatives to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- i) Two Representatives to serve upon the County Area Committee of the Kent Association of Local Councils (KALC).
- j) Two Representatives to serve upon the Dartford Area Committee of the Kent Association of Local Councils (KALC).
- k) One Representative to serve upon the Committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- l) One Representative to serve upon London Resort Company Holding Ltd (formerly Paramount) Community Liaison Group.
- m) One Representative to serve upon the SureStart – Knockhall Children's Community Centre Committee.
- n) One Representative to serve upon the SureStart – Swanscombe U1R Children's Community Centre Committee.
- o) Three Representatives to serve upon the Pavilion Community Sports & Social Club Committee (observers only, not part of decision making).
- p) One Representative to serve upon the (Dartford) Youth Advisory Group (YAG).

The Town Clerk detailed the nominations that had been provided.

MOVED by Councillor Sue Butterfill and seconded by Councillor Linda Hall.

RESOLVED:

That the appointment of representatives to outside bodies be approved as per the annexed list.

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15/19-20. BANK SIGNATORIES.

MOVED by Councillor Lorna Cross and seconded by Councillor Sue Butterfill.

RESOLVED:

That the following Members be appointed as signatories to authorise the payment of cheques;

Current Account	Town Mayor's Charity Account
1 Cllr Anita Barham	1 Town Clerk
2. Cllr Sue Butterfill	2. ATC/RFO
3. Cllr Lorna Cross	
4. Cllr Peter Harman	
5 Cllr Peter Harris	
6 Cllr Lesley Howes	

16/19-20. MINUTES OF THE MEETING HELD ON 25 APRIL 2019.

MOVED by Councillor John Hayes and seconded by Councillor Sue Butterfill.

RESOLVED:

That the Minutes of the meeting held on 25 April 2019 be confirmed and signed as a true record.

17/19-20. REVIEW OF ACTION PLAN FOR 2019 – 2020.

Members reviewed the Action Plan for 2019 - 2020.

MOVED by Councillor Lorna Cross and seconded by Councillor Sue Butterfill.

RESOLVED:

That the Action Plan 2019 – 2020 be confirmed.

18/19-20. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.

Members reviewed the Financial Regulations and were provided with an updated Standing Orders that had been reviewed in line with the National Association of Local Councils Model Standing Orders and contained proposed amendments.

Members were informed that in accordance with Standing Order 41 (b) if members were in agreement the updated version would stand adjourned without discussion until the next ordinary meeting of the Council.

MOVED by Councillor Sue Butterfill and seconded by Councillor Lorna Cross.

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RESOLVED:

That Standing Orders and Financial Regulations be approved and that under Standing Order 41 (b) the proposed amendments to Standing Orders stand adjourned without discussion until the next ordinary meeting of the Council.

19/19-20. REVIEW OF ANNUAL RISK MANAGEMENT POLICY.

Members were asked to review and approve the Risk Management Policy.

MOVED by Councillor John Hayes and seconded by Councillor Lorna Cross.

RESOLVED:

That the Risk Management Policy be approved.

20/19-20. REVIEW OF COUNCIL POLICIES AND PROCEDURES.

Members were asked to review the current policies and procedures of the Town Council.

MOVED by Councillor Lesley Howes and seconded by Councillor Lorna Cross.

RESOLVED:

That the Policies and Procedures, as listed, be endorsed.

21/19-20. SUBSCRIPTIONS – MEMBERSHIPS.

In accordance with Financial Regulation 5.6 members were provided with the list of subscriptions - memberships held by the Town Council.

MOVED by Councillor Sue Butterfill and seconded by Councillor Peter Harris.

RESOLVED:

That the continued subscriptions - memberships, as detailed, be approved.

22/19-20. REGULAR PAYMENTS – DIRECT DEBITS AND BACS PAYMENTS.

In accordance with Financial Regulations 5.6 and 6.9 members considered the list of organisations paid, on a regular basis, via Direct Debit or the BACS system.

MOVED by Councillor John Hayes and seconded by Councillor Sue Butterfill.

RESOLVED:

That the continued regular payments, as listed, be approved.

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23/19-20. **REVIEW OF INTERNAL AUDIT.**

Members were asked to review and confirm they were satisfied with the internal audit.

Regulation 6 requires that a council "*shall have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems*"

Members reviewed the legal requirements, regarding control objectives, which included an assessment of each of the following: the scope of internal audit, independence, competence, relationships, audit planning and reporting the council had to achieve throughout the financial year and agreed that the council had an adequate and effective system of internal audit.

MOVED by Councillor Sue Butterfill and seconded by Councillor John Hayes.

RESOLVED:

That, after assessing the process for the internal audit, specifically: the scope of internal audit, independence, competence, relationships, audit planning and reporting; the effectiveness of the council's internal controls were deemed adequate and that these ensured the regulatory requirements regarding control objectives were being met.

24/19-20. **RE-APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2019 – 2020.**

Members were asked to agree to the re-appointment of Mr Lionel Robbins as internal auditor for the year 2019 – 2020.

MOVED by Councillor Sue Butterfill and seconded by Councillor Lesley Howes.

RESOLVED:

That Mr Lionel Robbins be re-appointed as internal auditor for the year 2019 – 2020.

25/19-20. **ANNUAL INTERNAL AUDIT REPORT 2018 – 2019.**

Members received the internal auditors report for 2018 – 2019.

MOVED by Councillor Lorna Cross and seconded by Councillor Sue Butterfill.

RESOLVED:

That the report be noted.

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26/19-20. ANNUAL RETURN FOR YEAR END 31 MARCH 2019 – GOVERNANCE STATEMENT.

Members considered Section 1 of the Annual Return, the Annual Governance Statement and supporting documents requested by the External Auditor, for the year end 31 March 2019.

MOVED by Councillor John Hayes and seconded by Councillor Lesley Howes.

RESOLVED:

That the Annual Return – Governance Statement, for the year end 31 March 2019 be approved, and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

27/19-20. ANNUAL RETURN FOR YEAR END 31 MARCH 2019 – ACCOUNTING STATEMENT.

Members considered Section 2 of the Annual Return, the Accounting Statement and supporting documents requested by the External Auditor, for the year end 31 March 2019.

MOVED by Councillor Sue Butterfill and seconded by Councillor Anita Barham.

RESOLVED:

That the Annual Return – Accounting Statement, for the year end 31 March 2019 be approved and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

28/19-20. BALANCE SHEET FOR YEAR END 31 MARCH 2019.

Members considered the balance sheet for the year end 31 March 2019.

MOVED by Councillor Anita Barham and seconded by Councillor Dr Jo Harman.

RESOLVED:

That the balance sheet for the year end 31 March 2019 be approved.

29/19-20. PROGRESS REPORT ON UPGRADED TOWN COUNCIL WEBSITE.

Members discussed the report which included statistics for the previous 12 months.

Members agreed that the website was very informative and contained lots of useful information regarding other local groups / organisations and their activities / events. Members felt that the website was a very good asset of the Town Council.

RESOLVED:

That the item be noted.

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30/19-20. **SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2018 – 2019.**

Further to minute 444/14-15 Members discussed, and agreed, the three Councillors to make up the Panel along with the Town Mayor and Deputy Town Mayor (ensuring this resulted in one Member from each of the three wards).

It was agreed that the Panel for 2019 – 2020 be made up of the following Councillors:-

1. Councillor Peter Harman (Town Mayor) – Greenhithe Ward
2. Councillor Lesley Howes (Deputy Town Mayor) – Knockhall Ward
3. Councillor Sue Butterfill – Greenhithe Ward
4. Councillor Maurice Weet – Knockhall Ward
5. Councillor Lorna Cross – Swanscombe Ward

RESOLVED:

That the Panel for 2019 – 2020 be made up of the Councillors as detailed above.

31/19-20. **GENERAL POWER OF COMPETENCY (GPC).**

Members agreed that following the election the Town Council still met the eligibility criteria for a council to qualify to use the GPC as detailed.

MOVED by Councillor Lorna Cross and seconded by Councillor Sue Butterfill.

RESOLVED:

That the Town Council meets the criteria set by the Secretary of State (Localism Act 2011 s8) and set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

32/19-20. **MONTHLY BANK RECONCILIATIONS.**

In accordance with Financial Regulation 2.2, Members agreed to appoint a Member of the council, other than the Town Mayor or a cheque signatory, to regularly verify the bank reconciliations produced by the Responsible Financial Officer for all the council's accounts.

MOVED by Councillor Sue Butterfill and seconded by Councillor Linda Hall.

RESOLVED:

That Councillor Jay Shah be appointed to undertake the verification of the bank reconciliations.

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33/19-20. **GROVE CAR PARK MANAGEMENT SCHEME.**

Further to minute 484/18-19 Members discussed the process by which the review of the Grove Car Park Management Scheme would be undertaken.

Members agreed that the Grove Car Park Working Group be assigned to meet at the earliest opportunity to review the management of the car park with any recommendations agreed by the Working Group being put to full Council.

MOVED by Councillor Sue Butterfill and seconded by Councillor John Hayes.

RESOLVED:

That the review be undertaken at the earliest opportunity by the Grove Car Park Working Group and any recommendations agreed by the Working Group being put to full Council.

34/19-20. **MEMBERSHIP OF WORKING GROUPS.**

As per Standing Order 25 (a) members discussed and agreed the five Councillors to make up each Working Group

- a. Café Working Group
- b. Financial Risk Assessment Working Group
- c. Grove Car Park Working Group
- d. Ingress Park Community Centre Working Group
- e. Pavilion Working Group
- f. Strategic Building Portfolio Review Working Group

Members discussed accessibility and inclusivity for members and the public when attending meetings or using the community hall. It was agreed that an item be placed on the agenda for the next meeting of the Council to discuss this further.

MOVED by Councillor Lesley Howes and seconded by Councillor Dr Jo Harman.

RESOLVED:

1. That the appointment of membership to Working Groups be approved as per the annexed list.
2. That an item be placed on the agenda for the next meeting of the Council to discuss the accessibility and inclusivity for members and the public when attending meetings or using the community hall.

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35/19-20. MEMBERS TRAINING OPPORTUNITIES

Members were reminded of the availability of KALC Dynamic Councillor Events at Stone, Lenham and Ditton and that they were asked to advise the Clerk of their availability/attendance so that the required arrangements could be made.

DBC had also invited Members to attend training sessions on the Code of Conduct and Ethical Governance with the final session being available to Members on 28 May 2019 between 18.00 and 20.00 at the Council Chamber in the Civic Centre.

Members were reminded to inform the Council Offices of any training that they attend so that these could be recorded.

RESOLVED:

That the item be noted.

36/19-20. DECLARATION OF ACCEPTANCE OF OFFICE.

Each Member was reminded that their declaration of acceptance of office was required to be signed either prior to or at the meeting in the presence of the Town Clerk.

RESOLVED:

That the item be noted.

37/19-20. SEALING OF DOCUMENTS.

There were none.

38/19-20. QUESTIONS.

There were none.

There being no further business to transact the Meeting closed at 7.55 pm.

Members were invited to join the Mayor Elect for refreshments after the Meeting.

Signed:

Dated:

CHAIRMAN

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 1 MAY 2019 AT 7.00PM

PRESENT: Councillor B R Parry - Chairman
Councillor K G Basson
Councillor Ms L M Cross (substituting for Councillor B E Read)
Councillor P C Harris
Councillor J A Hayes
Councillor Ms L C Howes

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor Dr J M Harman
Councillor K M Kelly
Councillor S J Ryan
Councillor A S Reach

617/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

618/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' R J Lees, D J Mote and B E Read.

619/18-19. SUBSTITUTES.

Councillor Ms L M Cross substituted for Councillor B E Read.

18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

621/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

622/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 10 APRIL 2019

Recommended: The Minutes of the meeting held on 10 April 2019 were confirmed and signed.

TOWN PLANNING:

**623/18-19. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL /
EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS'
OBSERVATIONS.**

DA/19/00511/TPO	<p>Application to fell 1 No. Silver Birch tree subject to Tree Preservation Order No. 3 1991.</p> <p>6 St Peters Close, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council object to this application as the tree surgeons report does not consider that the felling of the tree is necessary.</p> <p>The tree makes an important contribution to the visual amenities of the locality as part of the area covered by TPO No 3 1991 and it's lose would be prejudicial to those amenities.</p> <p>A proper management scheme for the tree should be implemented rather than proposing felling the tree.</p> <p>The Development Control Board previously refused the same application under reference DA/98/00662/TPO.</p> <p>Any works approved for the tree should take into account nesting birds between March and September, in accordance with the Wildlife and Countryside Act 1991.</p>
DA/19/00516/FUL	<p>Erection of a balcony on top of the extended part of the property at first floor (retrospective application).</p> <p>23 Church Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council objects to this retrospective application for the material consideration of overlooking/loss of privacy to neighbouring properties.</p> <p>Please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/19/00524/ADV	<p>Display of 2 No. externally illuminated sales signs on land adjacent to junction of St Clements Way and London Road (retrospective application).</p> <p>Land at St Clements Way, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council objects to this retrospective application due to the continuing impact on the Grade II listed St Marys Church, Greenhithe.</p>

	<p>The signs, by their size and location are detrimental to the quality and character of the area and they are unsympathetic to their locality and are detrimental to the visual amenities of the area, contrary to Policy DP2 of the adopted development plan and paragraph 132 of the National Planning Policy Framework.</p> <p>The applicant has done a good job delivering St Clement Lakes, and while it is appreciated that they are bringing forward another scheme at the inappropriately named "Ebbsfleet Cross," the illuminated signs on the roundabout where St Clements Way and London Road intersect have clearly served their purpose as they have no more properties to market on that legacy scheme.</p> <p>Advertising hoardings in this location no longer add any value to the communities of Swanscombe, Greenhithe or Stone. There is no utility for the local built environment or amenity derived from their presence. In fact it would appear that the signs only purpose is to deliver economic value to the applicant without any proposal to share that benefit with the community?</p> <p>Contrary to the applicant's assertion that the signs are not close to dwellings, this is no longer the case because they shield the properties the applicant themselves built and obscure their line of sight.</p> <p>These advertising hoardings represent an unwelcome precedent for other advertising in an area that should be conserving views of St Mary Greenhithe, not potentially encouraging further obscuring of it.</p> <p>The local community has hosted this commercial intrusion for long enough. It is now time for the applicant to be a good neighbour and to remove them.</p>
<p>EDC/19/0050</p>	<p>Application for the discharge of conditions 3 & 6 attached to planning permission reference no. EDC/18/0033 relating to submission of Detailed Sustainable Surface Water Drainage Scheme and Surface Water infiltration Details.</p> <p>Land at London Road and West of Craylands Lane, Craylands Lane, Swanscombe.</p>

OBSERVATIONS:	The Town Council respectfully request that the Planning authority confirms that, unless there is a good environmental reason, all pavings will be of a permeable type.
EDC/19/0060	Erection of a single story rear extension. 6 Clapperknapper, Castle Hill, Ebbsfleet Valley
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

624/18-19. **PLANNING APPLICATIONS SUBMITTED BY NEIGHBOURING AUTHORITIES FOR MEMBERS OBSERVATIONS.**

20190328	Application for the removal of condition 1 attached to planning permission reference number 20140529 for the change of use of premises from a car showroom to Class D2 24 hour gym incorporating replacement of roller shutters on the side (north-west & south east) elevations with glazed panels and an emergency exit door; to allow the continued use as 24 hour gym. Snap Fitness, Unit 1 Eagle House, Eagle Way, Northfleet.
OBSERVATIONS:	Out of area, no observations.
20190355	Application for the removal of condition 1 attached to planning permission reference number 20150034 for the change of use of existing warehouse to a mixed use A1/A3 coffee shop and an A1 sandwich shop; to allow the continued use as A1/A3. Costa Coffee, Unit 3 Eagle House, Eagle Way, Northfleet.
OBSERVATIONS:	Out of area, no observations.

625/18-19. **GRANTED NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL /
EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/19/00284/TPO	Application to remove leaning limbs and deadwood over footpath of 1 No. Ash Tree (T415) subject to Tree Preservation Order No 11 1990. Opposite 34 - 42 Empire Walk, Greenhithe.
DA/19/00287/FUL	Application to cut back all branches that overhang boundary 21 Watermans Way to the line of the boundary together with necessary shaping to the top of the tree and remove ivy to Sycamore tree (G2) subject to Tree Preservation Order No.11 1990. Communal Area rear of 21 Watermans Way, Greenhithe.
DA/19/00315/TPO	Application for continued maintenance programme for 34 Lime Trees (T215-T248) to allow crown lifting (up to 3m), pruning (to result in a finished radius for each tree of 3m minimum and reduction in height of the tree outside No. 54 by 1m together with reduction in height of all remaining trees to match this height to provide uniformity through the Boulevard, subject to the requirement that the trees shall not be reduced in height below the upper level of the second floor balcony railing to No. 54 subject to Tree Preservation Order No. 11 1990. The Boulevard, Greenhithe.

There being no further business to transact, the Meeting closed at 7.15 pm.

Signed: _____
(Chairman)

Date: _____

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 12 JUNE 2019 AT 7.00PM

PRESENT: Councillor Peter Harman - Chairman
Councillor Lorna Cross
Councillor Peter Harris
Councillor Lesley Howes
Councillor Maurice Weet

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: There were none

59/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

60/19-20. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Ann Duke, John Hayes and Linda Hall.

61/19-20. SUBSTITUTES.

There were none.

62/19-20. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

63/19-20. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

64/19-20. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 11 MAY 2019

Recommended: The Minutes of the meeting held on 1 May 2019 were confirmed and signed.

65/19-20. PROPOSED DIVERSION OF PART OF PUBLIC FOOTPATH DS3 AT SWANSCOMBE – KENT COUNTY COUNCIL (KCC).

KCC Public Rights of Way and Access Service had notified the Town Council of a proposed diversion to Public Footpath DS3 at Swanscombe.

Members had been provided with a map for consideration showing the existing footpath and the proposed diversion route. The closing date for comments was 21 June 2019.

Recommended: That the item be noted and no objection be made.

66/19-20. NOTICE OF INTENTION TO MAKE AN ORDER TO TEMPORARILY CLOSE PUBLIC FOOTPATHS DS1 AND DS30 (p).

KCC had notified of their intention to temporarily close footpaths DS1 and DS30 for a period of six months from 8 July 2019.

After discussion members agreed that KCC be contacted and informed that the Town Council did not think that the footpaths should be closed until the works at The Pier Development had begun and that the Town Council also had concerns that the footpaths would be closed for longer than the "maximum six months" stated on the Notice.

Recommended: That the Town Clerk contacts KCC as above and feeds back the response to the Chairman of the Committee.

67/19-20. NATURAL ENGLAND – PROPOSALS FOR IMPROVED ACCESS TO THE COAST FROM GRAIN TO WOOLWICH.

The Coastal Access Team had notified that it had submitted its compendium of reports to the Secretary of State for Environment, Food and Rural Affairs setting out their proposals for improved access to the coast from Grain to Woolwich.

The deadline for representations and objections was 31 July 2019.

Recommended: That the item be noted.

68/19-20. RENAMING OF AREAS WITHIN EASTERN QUARRY.

Further to members' recent enquiry Ebbsfleet Development Corporation had supplied a response informing that the new names for the areas within Eastern Quarry were used for marketing purposes by the developers and that the re-naming of the area may not necessarily affect the postal address.

Recommended: That the item be noted.

TOWN PLANNING:

69/19-20. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL /
EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS'
OBSERVATIONS.**

DA/19/00633/FUL	Erection of a two storey side and part two/ part single storey rear extension. 17 Ames Road, Swanscombe.
OBSERVATIONS:	The Town Council have no objections if the property is going to remain a single private dwelling but would have objections if the property were to be used as a home of multiple occupancy as there are no additional parking spaces included in the application.
DA/19/00637/FUL	Demolition of existing rear conservatory and erection of a single storey rear extension. 106 Knockhall Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/19/00657/REM	Reserved matters relating to scale, layout, appearance and landscape pursuant to condition 1 of outline planning permission DA/18/01573/OUT for erection of 4 x 3 bed houses and 1 x 4 bed house (5 units in total). Land Adjacent De Chancery, Knockhall Chase, Greenhithe
OBSERVATIONS:	The Town Council have no objections provided the configuration of the parking arrangements has not changed and there are adequate parking provisions for the development.
DA/19/00669/TPO	Application to fell 1 No. Spruce tree subject to Tree Preservation Order No.11 1990. 8 Bere Close, Greenhithe.
OBSERVATIONS:	The Town Council objects to this application as the tree contributes to the quality of air and being diseased or dangerous is the only reason a tree should be considered for felled.

	<p>The application form appears to contain contradictory information in Section 5 and Section 6 (1) and the Planning Authority are requested to confirm which is correct before consideration by the Development Control Board.</p> <p>If permission were to be granted a condition should be included requiring the applicant to replace the tree, with a suitably mature tree of a similar variety, at the same location.</p>
Da/19/00696/FUL	<p>Conversion of integral garage into a habitable room together with associated alterations to front elevation.</p> <p>39 Caspian Way, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/19/00720/FUL	<p>Erection of a two storey rear extension, roof light to rear roof slope and removal of chimney stack.</p> <p>34 Broad Road, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
EDC/18/0170	<p>Application for Reserved Matters of siting, design, external appearance and landscaping pursuant to Conditions 2, 19, 26, 36 and 43 of outline planning permission EDC/16/0045 for Phase 2c development of 120 residential units (C3) and including details of streets, buildings and structures, materials, open space, landscaping, car parking, noise and drainage.</p> <p>Northfleet West Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	<p>No observations.</p>
EDC/19/0069	<p>Outline application for the Redevelopment of site to provide industrial units within Class B1c, Class B2 and Class B8 (with ancillary Class B1a) together with associated parking and access road.</p> <p>Rod End Estate, Northfleet Industrial Estate, Lower Road, Northfleet.</p>
OBSERVATIONS:	<p>Out of Area, no observations.</p>

**70/19-20. GRANTED NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL /
EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/19/00273/FUL	Demolition of existing conservatory for erection of a part two/part single storey rear extension and provision of a raised terrace to rear with privacy screen and additional window in side elevation of existing house. 14 Alexander Road, Greenhithe.
DA/19/00299/FUL	Erection of a detached garage (retrospective application) 26 Gasson Road, Swanscombe.
DA/19/00452/TPO	Application to cutting back all branches that overhang and encroach on the building of 25-29 Capability Way to give a 2m clearance of 1 No. Oak Tree (T333) subject to Tree Preservation Order No. 11 1990. Outside 25-29 Capability Way, Greenhithe.
DA/19/00472/FUL	Erection of a single storey rear extension. 22 Watermans Way, Greenhithe.

**71/19-20. REFUSED NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL /
EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following refused decision notices were noted.

DA/19/00333/TPO	Application to cutting back of all branches that overhang the boundary of 21 Calcroft Avenue to the line of the boundary together with necessary shaping to the top of the tree of 1 No. Sycamore (G5) subject to Tree Preservation Order No. 11-1990. Adjacent 21 Calcroft Avenue, Greenhithe.
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There being no further business to transact, the Meeting closed at 7.45 pm.

Signed: _____
(Chairman)

Date: _____

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 3 JULY 2019 AT 7.00PM

PRESENT: Councillor John Hayes – Vice-Chairman in the Chair
Councillor Lorna Cross
Councillor Linda Hall
Councillor Peter Harris
Councillor Lesley Howes
Councillor Maurice Weet

ALSO PRESENT: Graham Bléw – Town Clerk

ABSENT: Councillor Ann Duke

112/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

113/19-20. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Peter Harman.

114/19-20. SUBSTITUTES.

There were none.

115/19-20. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

116/19-20. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

117/19-20. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 12 JUNE 2019

Recommended: The Minutes of the meeting held on 12 June 2019 were confirmed and signed.

TOWN PLANNING:

118/19-20. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.

DA/19/00835/FUL	Erection of a single storey rear extension and part two storey side extension. 42 Trebble Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
EDC/17/0164	Reserved Matters application for the creation of the Linear Park, lake and cliff edge open space, together with associated landscaping details pursuant to Conditions 2 and 25 of extant outline planning permission DA/12/01451/EQVAR. Castle Hill South, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/19/0060 RE-CONSULTATION	Erection of a single story rear extension. 6 Clapperknapper, Castle Hill, Ebbsfleet Valley.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
EDC/19/0090	Application for the variation of condition 11 attached to planning permission reference no. EDC/17/0107 for the construction of 332 dwellings and parking along with associated landscaping, infrastructure and earthworks; to allow a change to the compliance requirements for Building Regulations Part M4(2). Parcels B & C – Castle Hill, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	The Town Council request confirmation that the off-road parking provision for EDC/17/0107 meets the required levels and that these are not reduced by this application to vary condition 11.

**119/19-20. GRANTED NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL /
EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

EDC/18/0161	Operation of an aggregate recycling facility to accept 75,000 tpa of construction and demolition waste for a temporary period of 5 Years. Site 3, Manor Way Business Park, Land between Galley Hill Road and Manor Way, Swanscombe.
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120/19-20. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were 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 Chairman and 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 respond to Planning Applications / conduct the normal business of the Council during the recess period.

121/19-20. 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.

122/19-20. INFORMAL MEETING WITH DEVELOPERS - LITTLE HITHE.

Further to minute 92/16-17 (Regeneration & Quality Sub-Committee 29 June 2017) an informal meeting was requested by the new owners/developers of the site.

Members' considered the confidential notes from this meeting, 10 June 2019.

Recommended:

That the item be noted.

There being no further business to transact, the Meeting closed at 7.25 pm.

Signed: _____
(Chairman)

Date: _____

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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 20 JUNE 2019 at 7.00PM

PRESENT: Councillor Sue Butterfill - Chairman
Councillor Peter Harman - Vice Chairman
Councillor Anita Barham
Councillor Emma Ben-Moussa
Councillor Lorna Cross
Councillor Linda Hall
Councillor John Hayes

ALSO PRESENT: Graham Blew - Town Clerk
Martin Harding – Assistant Town Clerk/RFO
Dan Usher – Senior Groundsman / Gardener

ABSENT: There were none

98/19-20. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

99/19-20. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Lesley Howes.

Apologies for lateness were submitted by Councillors' Linda Hall and John Hayes.

100/19-20. **SUBSTITUTES.**

There were none.

101/19-20. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

102/19-20. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

103/19-20. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 21 MARCH 2019.

Recommended: That the Minutes of the Meeting held on 21 March 2019 were approved and signed as a true record.

104/19-20. SENIOR GROUNDSMAN /GARDENER'S REPORT.

The Senior Groundsman/Gardener went through the report which updated members on the work undertaken, by the Parks Department and also the work planned for the future which included:

Swanscombe Park, Broomfield Park, Knockhall Park, Manor Park, Miscellaneous and Staff.

Recommended: That the report be noted.

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.

105/19-20. FOOTBALL PITCH ALLOCATION.

Further to minute 569/17-18 (Recreation, Leisure & Amenities Committee 22 March 2018) members had been supplied with a copy of the football pitch allocations for 2019 – 2020 football season.

Recommended: That the pitch allocations for 2019 2020 be noted.

106/19-20. REQUEST TO USE COMMUNITY CAFÉ ROOM – COMMUNITY YOUTH ENGAGEMENT OFFICER (CYEO).

The Town Mayor had approached the Town Clerk to see if it would be possible for the CYEO to use the confidential room at the Community Café on an ad hoc basis, and only when it was available i.e. when not being used by other organisations. This would assist the CYEO as the facility currently being used does not have Wi-Fi.

It was not envisaged that this would have any adverse effect on the operation of the Community Café or the current provision of advice services from the café.

Recommended: That, as per the Local Government (Miscellaneous Provisions) Act 1976, Section 19 (2), the confidential room at the Community Café be available to the CYEO, free of charge, as per the conditions detailed above.

107/19-20. TREE SURVEY.

Further to the previous survey (2015), an updated survey had now been commissioned from the Council's approved tree consultant. The cost of the survey would be met from the agreed Financial Risk Assessment, along with any associated works that were highlighted from the survey. The survey was hoped to be completed by mid-July. Members were informed of the areas covered by the tree survey and the cost, previously included in the budget setting process, involved for the tree survey.

Recommended: That the actions taken in commissioning the tree survey be endorsed.

108/19-20. ALKERDEN LANE ALLOTMENTS (NEW BURIAL GROUND) – MEETING WITH DARTFORD BOROUGH COUNCIL (DBC).

Dartford Borough Council had previously agreed new build housing projects on their land and one of the sites was the former garage block at Gilberts Close.

A meeting was held with DBC and the Allotment Association on site to discuss and ensure continued vehicular access to the allotments both during and after the construction process. Members considered the notes from this meeting.

Recommended: That the item be noted.

109/19-20. 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 Chairman and 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

110/19-20. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor John Hayes and seconded by Councillor Anita Barham;

RESOLVED:

That, 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 public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following items of business.

111/19-20. INFORMAL MEETING WITH CAMLAND / EBBSFLEET FOOTBALL CLUB (EFC).

Further to minutes 202/18-19 (Recreation, Leisure & Amenities Committee 20 September 2018) and 538/18-19 (Recreation, Leisure & Amenities Committee 21 March 2019), a further informal meeting had been held, with Camland and a representative from EDC, on 11 June 2019.

Members considered the confidential notes from this meeting which were detailed by the officers and members that had attended.

Recommended: That the item be noted.

There being no further business to transact the Meeting closed at 7.25 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 13 JUNE 2019 at 7.00PM

PRESENT:
Councillor Lesley Howes - Chairman
Councillor Sue Butterfill - Vice-Chairman
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Peter Harman
Councillor Jay Shah
Councillor Maurice Weet

ALSO PRESENT: Martin Harding – Assistant Town Clerk/RFO
1 x member of the public

ABSENT: There were none

72/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

73/19-20. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Lorna Cross.

74/19-20. SUBSTITUTES.

There were none

75/19-20. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

76/19-20. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

77/19-20. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 7 MARCH 2019.

Recommended: The Minutes of the meeting held on 7 March 2019 were confirmed and signed as a true record.

78/19-20. MONTHLY BANK RECONCILIATIONS.

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor Jay Shah was appointed (minute 32/19-20).

Recommended: That the bank reconciliations for February, March and April 2019, and verified by Councillor Jay Shah be noted.

79/19-20. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in February, March, April and May 2019.

Recommended: That the bank transfers undertaken in February, March, April and May 2019 be approved.

80/19-20. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for February, March, April and May 2019.

Recommended: That the receipts and payments for February, March, April and May 2019, as per the annexed list, be approved.

81/19-20. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 31 May 2019.

Recommended: That the summary of accounts to 31 May 2019 be noted.

TOWN CLERK & RESPONSIBLE FINANCE OFFER'S (RFO) REPORT.

82/19-20. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL.

Members considered the application and, after discussion, it was agreed that the following funding be awarded from the 2019 – 2020 budget:

- Swanscombe Senior Lunch Club - £500.00

Recommended: That the funding, as detailed above, be awarded.

83/19-20. LOCAL FUNDING FROM THE TOWN COUNCIL.

The Assistant Town Clerk/RFO gave members an overview of the investigation that had been undertaken regarding operating a rolling funding award.

Members discussed the current funding structure and application process, along with the implications of limiting the application rounds to enable a rolling budget. Members felt that given the level of funding awards issued by the Town Council it would not be beneficial to limit the application rounds.

Members agreed that every step had been taken by officers to promote the scheme but that everyone within the council including members had a duty to ensure more applications were received.

Recommended: That the number of funding rounds and process currently used for the Town Councils local funding awards remain unchanged.

84/19-20. PLANNED PREVENTATIVE MAINTENANCE CONTRACT (3 YEARS)

The Assistant Town Clerk/RFO detailed the contract and advised that it was comparable to the previous 3 years. Members were informed that, in consultation with the Chairman of the Finance and General Purposes Committee, and in accordance with Financial Regulation 11.1 (iv), a 3 year contract has been entered into and that contract can be terminated, by either party giving three months' notice in writing.

Recommended: That the actions taken in entering into the 3 year contract be endorsed.

85/19-20. RENEWAL OF TOWN COUNCIL INSURANCE.

The Assistant Town Clerk/RFO outlined the renewal document, along with the cost saving, and advised that it was comparable to the previous 3 years. Members were informed that, in consultation with the Chairman of the Finance and General Purposes Committee, and in accordance with Financial Regulation 11.1 (iv), a 5 year policy has been entered into.

Recommended: That the actions taken in entering into the 5 year policy be endorsed.

86/19-20. CIVIC REGALIA – COST OF REPAIRS.

The Assistant Town Clerk/RFO explained the required repairs and how the costs would be funded in this financial year. In addition future expenditure would be mitigated through the use of the Town Councils Financial Risk Assessment.

Members discussed, at length, the importance of the chains, both historically, and as part of the Town Councils / Town Mayors standing within the community.

After a discussion, and a vote, it was agreed that further quotations were not required on this occasion. Members then considered the three recommendations put forward and, upon being put to a vote, each recommendation was duly agreed.

Recommended:

1. That the decision to have the work undertaken be endorsed.
2. That the expenditure from the administrative section of the Financial Risk Assessment be agreed.
3. That a cost area (under administration) to the Financial Risk Assessment as detailed be added.

87/19-20. 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 Chairman and 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 the item be approved and noted.

There being no further business, the Meeting closed at 8.35 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 17 APRIL 2019 at 7.00 PM

PRESENT: Councillor P C Harris (Chairman)
Councillor P M Harman (Vice-Chairman)
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor Ms L C Howes
Councillor B R Parry
Councillor A S Reach

ALSO PRESENT: Martin Harding – Assistant Town Clerk / Responsible Financial Officer
Billy Unsworth (KCC Community Warden).
Steve Kears – PCSO
Sarah Rawlinson (Youth & Community Engagement Officer, Diocese of Rochester)
Tony Henley – Dartford Borough Council CSU
Zoe Harris – Kent County Council
2 x member of the public

ABSENT: There were none

578/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

579/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors Mrs A E D Barham, Mrs M B Kelly, R J Lees, D J Mote and B E Read.

Apologies were also received from Martin Smith (Dartford Borough Council Parking Enforcement), Rev Andrew Avery (St Marys Church, Greenhithe), Insp Gavin Wade (Kent Police) and Sgt Dan Horsley (Kent Police).

580/18-19. SUBSTITUTES.

There were none.

581/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

A resident explained his dissatisfaction with the manner in which Kent Police handled his report of an incident.

PCSO Steve Kears agreed to take the residents details back to Kent Police and investigation his concerns further.

582/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

583/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 13 FEBRUARY 2019.

Recommended: That the Minutes of the Meeting held on 13 February 2019 be confirmed and signed as a true record.

584/18-19. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

PCSO Steve Kears gave a brief summary of recent incidents within the town including reports of nuisance vehicles and anti-social behaviour. PCSO Kears also updated members on the steps being taken to assist the gentlemen living within the telephone box near to Greenhithe Station. Members were updated that facilities were being shared at the moment with teams in Gravesham during the refurbishment of offices in Dartford.

Members thanked PCSO Kears for his attendance but wished him to take back their disappointment that neither the Inspector nor Sergeant were able to attend.

Recommended: That the report be noted and PCSO Kears be thanked for his attendance.

585/18-19. KCC COMMUNITY WARDENS REPORT.

KCC Warden Unsworth gave an update on cases he had been involved with in the area, including fly tipping, abandoned cars, hostile dogs, suspected scams, safeguarding concerns and anti-social behaviour.

Recommended: That the report be noted and KCC Warden Unsworth be thanked for his attendance.

586/18-19. COMMUNITY SAFETY LIAISON.

Youth services / officers – Sarah Rawlinson gave an update that she had been working with Manor Community School to resolve incidents occurring involving students from a neighbouring school.

Zoe Harris, Kent County Council co-ordinator for Youth Services gave an update on the youth sessions recently undertaken at the Swanscombe Pavilion. These sessions were aimed to restart again in May. A further provision was planned for Castle Hill in partnership with Dartford Football Club, due to begin shortly.

Kent Fire Service – Councillor A S Reach confirmed that the Fire Service had been undertaking a lot of co-responding calls in support of the Ambulance Service recently.

Neighbourhood Watch – Councillor P C Harris updated that the importance of Neighbourhood Watch had been raised and discussed at the recent Dartford and Gravesham Community Safety Panel.

Community Speed Watch – Councillor P C Harris confirmed that sessions were due to be starting again shortly.

Dartford Borough Council (CSU) – Tony Henley, Dartford Borough Council CSU gave members a brief summary of the updated Dartford & Gravesham Community Safety Partnership Strategy 2019 - 2022.

Kent County Council – KCC Member Mr P M Harman updated that KCC were due to begin charging for certain waste at recycling centres from 3 June 2019. It was currently feared that this may increase fly tipping and impact on Dartford Borough Council services.

Recommended: That the information be noted.

587/18-19. DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.

Members were provided with the up to date detailed analysis of crime figures for Swanscombe and Greenhithe.

Recommended: That the item be noted.

588/18-19. ANTI-SOCIAL PARKING – LOCAL SCHOOLS.

Further to minutes 132/18-19, 224/18-19 and 355/18-19 Councillor P C Harris gave a brief verbal update to members.

All three schools had undertaken traffic surveys and the findings and recommendations had been given to KCC Member Mr P M Harman for consideration with Kent Highways.

Students at each school had designed posters and material as part of a competition to promote walking to school. A scheme named 'Walk on Wednesdays' was being considered across the three schools.

A Community Speed Watch sessions was scheduled to be held in Craylands Lane, Swanscombe and was being conducted in partnership with the school council at Craylands School.

Recommended: That the information be noted.

589/18-19. NITROUS OXIDE CANISTERS

The Assistant Town Clerk explained the volume of canisters that had been collected over the last 6 months and the incidents of use that had been witnessed.

Members discussed the challenges faced with enforcement due to the substance not being illegal but more likely classed as littering/fly tipping.

Tony Henley Dartford Borough Council CSU explained that the Borough Council could investigate whether Community Protection Notices were possible in certain circumstances and would liaise with officers from the Town Council on individual cases.

Recommended: That the information be noted.

590/18-19. DARTFORD BOROUGH COUNCIL (DBC) CRIME AND DISORDER (OVERVIEW AND SCRUTINY) COMMITTEE.

Members discussed the contents of the draft minutes and noted the Community Safety Partnership Strategic Assessment which had already been summarised earlier in the meeting.

Recommended: That the information be noted.

There were no confidential items for discussion.

There being no further business to transact, the Meeting closed at 8.40 pm.

Signed _____
Chairman _____ Date _____

MINUTES of the MEETING of the HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 11 JUNE 2019 at 10.00 AM

PRESENT: Councillor Lesley Howes - Chairman
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Lorna Cross (substituting for Councillor Linda Hall)
Councillor Ann Duke

ALSO PRESENT: Brenda Bobby - FOSHP
Shirley Fahy – FOSHP
Lyn Keys - FOSHP
Martin Harding, Assistant Town Clerk/RFO
3 x members of the public

ABSENT: There were none

39/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

40/19-20. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors' Linda Hall and Sue Butterfill.

41/19-20. SUBSTITUTES

Councillor Lorna Cross substituted for Councillor Linda Hall.

42/19-20. TO DECLARE INTERESTS IN ITEMS ON THE AGENDA

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

A resident asked whether the Town Council was considering applying for designating more of the Heritage Park beyond the existing statutory designations applied to the Skull Site. In addition the resident asked what plans the Town Council had to incorporate more local experience and knowledge into the conservation works being undertaken within the park.

The ATC/RFO confirmed that Natural England were considering the possibility of extending the National Nature Reserve status but this would be subject to landowner approval. The ATC/RFO confirmed that he would address the question regarding volunteering during a later item on the agenda.

43/19-20. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

44/19-20. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 APRIL 2019.

Recommended: That the Minutes of the meeting held on 2 April 2019 be confirmed and signed as a true record.

45/19-20. HERITAGE PARK IMPROVEMENTS.

The ATC/RFO confirmed that the pond improvements were progressing with work being undertaken to finish the pathway and resolve the water level within the pond itself. The planting and clearance work had been undertaken. Funding for the fencing and dipping platform was still being sought but a summer opening was still the target for the project.

Historic England had sent through the finalised designs for the Heritage Asset markers to set up a Heritage Watch Group. Production of the markers was underway and, once completed, a stakeholder event would be undertaken to identify potential assets for designation. It was hoped that this event could be co-ordinated with a volunteer day for conservation based activities and the opening of the pond.

Recommended: That the ATC/RFO be thanked for his work in progressing heritage improvements and continue with the current projects.

46/19-20. NATURAL ENGLAND – SWANSCOMBE SKULL SITE NATIONAL NATURE RESERVE (NNR) AND SITE OF SPECIAL SCIENTIFIC INTEREST (SSSI) - VISUAL MANAGEMENT PLAN/LEASE.

The ATC/RFO confirmed that the International Union for Quaternary Research (INQUA) dig would be held from 19 to 22 July 2019, with the actual dig taking place on Sunday 21 July 2019.

Consent from Natural England for the dig was pending, but once confirmed, more information would be able to be circulated regarding the potential community engagement opportunities.

Recommended: That the item be noted

47/19-20. FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.

Brenda Bobby confirmed that the Teddy Bears Picnic was scheduled to be held on 15 August 2019.

Recommended: That the item be noted.

48/19-20. HERITAGE PARK WEBSITE

The ATC/RFO reminded members that any items to be included on the website needed to be forwarded to him.

Recommended: That the item be noted.

49/19-20. **ANY OTHER ITEMS RELATED TO HERITAGE.**

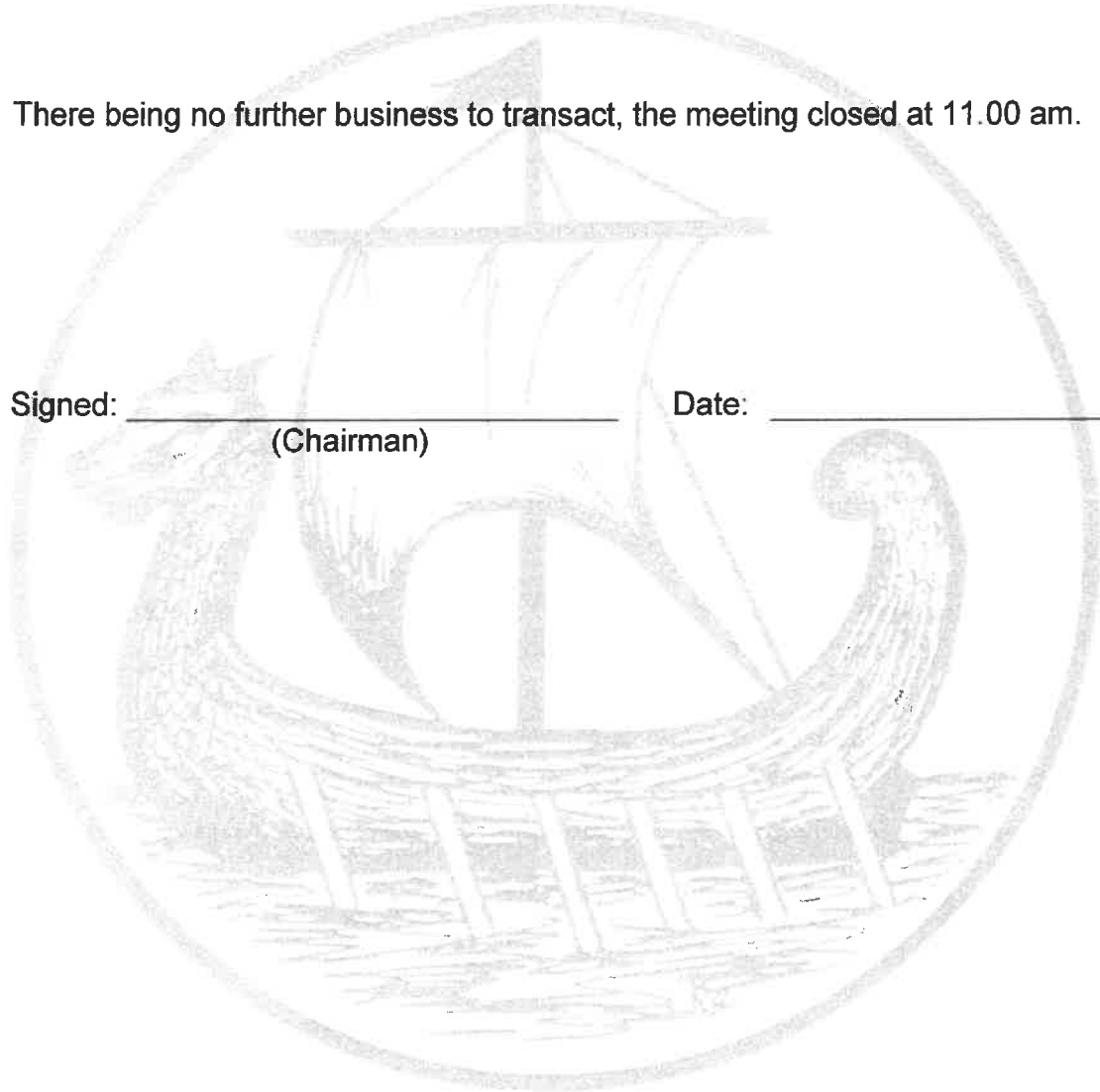
The Chairman confirmed that the Swanscombe and Greenhithe Local History Group had attended an archaeological event at the construction site for the Springhead Bridge.

50/19-20. **DATE OF NEXT MEETING.**

Recommended: That the next meeting be scheduled for Tuesday 23 July 2019 at 10.00am.

There being no further business to transact, the meeting closed at 11.00 am.

Signed: _____ Date: _____
(Chairman)



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MINUTES of the MEETING of the LEASES & LEGAL SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on TUESDAY 11 JUNE 2019 at 11.30

PRESENT: Councillor Sue Butterfill – Chairman
Councillor Ann Duke – Vice Chairman
Councillor Anita Barham (substituting for Councillor Jay Shah)
Councillor Peter Harman
Councillor Maurice Weet

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT: There were none

51/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

52/19-20. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' John Hayes and Jay Shah.

53/19-20. SUBSTITUTES.

Councillor Anita Barham substituted for Councillor Jay Shah.

54/19-20. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Ann Duke declared a prejudicial interest in item 7 – Further Request from Walk Tall, as she is the Chief Executive of Walk Tall.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

55/19-20. ITEMS AS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

56/19-20. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 21 MARCH 2019.

Recommended: The Minutes of the meeting held on 21 March 2019 were confirmed and signed.

57/19-20. EXCLUSION OF PRESS AND PUBLIC.

MOVED BY Councillor Peter Harman and seconded by Councillor Maurice Weet.

RESOLVED:

That, 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 public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

Having already declared a prejudicial interest Councillor Ann Duke left the chamber and took no part in the discussion or decision of the following item.

58/19-20. FURTHER REQUEST FROM WALK TALL.

Further to minutes 366/18-19 (Town Council 13 December 2018) and 492/18-19 (Town Council 14 February 2019) Members discussed at length the merits and rationale behind the proposed Heads of Terms provided following the meeting held on 15 May 2019 between Senior Officers and Walk Tall.

Members felt that it would be appropriate for Walk Tall to be invited to a meeting of the Sub-Committee for them to qualify the proposals contained in the draft Heads of Terms and to seek clarification on what their intentions are as it was felt that this would enable the Sub-Committee to then formalise a recommendation to the Town Council.

Members acknowledged the hard work undertaken by Officers in dealing with a complex and challenging situation and their efforts in trying to bring about a favourable outcome for both the community as a whole and a charitable organisation.

Recommended: That Walk Tall be invited to a meeting of the Leases & Legal Sub-Committee, to discuss the proposed Heads of Terms, to enable a recommendation to be made to the Town Council.

There being no further business, the Meeting closed at 12.30pm

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the LEASES & LEGAL SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on TUESDAY 19 JUNE 2019 at 11.00am

PRESENT: Councillor Sue Butterfill – Chairman
Councillor Anita Barham (substituting for Councillor Ann Duke)
Councillor Peter Harman
Councillor John Hayes
Councillor Jay Shah
Councillor Maurice Weet

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO
Ann Duke – Walk Tall
Michael Sears – Walk Tall
David Scott – Walk Tall

ABSENT: There were none

88/19-20. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

89/19-20. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Ann Duke.

An apology for lateness was submitted by Councillor Maurice Weet.

90/19-20. SUBSTITUTES.

Councillor Anita Barham substituted for Councillor Ann Duke.

91/19-20. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

92/19-20. ITEMS AS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

93/19-20. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 11 JUNE 2019.**

Recommended: The Minutes of the meeting held on 11 June 2019 were confirmed and signed.

94/19-20. **MEETING ADJOURNED.**

At this point it was agreed by all members to adjourn the meeting to seek clarification from the representatives of Walk Tall as to what their intentions were and to ask them to qualify the proposals contained in the draft Heads of Terms.

When discussions had finished the Chairman thanked the Walk Tall representatives for their attendance.

The Walk Tall representatives then left the chamber and took no part in the discussion or decisions of the following items.

95/19-20. **MEETING RE-CONVENED.**

The Chairman re-convened the meeting.

96/19-20. **EXCLUSION OF PRESS AND PUBLIC.**

MOVED BY Councillor Peter Harman and seconded by Councillor John Hayes.

RESOLVED:

That, 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 public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

97/19-20. **FURTHER REQUEST FROM WALK TALL.**

Further to minutes 366/18-19 (Town Council 13 December 2018), 492/18-19 (Town Council 14 February 2019) and 58/19-30 (Leases & Legal Sub-Committee 11 June 2019) Members discussed at length the information, regarding both facilities, that had been provided by Walk Tall earlier, and upon being put to a vote, it was agreed that the amended draft Heads of Terms, set out by the Sub-Committee, be put to the next meeting of the Town Council on 11 July 2019 for agreement.

Recommended:

- 1 That the amended draft Heads of Terms set out by the Sub-Committee be put to the next meeting of the Town Council on 11 July 2019 for agreement.
- 2 That the Town Clerk, in consultation with the Town Mayor and Chairman of the Leases & Legal Sub-Committee, be delegated authority to resolve any minor queries that may arise regarding the content of the Lease.

There being no further business, the Meeting closed at 13.00pm.

Signed: _____

(Chairman)

Date: _____

18/19-20. **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

Members reviewed the Financial Regulations and were provided with an updated Standing Orders that had been reviewed in line with the National Association of Local Councils Model Standing Orders and contained proposed amendments.

Members were informed that in accordance with Standing Order 41 (b) if members were in agreement the updated version would stand adjourned without discussion until the next ordinary meeting of the Council.

MOVED by Councillor Sue Butterfill and seconded by Councillor Lorna Cross.

RESOLVED:

That Standing Orders and Financial Regulations be approved and that under Standing Order 41 (b) the proposed amendments to Standing Orders stand adjourned without discussion until the next ordinary meeting of the Council.

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SWANSCOMBE AND GREENHITHE TOWN COUNCIL

STANDING ORDERS

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These Standing Orders were reviewed and adopted by the Town Council at the Annual General Meeting held on 17 May 2018 and recorded as Minute No. 18/18-19.

PREFACE

Some of the Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **bold type**. These Standing Orders cannot be altered.

TOWN MAYORS

The Chairman of a Town Council is entitled to use the title "Town Mayor". The title confers no additional powers on the chairman, and in particular, has no implications for his conduct in meetings.

1. MEETINGS OF THE TOWN COUNCIL.

- a) Meetings of the Town Council shall be held at the Council's offices in each year on such dates and times and at such place as the Council may direct. **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b) Smoking is not permitted at any meeting of the Council. All Council properties are No Smoking Areas.
- c) Mobile phones must be switched to silent, during all Meetings of the Council, committees and sub-committees.
- d) **Three clear days before a Meeting of the Town Council (not including the day of issue, the meeting day, a Sunday, a day of the Christmas Break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning):**
 - j) **Notice of the time and place of the Meeting shall be published at the Council's offices, which is signed by the Town Clerk, specifying the business proposed to be transacted thereat (usually in the form of an Agenda);**
 - ii) **Where a meeting is called by councillors', the Notice will be signed by those members, specifying the business proposed to be transacted thereat;**
 - iii) **The summons to attend a Meeting specifying the business to be transacted at the meeting and certified by the proper officer of the Council, shall be sent to every member of the council by an appropriate method.**
- e) Except in the case of business required by or under the Local Government Act 1972 or any other Act to be transacted at the Annual Meeting and other business brought before that Meeting as a matter of urgency in accordance with the Town Council's Standing Orders, no business shall be transacted at the Meeting other than that specified in the summons relating thereto.

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- f) The minutes of a meeting shall record the names of councillors present and absent.
- g) All members are required to submit apologies for absence prior to the beginning of the meeting they refer to.

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2. THE STATUTORY ANNUAL MEETING.

- a) In an election year the Annual General Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and;
- b) In a year, which is not an election year, the Annual General Council Meeting shall be held on any such day in May as the Council may direct (decided at the previous Annual Meeting).
- c) In an election year, if a Member(s) are unable to return their Declaration of Acceptance of Office at the Annual General Council Meeting then the Council will need to accept that it/they can be submitted at a later date.
- d) In addition to the Statutory Annual Town Council Meeting, at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.

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3. CHAIRMAN OF THE MEETING OF THE TOWN COUNCIL.

- a) The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- b) Subject to standing orders which indicate otherwise, anything authorized or required to be done by, to or before the Chairman may, in their absence be done by, to or before the Vice – Chairman (if any).

4. PROPER OFFICER.

Where a statute, regulation or order confers function or duties on the Proper Officer of the Council in the following cases, he shall be the clerk or nominated officer: -

- a) To receive declarations of acceptance of office;
- b) To receive and record notices disclosing interests at meetings;
- c) To receive and retain plans and documents;
- d) To sign notices or other documents on behalf of the Council;
- e) **To receive copies of by-laws made by another local authority;**
- f) To certify copies of by-laws made by the Council;
- g) **To sign and issue the summons to attend meetings of the Council;**

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- h) To keep proper records for all Council meetings;
- i) **To facilitate inspection of the minute book by local government electors.**

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5. QUORUM OF THE COUNCIL.

Three Members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

- a) If a quorum is not present when the Council meets, a maximum period of 10 minutes, from the advertised start time of the meeting, can be allowed in an effort to obtain a quorum.
- b) If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.
- c) The quorum of a sub-committee shall be one half of its members.

6. VOTING.

- a) **All questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- b) **Voting on any question shall be by a show of hands, or, if at least two Members so request, by signed ballot. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request must be made before moving on to the next business.
- c) **Subject to (i) and (ii) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.**
 - (i) **If the person presiding at the Annual Meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the Membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.**
 - (ii) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

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7. ORDER OF BUSINESS.

- a) **At each Annual Town Council Meeting the first business shall be:**
 - i) **To elect a Town Mayor of the Council;**
 - ii) **To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received;**

- iii) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations;
- iv) **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received;**
- v) To elect a Deputy Town Mayor of the Council;
- vi) To receive the Deputy Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received;
- (vii) To appoint memberships of committees and sub-committees;
- viii) To appoint representatives to outside bodies;
- ix) To inspect any deeds and trust investments in the custody of the Council as required;

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and shall thereafter follow the order set out in para (c) below;

b) **At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.**

c) After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:

- i) To read and consider the Minutes; provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read;
- ii) After consideration to approve the signature of the Minutes by the person presiding as a correct record;
- iii) **To deal with business expressly required by statute to be done;**
- iv) To dispose of business, if any, remaining from the last meeting.
- v) If necessary, to authorise the signing of orders for payment.
- vi) To receive and consider reports and minutes of committees.
- vii) To receive and consider resolutions or recommendations in the order in which they have been notified.
- viii) To consider correspondence received by Council.
- ix) To authorise the sealing of documents.
- x) To answer questions from councillors.

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8. URGENT BUSINESS.

A motion to vary the order of business on the grounds of urgency:

- a) May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and

- b) Shall be put to the vote without discussion.

9. RESOLUTIONS MOVED ON NOTICE.

- a) Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least five clear working days before the next meeting of the Council.
- b) The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
- c) The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the Member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- d) If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other Member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- e) If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- f) Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

10. RESOLUTIONS MOVED WITHOUT NOTICE.

Resolutions dealing with the following matters may be moved without notice:

- a) To appoint a Chairman of the meeting.
- b) To approve the absences of councillors.
- c) To approve the accuracy of the minutes of the previous meeting.
- d) To correct an inaccuracy of the minutes of the previous meeting.
- e) To dispose of business, if any, remaining from the last meeting.
- f) To alter the order of business on the agenda for reasons of urgency or expedience.
- e) To proceed to the next business on the agenda.
- f) To close or adjourn debate.

- g) To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
- h) To appoint a committee or sub-committee or any councillors thereto.
- i) To receive nominations to a committee or sub-committee.
- j) To dissolve a committee or sub-committee.
- k) To note the minutes of a meeting of a committee or sub-committee.
- l) To consider a report and/or recommendations made by a committee or a sub-committee or an employee..
- m) To extend the time limit for speeches.
- n) To exclude the press and public for all or part of a meeting.
- o) To silence or eject from the meeting a councillor or member of the public for disorderly conduct.
- p) To give the consent of the Council if such consent is required by these Standing Orders.
- q) **To suspend any Standing Order except those which are mandatory by law.**
- r) To adjourn the meeting.
- s) To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- t) To answer questions from councillors.

11. QUESTIONS.

- a) A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, provided five clear working days notice of the question has been given to the person to whom it is addressed.
- b) No questions not connected with the business under discussion shall be asked except during the part of the meeting set aside for questions.
- c) Every question shall be put and answered without discussion.
- d) A person to whom a question has been put may decline to answer.

12. RULES OF DEBATE.

- a) No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
- b) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- c) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.

- d) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- e) The mover of a motion or the mover of an amendment shall have the right of reply, not exceeding five minutes and no other speech shall exceed five minutes except by consent of the Council.
- f) An amendment to a motion shall be either:
 - i) To leave out words.
 - ii) To leave out words and add other words
 - iii) To add words.
- g) A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration..
- h) If an amendment be carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- i) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- j) The mover of a resolution or of an amendment shall have a right of reply, not exceeding five minutes.
- k) A Member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- l) A Member may speak on a point of order or a personal explanation. A Member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him, which may have been misunderstood.
- m) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- n) When a resolution is under debate no other resolution shall be moved except the following:
 - i) To amend the resolution.
 - ii) To proceed to the next business.
 - iii) To adjourn the debate.
 - iv) That the question be now put.
 - v) That a Member named be not further heard.
 - vi) That a Member named leave the meeting.

- vii) That the resolution be referred to a committee.
- viii) To exclude the public and press.
- ix) To adjourn the meeting.

- o) A Member shall remain seated when speaking unless requested to stand by the Chairman.
- p) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- q) Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide whom to call upon.
- r) Whenever the Chairman speaks during a debate all other Members shall be silent.

13. CLOSURE.

At the end of any speech a Member may, without comment, move "*that the question be now put*", "*that the debate be now adjourned*" or "*that the Council do now adjourn*". If such motion is seconded, the Chairman shall put the motion but, in the case of a motion "*that the question be now put*", only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion "*that the question be now put*" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

14. CODE OF CONDUCT.

- a) All Members must observe the Code of Conduct, adopted by the Council.
- b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forth with and without discussion. If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Town Clerk.
- d) If either of the motions mentioned in paragraph c is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

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- e) Breaches of the Code of Conduct adopted by the Council shall be dealt with by the Town Clerk, in consultation with the Monitoring Officer, Dartford Borough Council.

15. RIGHT OF REPLY.

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

16. RESCISSION / ALTERATION OF PREVIOUS RESOLUTION.

- a) A Member may, with the consent of his seconder, move amendments to his own resolution.
- b) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least three members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- c) When a special resolution or any other resolution moved under the provisions of paragraph (b) of this Order has been disposed of, no similar resolution may be moved within a further six months.

17. VOTING ON APPOINTMENTS.

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

18. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL.

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 34(a)).

19. RESOLUTIONS ON EXPENDITURE.

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance & General Purposes Committee or of another Committee after recommendation by the Finance Committee) and which, if

carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance & General Purposes Committee shall report on the financial aspect of the matters).

20. EXPENDITURE.

Orders for the payment of money shall be authorised by resolution of the Council in accordance with Financial Regulations.

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21. SEALING OF DOCUMENTS.

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) **The Council's Common Seal shall alone be used for sealing documents. It shall be applied and signed by the Town Mayor if present, or the Deputy Town Mayor, and Proper Officer in the presence of another member.**

22. SPECIAL MEETING.

- a) **The Chairman of the Council may convene a Special meeting of the Council at any time.**
- b) **If the Chairman of the Council does not or refuses to call a Special meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene a Special meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
- c) The Chairman of a committee may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

23. COMMITTEES AND SUB-COMMITTEES.

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

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- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b) **May appoint persons other than Members of the Council to any committee except for the Finance & General Purposes Committee; and**
- c) May subject to the provisions of Standing Order 23 above at any time dissolve or alter the membership of committee.
- d) The Town Mayor and Deputy Town Mayor, ex-officio, shall be voting members of every Committee and therefore unable to substitute for members of Committees.
- e) Every Committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.
- f) Members of the Council shall be allowed to attend any Meeting of the Town Council's Committee's or sub-committee's as Substitute for an absent Member of such committee or sub-committee except for the Personnel Committee where no substitutes be allowed.
- g) An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

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24. SUB-COMMITTEES.

- a) **Every committee may appoint sub-committees for purposes to be specified by the committee.**
- b) The Chairman and Vice-Chairman of the committee shall be Members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- c) Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee shall be one-third of its Members and a sub-committee shall be one-half of its Members.
- d) The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to committee and sub-committee meetings.

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25. ADVISORY COMMITTEES – WORKING GROUPS.

- a) The Council may create advisory committees, whose name, and number of members (between 3 and 5) and the bodies to be invited to nominate members shall be specified.
- b) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- c) An advisory committee may make recommendations and give notice thereof to the Council.
- d) An advisory committee may consist wholly of persons who are not members of the Council.**
- e) That quorum for a Working Group to meet is 3 members.
- f) That substitutes be permitted and have to be nominated by the Working Group member that cannot attend.
- g) That at the creation of any Working Group it should be specified whether or not the Working Group is expected to act as a delegation to discuss matters and gather information on behalf of the Town Council.

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26. VOTING IN COMMITTEES.

- a) Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
- b) Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

27. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS.

A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

28. ACCOUNTS AND FINANCIAL STATEMENT.

- a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the Finance & General Purposes Committee, or by the Proper Officer for

payment with the approval of the Town Mayor or Deputy Town Mayor or Chairman of the Finance and General Purposes Committee.

- c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments before the Council.
- d) The Responsible Financial Officer shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of May.

29. ESTIMATES / PRECEPTS

- a) **The Council shall approve written estimates for the coming financial year at its meeting before the end of the month of January.**
- b) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than 30 November.

30. INTERESTS (ENGLAND)

- a) **If a member has a Disclosable Pecuniary Interest or Prejudicial Interest as defined by the Code of Conduct and Standing Order 43 adopted by the Council on 6 September 2012, then they shall declare such interest as per Standing Order 43. All such declarations shall be recorded in the minutes.**
- b) **The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**
- c) If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, Standing Orders 30 (a), (b) (c) and (d) shall apply as appropriate.
- d) The Clerk shall make known the purpose of Standing Order 30 (c) to every candidate.

31. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS.

- a) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this subparagraph of this Standing Order to every candidate.
- b) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c) Standing Order Nos. 30 (b) and 31 shall apply to tenders as if the person making the tender were a candidate for an appointment.

32. INSPECTION OF DOCUMENTS.

- a) A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- b) **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

33. UNAUTHORISED ACTIVITIES.

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions.

Unless authorised to do so by the Council or the relevant committee or sub-committee.

34. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS.

- a) **The press and public shall be admitted to all Meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the press and public which must be done by a resolution which shall give reasons for the public's exclusion.**
- b) The Council shall state the special reason for exclusion.

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- c) At all meetings of the Council the Chairman may, at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted. Public speaking shall be limited to three minutes per person / organisation, this may be extended (if appropriate) at the Chairman's discretion.
- d) A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a councillor for an oral response or to an officer for a written response.
- e) **The Clerk shall afford to the press and public reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present.**
- f) If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.
- g) Any person who records, films, photographs, broadcasts or uses other communication methods in such a way as to be disruptive to the conduct of the meeting or the decision making process, will be asked by the Mayor or the Chairman to desist from such behaviour with immediate effect. Standing Order 34 (f) will be applied where the person fails to comply with the Mayor or Chairman's instruction.
- h) ~~Oral commentary during a meeting is prohibited. Any person who contravenes this Standing Order, will be asked by the Mayor or the Chairman to desist from such behaviour with immediate effect. Standing Order 34 (f) will be applied where the person fails to comply with the Mayor or Chairman's instruction.~~
A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

35. CONFIDENTIAL BUSINESS.

- a) No member of the Council or of any committee or sub-committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- b) Any member in breach of the provisions of paragraph (a) of this Standing Order may be removed from any committee or sub-committee of the Council by the Council, subject to any decision made as per Standing Order 14 (e).

36. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS.

- a) A list of the scheduled meetings, as agreed at the AGM shall be sent, as way of an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.
- b) At the discretion of the Clerk a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

37. PLANNING APPLICATIONS.

The Clerk shall, as soon as it is received, keep a records of the following particulars of every planning application notified to the Council:

- i) the date on which it was received
- ii) the name of the applicant
- iii) the place to which it relates;

38. FINANCIAL MATTERS.

- a) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:
 - i) the accounting records and systems of internal control;
 - ii) the assessment and management of risks faced by the Council;
 - iii) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
 - iv) the financial reporting requirements of members and local electors and
 - v) procurement policies (subject to (b) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000 or £25,000.
- b) ~~Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in standing order 38 (c) below.~~

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

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- c) Any formal tender process shall comprise the following steps:
- i) a public notice of intention to place a contract to be placed in a local newspaper;
 - ii) a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii) a copy of the specification of works shall be added to the 'Contracts Finder' website.
 - iv) tenders are to be sent, in a sealed marked envelope, to the Responsible Financial Officer by a stated date and time;
 - v) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and/or Responsible Financial Officer and at least one Member of Council;
 - vi) tenders are then to be assessed and reported to the appropriate meeting of Council or committee.
- d) The Council, nor any committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 30 (e), 31 regarding improper activity.

e) The Financial Regulations of the Council shall be subject to an annual review.

~~f)~~

f) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

g) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

~~Where the value of a contract is likely to exceed £164,176 (or other threshold specified by the Office of Government Commerce from time to time) the Public Contracts Directive 2014/24/EU apply to the contract and, if those Regulations apply, the Council must comply with EU procurement rules.~~

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39. CODE OF CONDUCT ON COMPLAINTS.

The Council shall deal with complaints of misadministration allegedly committed by the Council or by any Officer or Member in such manner as adopted by the Council.

40. GENERAL POWER OF COMPETENCE (GPC)

- a) Before exercising the GPC, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b) The Council's period of eligibility begins on the date that the resolution above was made and the council is then required to revisit that decision and make a new resolution at every annual meeting of the council after the ordinary election that normally takes place every four years (the confirmation does NOT have to take place every year).

41. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- a) Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.
- b) A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

42. STANDING ORDERS.

- a) A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.
- b) The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- c) A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

43. INTERESTS OF MEMBERS.

(1) **A member with a Disclosable Pecuniary Interest (DPI) or Prejudicial Interest in a matter to be considered, or being considered at a meeting must:**

- a) **disclose the interest; and**

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- b) explain the nature of that interest at the commencement of that consideration or when the interest becomes apparent; unless he/she has been granted a dispensation:
- c) not participate in any discussion of, or vote on, the matter at the meeting; and
- d) withdraw from the meeting room whenever it becomes apparent that the business is being considered; and
- e) not seek improperly to influence a decision about that business.

(2) Unless a dispensation has been granted where a Member with a DPI or Prejudicial Interest in a matter under discussion, chooses to participate in the discussion and vote, the Town Mayor / Chairman may refuse to count the "vote" of the member concerned, for the "vote" will have been cast illegally and cannot be considered to be a vote at all.

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(3) A dispensation may be granted in accordance with standing order 43(2) if having regard to all relevant circumstances any of the following apply:

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- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

(3) The Town Mayor / Chairman may request that a member declare a DPI or Prejudicial Interest in a matter under discussion, and, leave the room, should he/she have reason to believe that the provisions of the Code of Conduct and / or this Standing Order are being breached. The Town Mayor / Chairman may apply the rules in Standing Order 14 relating to "code of conduct".

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(4) Where a DPI has been agreed by the Town Clerk as being a Sensitive Interest, the member need only to disclose the existence of the interest but not its nature.

(5) Notification of Interests

The Town Clerk must be notified of any DPI before the end of 28 days beginning with the day a member becomes a member or voting co-opted member of the Town Council, or before the end of 28 days beginning with the day on which the Code of Conduct takes effect (whichever is the later). In addition, a member must, before the end of 28 days beginning with the day they become aware of any DPI or change to any interest already registered, register details of that new interest or change, by providing written notification to the Town Clerk.

(6) Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office as

Councillors / Co-opted members. Interests must be recorded and capable of audit.

- (7) Members attending meetings to present petitions will declare any interests in a manner specified in this Standing Order.

44. REGISTRATION AND DECLARATION OF A GIFT, BENEFIT OR HOSPITALITY.

Any member receiving a gift, benefit or hospitality in the course of their duties as a Town Councillor, with a value of £100.00 or more should notify the full details as soon as is possible to the Town Clerk, in writing. Each gift, benefit or hospitality with a value of £100.00 or more will be reported to the next full council meeting.

45. RECORDING, FILMING, PHOTOGRAPHING, BROADCASTING AND/OR ORAL COMMENTARY BY THE PRESS AND/OR PUBLIC.

- (i) **The press and public may, during the whole or part of a meeting of the Council, Committees, Sub-committees, that is open to the public:**
- (a) **film, photograph, record and broadcast the proceedings;**
 - (b) **use other means for enabling persons not present at the meeting, to see or hear proceedings, as it takes place or later;**
 - (c) **in writing only, report or provide commentary on the proceedings, so that the written report or written commentary is available, as the meeting takes place or later, to persons not present at the meeting.**
- (ii) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- (iii) If it is resolved to exclude the press and public in accordance with Standing Order 34 (a) (b), all rights to film, photograph, record and broadcast the meeting will be rescinded and recording equipment used for the purpose of reporting the meeting, removed from the meeting room.
- (iv) Where a member of the public is permitted to address a meeting, the Mayor (in the case of a meeting of the Council) or Chairman (in the case of a meeting of a Committee, Sub-committee), will ask the individual to give their express permission to being filmed, recorded, photographed or appear in a broadcast. Where permission is refused, the Mayor or Chairman will instruct that, whilst the person is addressing the meeting, any recording, filming, photographing, broadcast or the use of other communication methods, cease with immediate effect. Failure of any person to comply with this instruction will be deemed to constitute disruptive behaviour in accordance with para.5 of the Policy on Recording, Filming, Photographing and Broadcasting Swanscombe and Greenhithe Town Council Meetings.
- (v) In the event that the activity is carried out in a manner that disrupts and/or interferes with the proper conduct of the meeting, the Mayor or the Chairman may at any time withdraw consent to film, record, photograph, broadcast or to the use of other communication methods. The Mayor or Chairman's ruling is final.

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T/C 11/7/19

Mr G Blew
Swanscombe and Greenhithe Town Council

Please ask for: Tania Smith
Direct Line: (01322) 343103
Direct Fax: (01322) 343047
E-mail: Tania.smith@dartford.gov.uk
DX: 142726 Dartford 7

Your Ref:
Our Ref:

Date: 29 April 2019

Dear Mr Blew,

**RE: Dartford Community Infrastructure Levy: Duty to pass CIL to local councils
CIL Regulations 2010 (amended) Regulations 59A to 59D**

As you are aware Dartford Borough Council implemented the Community Infrastructure Levy for development in the Borough from 1 April 2014. All new development which incorporates new floorspace or creates a new home is liable to CIL, subject to the development type and rates set in Dartford's Charging Schedule; and provisions in national regulations.

The Council is required to pass on a proportion of CIL receipts to town and parish councils that have been received from chargeable development in their area. This is 15% of the total applicable CIL receipts up to a maximum of £100 (indexed) per dwelling within your Council's area.

I am writing to inform you that during the period 1 October 2018 to 31 March 2019, £30,640.59 of CIL receipts have been received from development within your Town Council area. Therefore a local proportion of £4,596.09 will be transferred to Swanscombe and Greenhithe Town Council. The payment will be paid directly into your accounts in the next few days.

The CIL regulations set out that this money may be spent on local priorities. Please note any unspent money must be returned to Dartford Borough council after five years. The reporting requirements are set out in Regulation 62A of the CIL Regulations 2010.

I have summarised these below to assist your Council to meet requirements.

- Parish/town Council must produce a report for each financial year it has received CIL receipts. National policy guidance says this can be within other reports your Council produces and that additionally CIL receipts do not have to be identified separately in your Council's published accounts.
- The report must contain
 - The total CIL receipts for that financial year
 - The total CIL expenditure for that financial year (in the future this may have made use of CIL receipts that have been transferred in previous years)
 - Summary of CIL expenditure – items to which CIL funding has been applied and the amount on each item. (Regulation 59c says that CIL receipts can be used for infrastructure provision, improvement, replacement, operation or maintenance

of infrastructure, or anything else that addresses demands placed by development in the area)

- The total amount of CIL receipts for the financial year that have been retained
- Total amount of CIL receipts from previous years that have been retained.
- The report must be published on the Parish/town Council website and on Dartford Council's website if there is no local website.
- A copy of the report must also be sent to Dartford Borough Council – no later than 31st December following the financial year being reported upon.

The CIL regulations provide the ability for the town council and district council to agree priority projects and for the local proportion to be used to support the funding of 'larger' infrastructure, as long as it supports development within the parish area. Please contact me if you would like to discuss the Council's infrastructure delivery programme and the potential for the Parish Council to provide financial support to shared priorities.

Would you please bring this letter to the attention of your Chairperson.

Yours sincerely

Tania Smith
Infrastructure Delivery Officer

EXTRACT OF MINUTES

REGENERATION & QUALITY SUB-COMMITTEE
30 NOVEMBER 2016

301/16-17. **COMMUNITY INFRASTRUCTURE LEVY (CiL).**

Members had been supplied with the following information/documents:-

- Correspondence from the Infrastructure Delivery Officer, Dartford Borough Council regarding CiL receipts.
- Information regarding CiL from the Dartford Borough Council website.

Members discussed the areas within the Town that may benefit from CiL and members highlighted that it was not necessarily only new developments but could potentially also be the re-development of current plots.

Members agreed that it was important to have a mechanism in place to deal with any CiL monies received in the future.

It was proposed, duly seconded and agreed:

Recommended: That a Cost Code, under the Cost Centre for Administration, be created for CiL monies received and this to be reviewed annually.

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AGENDA ITEM 10

T/C 11/7/19

HONORARY FREEMAN.

This report seeks members agreement to the convening of a Special Meeting of the Council to appoint Honorary Freeman title to Mr Bryan E Read, in accordance with section 249 (5) and (6) of the Local Government Act 1972.

- National Association of Local Councils (NALC) Legal Topic Note 12.

From 12 January 2010, all local councils may exercise powers to confer the title of "honorary freeman" or "honorary freewoman" to persons of distinctions and those who, in the council's opinion, have rendered eminent services to the council's area.

The admission of an honorary freeman or honorary freewoman must be by resolution made at a meeting of the full council specially convened for such purpose and passed on by no less than two-thirds of the members of the council (section 249(8) of the 1972 Act.) That section also requires "notice of the object of the meeting" to be given. This confirms the need for the agenda with the public notice and summons to members in respect of the council meeting to itemise a motion to confer the title of honorary freeman or honorary freewoman.

A local council may spend a reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom it has conferred the title of honorary freeman or honorary freewoman (section 249(9) of the 1972 Act).

Honorary Freemen or Freewomen are purely ceremonial titles which do not carry with them any special rights or privileges and they are not eligible to claim any expenses.

Background for proposed award of Honorary Freeman.

The proposal of awarding this honour to Mr Bryan E Read is in recognition, over many years, of his valuable and devoted services rendered to the council and area of Swanscombe and Greenhithe.

Bryan served on the Urban and Town Council from 1983 to 2019 (36 years) and during that time undertook the role of Town Mayor on no less than six occasions. Bryan also served as a member, Vice-Chairman and Chairman on many Committees and Sub-Committees.

Not only has Bryan served on the Town Council he has also represented Swanscombe on the Dartford Borough Council from 1983 to 2019 with only a short break and at times during this period held the positions of Cabinet Member and also Lead Member for Swanscombe, Paramount and Ebbsfleet Garden City as well as serving as Chairman and Vice-Chairman on various Committees.

There are two options in relation to the timing of a Special meeting of Council. The first option would be to convene a standalone meeting; the second would be to hold such a meeting either immediately before or after a regular meeting. Therefore a possible way forward would be to hold the Special meeting immediately after the 9 October 2019 meeting.

There would be a modest cost associated with holding a small celebratory buffet after the Special meeting which would be met from existing budgets.

Recommended :

1. To agree, for the reasons stated above, to the conferring of the title of Honorary Freeman to Mr Bryan E Read for his eminent services to the council's area.
2. To agree to spending a reasonable sum to present an address or a casket containing an address.
3. To hold a Special meeting of the Council immediately after the 9 October 2019 meeting to confer the title of Honorary Freeman.



T/C 11/7/19

Event Notification Form

What happens to my information?

This form is an application to undertake an event on land owned by Swanscombe and Greenhithe Town Council. Your event notification form and public liability certificate will be considered by the Town Council in order to determine whether the event can take place.

Time Limits – Any notification form would be required to be received a minimum of 14 weeks prior to any event taking place. This must enable time for the information to be considered by an appropriate meeting of the Town Council.

1. Contact Information

Name of event organiser		
Organisation		
Registered charity	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please provide number:
Street Address		
Postcode		
Telephone Number		
Mobile Number		
E-Mail Address		

2. Your Proposed Event

Event Name			
Date(s) of event	Start date		End date
Proposed times of event	Start time		End time
Location of event			
May the details supplied in 2 above be used for publicity purposes or given to interested parties?			
a) <input type="checkbox"/> Yes <input type="checkbox"/> No			
b) If yes, which name and contact details can we release?			
Has the event taken place before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state when:	
Description of Event			
<div style="font-size: 48px; opacity: 0.5; transform: rotate(-15deg);">DRAFT</div>			
What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?			

3. Programme of Activities

Programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)	
Time	Activity

4. Waste management

Will your event require the site to be cleaned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who will undertake this?		
Will your event require the use of toilets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How will these be provided?		

5. Parking

Will your event require car parking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Where will this be provided?		
How will this be managed?		

6. Utilities

Will your event require a power supply?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How will this be provided?		

DRAFT

7. What activities might there be at Your Proposed Event?

Please check boxes as appropriate (activities are in alphabetical order).

<input type="checkbox"/> Animals	<input type="checkbox"/> Aircraft / parachutists	<input type="checkbox"/> Archery / shooting	<input type="checkbox"/> Balloon launch
<input type="checkbox"/> BBQs	<input type="checkbox"/> Bonfires	<input type="checkbox"/> Boot Fair	<input type="checkbox"/> Carnival procession
<input type="checkbox"/> Coconut shy or other stalls	<input type="checkbox"/> Dance performance	<input type="checkbox"/> Electricity	<input type="checkbox"/> Fairground rides
<input type="checkbox"/> Fireworks	<input type="checkbox"/> Food/drink concessions*	<input type="checkbox"/> Foreshore / berthing	<input type="checkbox"/> Free admission to event
<input type="checkbox"/> Gambling*	<input type="checkbox"/> Gas	<input type="checkbox"/> Hot air balloons	<input type="checkbox"/> Indoor sporting events
<input type="checkbox"/> Inflatable's / bouncy castles	<input type="checkbox"/> Lasers/strobe lighting	<input type="checkbox"/> Live entertainment* (e.g. amplified music)	<input type="checkbox"/> Lotteries/raffles* At the time of the event
<input type="checkbox"/> Lotteries/raffles* Sold before the event	<input type="checkbox"/> Market/Charity stalls	<input type="checkbox"/> Motor vehicles (including motorbikes & scooters)	<input type="checkbox"/> Plays / Films
<input type="checkbox"/> Pyrotechnics/ special effects	<input type="checkbox"/> Re-enacting groups	<input type="checkbox"/> Sale of alcohol*	<input type="checkbox"/> Sale of food or drink between 23:00 – 05:00*
<input type="checkbox"/> Sporting Events	<input type="checkbox"/> Street collections/ charity collections*	<input type="checkbox"/> Street Party	<input type="checkbox"/> Ticket Sales*
<input type="checkbox"/> Temporary Structures (i.e. Marquees, staging, gazebos)	<input type="checkbox"/> Train rides	<input type="checkbox"/> Drones	<input type="checkbox"/> Other: Please specify

8. Traders / Stall Holders

2.2a Details of any traders/commercial traders and charity stalls that will be at the event, please ensure that you check any safety documentation of traders

Name of Organisation	Concession Type

9. Sale of Alcohol

If you are selling alcohol at the event, please explain below how you will manage the sale of alcohol.

Please note a Temporary Events Notice will be required.

DRAFT



EVENT MUST
BE HELD
WITHIN THIS
AREA
BOUNDARY

The Pavilion Community
Sports & Social Club

Orchard Rd

Alma Rd

Orchard Rd

The Grove

Frost F

This page is intentionally left blank.

T/C 11/7/19

PARK HIRE BOOKING FORM

Date of Hire: ...SEPTEMBER 1ST..... Time:
From: ... 12PM..... To: 8PM.....

Park:BROOMFIELD.....

Function:SWANSCOMBE FAMILY FUN DAY
.....

Please detail the activities taking place during the event (continue on a blank sheet of paper if necessary):

Pending town cllrs approval we plan to offer local organisations and businesses the opportunity to show case what they do to our community. This will be in the form of stalls, each organisation/local business will be able to have a table. At the moment we have interest from 28 stall holders a good mix of charities, businesses and local community groups but we do plan to out reach if we get the backing from the town council.

A risk assessment will be compiled by an experienced event planner and will be provided once all stall activity and set up has been declared by the participants.

A temporary events notice will also be applied for.

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

Please attach a Risk Assessment for the application: please see above
Please indicate the amount of people expected to attend the event: Unknown but I hope around 300
Please indicate the amount of Supervisors / Stewards that will be attending the event: Unknown until we have an indication of who and what will be participating
Please indicate the amount of First Aiders that will be attending the event: Unknown until we have an indication of who and what will be participating.

Organisation: Swanscombe community fun day committee
.....

Address: **[REDACTED]** Swanscombe Kent
.....
.....
.....

..... Postcode:
..... **[REDACTED]**

Name of Contact: Town Mayor Cllr Peter Harman and Cllr Emma Ben Moussa.....



Telephone No:
..... **[REDACTED]**

Mobile No:
..... **[REDACTED]**

Email Address: CllrEmma.BenMoussa@swanscombeandgreenhithetowncouncil.gov.uk

Hire Fee: £
(returnable deposit) to cover damage of additional cleaning to changing rooms/toilets or park area)

Public Liability Insurance Certificate document must be provided to the Town Clerk prior to the event taking place.

OFFICE USE ONLY

Deposit paid:..... Date:..... Receipt No:

Hire fee paid: Date:..... Receipt No:

Copy of Public Indemnity Insurance Certificate that will cover the event :
Received:

Description of Proof of Identification (copy to be attached to booking form.....)

Charges:

- 1 25% of the total hire charge shall be paid when the booking is made and shall not be returnable in the event of cancellation by the hirer.
- 2 The balance of the charge payable not later than 14 days before the date of hire.

Cancellation Terms:

- 1 The Hire Charge cannot not be refunded to due inclement weather.
- 2 Cancellation by the hirer within 14 days shall incur a 50% refund.
- 3 Cancellation by the hirer within 7 days no refund shall be payable.

1. *None of the Town Councils sports facility hirers are to be disturbed or inconvenienced by this event in any way;*
2. *The area designated by the Town Council to be used is agreed and is not altered/amended on the day (please use a separate sheet to indicate the area you are requesting);*
3. *A named representative of the organisation to be designated to take responsibility for the event both **prior** to, during and after its completion;*
4. *The organisation to assume all liability for, and attached to, the event and to obtain and supply the council with all the required insurance covers for the event and for any/all of the equipment to be used during the event;*
5. *The organisation to be responsible for all medical, safety and security arrangements for the event and to provide confirmation, **prior** to the event, that all the relevant Health & Safety, Fire and permissions have been obtained for the event;*
6. **The organisation to acknowledge the Town Councils support in all advertisement materials used for the event;**
7. *Advertisement/publicity for the event to be appropriate with all permissions/licenses required obtained;*
8. *The organisation to carry out and supply all the appropriate Risk Assessments **prior** to the event;*

9. *The organisation to be responsible for any/all damage caused as a result of the event and that this includes any cost incurred by the Town Council as a result of the event;*
10. *The Town Council's decision on whether the event goes ahead due to weather conditions be final and not challenged;*
11. *Access to the park to be at the absolute discretion of the Town Council;*
12. *Only the activities/facilities agreed with the Town Council **prior** to the event are to take place;*
13. *The organisation be responsible for clearing any litter etc. resulting from the event and this is to be done immediately after the event and to the satisfaction of the Town Council.*

Graham Blew

From: Graham Blew
Sent: 20 June 2019 10:42
To: Peter Harman
Cc: Emma BenMoussa; [REDACTED]; Sue Butterfill
Subject: 1 September 2019 : Request for use of Broomfield Park
Attachments: PARK HIRE BOOKING FORM.doc

Importance: High

Dear Town Mayor

I have attached the current parks hire booking form, please complete this and return it.

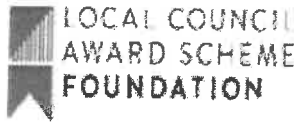
Will you be obtaining Temporary Events Notice from Dartford Borough Council (please see the following link :- <https://www.dartford.gov.uk/by-category/business2/licences-and-street-trading/public-events-licensing-issues>) ?

Yours sincerely,

Graham Blew
Town Clerk

Swanscombe & Greenhithe Town Council | Council Offices |
The Grove | Swanscombe | Kent | DA10 0GA.
Tel: 01322 385513 | Fax: 01322 385849

To access our website or social media feeds please press control and click on the relevant logo.



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From: Peter.Harman@kent.gov.uk [mailto:Peter.Harman@kent.gov.uk]
Sent: 20 June 2019 10:24
To: Graham Blew <graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>
Cc: Emma BenMoussa <CIrEmma.Benmoussa@swanscombeandgreenhithetowncouncil.gov.uk>;
[REDACTED] Sue Butterfill <CIrSue.Butterfill@swanscombeandgreenhithetowncouncil.gov.uk>
Subject: Request for use of Broomfield Park

Hello Graham,

As Town Mayor I would like to request that Full Council agree the use of Broomfield Park for a Community Fun Day. The event is proposed to take place from midday on Sunday 1st September until 8pm that evening. The Pavilion management have agreed to take part to facilitate the event, and it is planned that some funds will be raised for the Mayor's Charities. I am aware that the Swanscombe Tigers have a charity football match that day, and it is planned that the two organisations will liaise to ensure that neither event is impeded by the other event. It is requested that the fun day will involve use of the park from The Pavilion across towards the childrens play area. Please contact me if you require clarification or any further information.

Kind regards

Peter

Peter Harman (07956) 347419
KCC Member for Swanscombe and Greenhithe

For details on how I will use your information please click [here](#) for my privacy notice

Total Control Panel

[Login](#)

To: graham.blew@swanscombeandgreenhithetowncouncil.gov.uk
From: peter.harman@kent.gov.uk

[Remove](#) this sender from my allow list

You received this message because the sender is on your allow list.

T/C 11/7/19

In Your Neck Of The Woods...Brian's Last Stand!

Bryan Curtis, Wingham Parish Council's long serving member, has stepped down from his post after twenty seven years. His wonderful enthusiasm, dedication and excellence was marked at a reception at The Anchor PH on 20 May, where friends and colleagues joined in to thank him for his work.

Bryan joined the Council in 1992. A retired driving instructor, he guided the transition of two open spaces so that they could become Fields in Trust. He also saw the establishment of a twinning between his village and Vert Le Grand - a community in the Essonne Departement, found south of Paris. The new play ground and Multi Use Games Area emerged in 2017 and many other goals were achieved on Bryan's watch as Chairman of the Council.

Bryan has been passionate about increased safety on our roads, and still chairs the A257 Traffic Group, which has meant that the relationship between Kent County Council and those affected communities is at a very good level.

Staff members of KALC attended the

reception at the Anchor, along with members of the KALC Dover Area Committee.

Bryan has been a very popular and well known figure in the village of Wingham. No doubt that will continue, but Bryan would like to hand over the reigns to someone younger.



We wish him the very best of luck and hope his well earned retirement is well spent!

With thanks to Gareth Winters for the photograph

Speed Making the News at Swanscombe...

Speed was very much in the minds of the younger generation in May at Swanscombe and Greenhithe. The pupils of Craylands Primary School undertook some fantastic work with Speed Watch with the Council's Community Safety Committee. The chairman of the Committee, Cllr Peter Harris and the Vice Chairman, Cllr Peter Harman (who is also Mayor of the Town Council for this coming year) were in

attendance on the day whilst the children donned their very fetching Hi Vis jackets!



Photo used with permission from Craylands School pupils

KALC NEWS

June 2019

Local Elections - How Did You Do?

The majority of our member councils held local elections on Thursday 2 May. With the exception of a few, councils will have welcomed new members to their Council. Some of you may be returning to your role, whilst others will be brand new officers, and be embarking on a new community responsibility. Either way, its now "business as usual" and we congratulate all of you.

As many of you will be aware, the KALC Executive Committee strongly encourages all member Councils to set a training budget and to implement a Training Policy (Our template Policy is available both online and as a hard copy).

If you have a new councillor on board, it would make sense to offer them the training they need in order to make the best of their new role. Our Dynamic Councillor Learning Events are being run throughout the county at different times during the day so that there should be one that is suitable for your Councillor to attend. They are an excellent introduction to the work that a local council does, as well as being a good springboard for the new councillor in being prepared for their new position. *Look at our Learning and Development page in this issue for more details on these and other learning events we are holding in the county.*

Annual Governance and Accountability Return

A quick reminder that the 2018-19 Annual Governance and Accountability Return (AGAR) must be approved and published on a website before 1 July 2019. Either a Certificate of Exemption or AGAR must be sent to the external auditor by the stated submission deadline - also 1 July. If you do not return the appropriate part of the AGAR by the deadline, you will be charged £40 for each reminder.

KALC Subscriptions

You should have all received your requests for subscriptions to the Kent Association of Local Councils.

We are pleased to welcome so many councils back into membership for this coming year. If you have not settled your invoice at the present

time, our formal membership for the year ends on 30 June 2019, and after this date your council will not be able to access the full benefit of membership to KALC, unless you have prior agreement with the Chief Executive.

Leading Your Learning - KALC Learning and Development

The May Elections have brought our communities a batch of new Councillors and of course, there are many that have returned to the role once more. For the new member, being a councillor can be a challenge, but it is also a great learning curve! We are aware that there are many of you out there, and you are keen to learn the best way possible to serve your villages and towns.

This year, we are offering Learning Events at a reduced price of £50 plus VAT for all new Councillors and those who might need a refresher on procedure. We have a large choice of venue all across the county, and we have arranged them at differing times of the day so you should be able to attend one

at your convenience. All of our current workshops and Conferences can be booked online via our dedicated Eventbrite system. You can book your places by visiting our website here:

<http://www.kentalc.gov.uk> and following the appropriate link to the event of your choice. We look forward to seeing as many of you at a workshop as possible!

Save the Date!

"Introduction to Planning for Local Councils" Workshop at Westgate On Sea Town Council on 26 September 2019. An evening event. Details to be confirmed.

Our Upcoming Workshops and Conferences...

Our Dynamic Councillor Workshops

- ◇ Tuesday 2nd July – Stone Pavilion. 13.00 pm — 16.30 pm.
- ◇ Tuesday 23rd July – Dover Town Council. 13.00 pm — 16.30 pm
- ◇ Thursday 29th August – Meopham Cricket Pavilion. 18.00 pm — 21.30 pm
- ◇ Saturday 7th September – Ditton Community Centre. 9.00 am — 12.30 pm
- ◇ Thursday 12th September – Kent Fire and Rescue Road Safety Experience. 13.00 pm — 16.30 pm
- ◇ Tuesday 24th September - Sevenoaks Town Council. 18.00 pm — 21.30 pm.
- ◇ Tuesday 1st October - Hythe Sports Pavilion. 18.00 pm — 21.30 pm
- ◇ Saturday 19th October - West Faversham Community Centre. 9.00 am — 12.30 pm.
- ◇ Tuesday 22nd October - Minster Pavilion. 13.00 pm — 16.30 pm
- ◇ Saturday 9th November – Kings Hill Community Centre. 13.00 pm — 16.30 pm.

- ◇ Tuesday 12th November - Langton Green Sports Pavilion, Speldhurst. 18.00 pm — 21.30 pm.
- ◇ Saturday 23rd November - Lenham Community Centre. 9.00 am — 12.30 pm
- ◇ Thursday 5th December - Cranbrook and Sissinghurst. 13.00 pm — 16.30 pm

Our Conferences

- ◇ **Councillors' Conference**, Ditton Community Centre on Thursday 18 July 2019 -- *including two Dynamic Councillor Workshops*
- ◇ **Clerks Conference**, West Faversham Community Centre on Tuesday 17 September 2019 - *including basic and advanced Clerk In Action Workshops*
- ◇ **Finance Conference**, the Herne Centre on Saturday 12 October 2019 - *including Finance for Local Councils Workshops*
- ◇ **Transport Conference**, West Faversham Community Centre on Saturday 26 October 2019
- ◇ **Health and Well Being Conference**, Venue to be agreed. January 2020

Kent Association Of Local Councils

**Join Us
For Our
Councillors' Conference
2019:**

**"Developing
New Approaches"**

We're holding our annual Councillors' Conference

At Ditton Community Centre on

Thursday 18 July 2019

Registration at 9am and Conference to begin at 9:30am

- As well as our Dynamic Councillor Workshops, there is a full Conference programme available both morning and afternoon.
- Catch up with the latest in environmental considerations
- Learn the latest in Insurance developments
- Keep up to speed with your employment and legal updates
- Project Management Best Practice

- ◆ Full Day Conference with buffet lunch included
- ◆ Price for Member Councils £60 plus VAT



**Kent Association Of
Local Councils**

Dover District Council Offices
White Cliffs Business Park
Waldfield
Dover
Kent

TELEPHONE 01304 820173
email: kalc@kentalc.gov.uk
www.kentalc.gov.uk



Visit our Eventbrite site below for our full programme and to book your place :

<https://www.eventbrite.co.uk/e/councillors-conference-2019-tickets-62638391114>

KALC's Website Survey...

As you know, we launched our new website at our 2018 Annual Meeting in November last year. We hope you are pleased with the new website and are aware of the changes and improvements that have been made.

We are very keen to find out what you think of our new website, and any suggestions you may have, by answering this short survey.

We have also included some questions about your

Council's website in order to help us with planning our support to you with the implementation of the September 2018 'Web Accessibility Regulations'.

Please take part in this survey, which should not take longer than 15 minutes of your time. The deadline for completing the survey is **Friday 28 June**.

Please click on the link below to access the survey.

[https://
www.surveymonkey.com/r/
XK6YM97](https://www.surveymonkey.com/r/XK6YM97)

We thank you for your time and appreciate your feedback.



The Great British High Street...Are you Up to the Mark?

The Great British High Street Awards are back and very soon high streets across the United Kingdom will be battling it out to find Britain's best.

They will all be trying to emulate the success of reigning high street champion, Crickhowell, commended for its community-led initiatives, including the Corn Exchange project which transformed a former pub into shops for independent traders.

There was a huge response to last year's competition – over 200 entries – highlighting how retailers and community groups across the country are working in innovative ways

GREAT BRITISH HIGH STREET

2019

COVERING GREAT BRITAIN AND NORTHERN IRELAND

to keep city, town and village centres' vibrant and strong.

Speaking ahead of the competition launch in High Street Crickhowell, High Streets Minister Jake Berry MP said:

"The government awards celebrate the dedicated shop keepers, the committed volunteers and forward-thinking councils who together are creating vibrant and dynamic high streets that are loved by their communities."

Last year more than 200 high streets across the land battled it out in a hotly-contested competition to be crowned Britain's best.

I would encourage communities across the nation to enter, so their high streets and the people working in them gain the recognition they fully deserve."

If your town has what it takes to be considered for this year's competition, visit the dedicated website here:

[https://
thegreatbritishhighstreet.co.
uk/](https://thegreatbritishhighstreet.co.uk/)

The closing date for entries is on 4 July 2019 so you still have time to get your community involved!

Victory In Europe Day - 75th Anniversary in 2020



VE DAY
75TH ANNIVERSARY
A SHARED MOMENT OF CELEBRATION
8-10 MAY 2020

Britain is famous for its pageantry and its reputation for making celebrations work well is almost legendary. Our past national efforts have included the various Royal Jubilees that have been covered in our lifetimes, and also the fantastic show that was put on during the 2012 Olympics in London.

As a nation, we are also excellent at commemoration: our yearly Armistice events are always well attended and continue to be a date on our calendars that remind us that we must not forget the sterling effort made by our armed forces in times of conflict.

We are already marking the stupendous events of D - Day that took place in Normandy in June 1944. Next year, it is the turn of Victory in Europe Day : the public holiday celebrated on 8 May 1945 to mark the formal



acceptance by the Allies of World War II of Nazi Germany's unconditional surrender of its armed forces.

The Anniversary for VE Day will be covered from 8 to 10 May 2020, and is set to be an international celebration of peace. The official charity for the event in the UK is SSAFA (formally known as the Soldiers, Sailors, Airmen and Family Association) which supports the Armed Forces community as well as the Merchant Navy.

You will recall during the Armistice Centenary Commemorations last year, there were certain events that included the much needed participation of Parish and Town Councils.



Next year is no different and our communities are being asked again to join in.

Events include:

- The Playing of Battle's O'er & VE 75 Years
- The Nation's Toast to the Heroes of WW2
- The Cry for Peace, around the World
- Churches And Cathedrals Ringing out for Peace

You will need to register your interest at www.veday75.org in the first place. There is a mine of information on the website, including downloads of official logos and ideas for any event your community decides to host.

VE Day is the chance we have as communities to give thanks for the efforts of others. It is also a poignant reminder that we will never see the likes of that War Generation again. It deserves to be marked in the best way possible in keeping with the spirit of the original event.

We look forward to hearing about your proposed events and know you will do your best to participate in this very important national festival.

Kent Police Open Day



Kent Police

Kent Police is holding its Open Day at the Police College in Maidstone on Sunday 30 June 2019.

It will be a fantastic opportunity to learn about the Force's work across the county and watch the team in action throughout the day. It is a ticket only event, as it proved so popular last year, so you will need to visit this webpage to book your place: <https://events.justbookitnow.com/y64Uhsqy9Bybpu6g5nasDRBqyvbXtAmM>

The Day will run from 10am to 4pm and offers something for everyone!

- "Interested in gaming? Test your skills on our gaming bus, plus get tips to keep you safe online.
- See how the emergency services and other partner agencies keep Kent's roads safe in our exciting live demos.
- Fancy a career in policing? Talk to our officers, see what they do, and then visit our recruitment stand to find out what opportunities we have for you.
- See what it's really like to visit police custody and spend time in the cells.
- Try your hand at designing a police car in our very own cop car workshop.
- Become a CSI for the day, search for evidence at our crime scene and have your fingerprints taken.
- Find out how we solved some of our most newsworthy crimes – and the lengths criminals go to in hope to evade the law.
- Meet crew from the National Police Air Service when they pay us a flying visit.
- Find out how we work with rural communities to tackle and prevent crime – and the various ways you can volunteer with us.

Plus we'll have all of your favourite displays – from police dog and taser demonstrations to public order riot control – this day promises to be action-packed and fun for all!"

Further details on the day can, of course, be found at this webpage:

<https://www.kent.police.uk/news/policing-news/0519/kent-police-open-day-2019-book-now/>



Kent County Council reviews its 20mph schemes.



Following government's new research on 20mph speed limits, Kent County Council is reviewing how and where it can implement the schemes.

In the past, 20mph zones followed Department for Transport guidance which said they could be introduced, for example, as a casualty reduction measure or to improve public health.

To date, Kent has more than 1,000 roads with a 20mph zone or limit. In the past two years, 22 schemes covering 286 roads have been put in place.

A two-stage approach is proposed, starting with ensuring there is strong community support.

This will be done by either the town/parish council/residents' group who will seek local views.

They will also secure a scheme "sponsor" such as a county councillor/

parish or town council/ or a member of their local Joint Transportation Board.

Following technical and safety approval, the scheme will be appraised against a list of local factors, such as whether it will help vulnerable road users around community centres, schools or shops.

To test success, KCC intends to run a series of research pilots to determine the effectiveness of alternative traffic calming measures at locations where the prevailing road speeds are between 24mph and 28mph.

To select the pilots, KCC will consider schemes that successfully undertake the two-stage process but have highlighted a prevailing road speed of between 24 and 28 mph and where the location supports the use of alternative traffic calming.

The pilot schemes will be evaluated after 12 months and outcomes reported back to the cabinet committee.

As members will be aware, at the KALC Annual General Meeting (AGM) in November last year, two motions were passed by delegates on 20 miles per hour (mph) limits that KALC should take action to support the "20's

Plenty for Kent" proposal to "Make KCC A 20 mph Local Authority". Following the AGM, KALC took this issue up with Kent County Council (KCC), and is very pleased that KCC has listened to our members' concerns and the proposals that KCC is now considering as part of its review, which includes running a series of research pilots. Cllr John Wilson, Chairman of the KALC Transport Advisory Committee said:

"We are delighted to see that the very restricted criteria for 20 mph schemes has been extended in line with KALC's request to reconsider the current policy, and to verify community support."



Serving Parish & Town Councils in Kent



**Kent Fire &
Rescue Service**



KENT FIRE AND RESCUE LAUNCH FAMILY DAYS

Save The Date!

Kent Fire and Rescue Service (KFRS) is delighted to launch a series of NEW fantastically fun Family Open Days throughout Kent this summer.

Fire engines and face-painting, selfie-boards and shows, awesome activity zones and all-round family fun are just a few of the things you can expect to find at this year's events. Held on selected dates from June to September 2019, families and friends alike are invited to come along and meet firefighters and staff before taking part in an exciting day full of educational activities, fire and road safety experiences.

Families will be able to pick up a free activity trail card before exploring four new designated areas – the **Create Zone**, **Wellbeing Zone**, **Active Zone** and **Food Zone**. Get a stamp for each zone completed as you make your way through and take part in a range of exciting and educational activities. The Family Open Days will be free for all to attend.

Leanne McMahon, Group Manager for Customer Engagement and Community Safety said:

"Our stations are so excited to open their doors to the community for fun-filled Family Open Day events this summer. This year our Open Days are going to be better than ever – with brand new themed zones and educational activities to enjoy."

"Each Open Day will be all about raising awareness of fire and road safety through displays, talks, shows, games and hands-on activities. Those coming along will also be able to witness incredible live-action firefighter demonstrations, meet the KFRS Control team and get home safety tips from our Community Safety Officers."

The Family Open Days will be run throughout the summer season. You can find out more by visiting the KFRS website and dedicated page here :

<https://www.kent.fire-uk.org/news/news-releases/june-2019/kfrs-launches-new-family-open-days-across-the-county/>

- 15 June - New Romney Fire Station (10am – 4pm)
- 22 June - Ramsgate Fire Station (11am – 3pm)
- 13 July – Maidstone Fire Station (10am – 2pm)
- 20 July – Ashford Fire Station (11am – 3pm)
- 27 July – Folkestone Fire Station (11am – 4pm)
- 03 August – Dartford Fire Station (11am – 4pm)
- 06 August – Dover Fire Station (11am – 3pm)
- 10 August – Thames-side Fire Station (11am – 4pm)
- 24 August – Dymchurch Fire Station (11am – 4pm)
- 31 August – Strood Fire Station (11am – 3pm)
- 21 September - Sheppey Fire Station (10:30am - 4pm)

Kent Community Safety Partnership:

Financial Abuse Video

Last year, Kent Trading Standards secured funding from the Kent Community Safety Partnership and the Police and Crime Commissioner's Crime Reduction Grant, This enabled them to produce a short but hard hitting film depicting the devastating effects of Doorstep Crime.

It is based on real life stories of vulnerable adults in Kent, but we all probably know someone who could be vulnerable. They could be a member of your own family, a friend or a neighbour – so it's important that everyone learns how to spot the signs of financial abuse and how to protect potential victims.

You can access the film by following this link: <https://www.kent.gov.uk/business/trading-standards/consumer-protection/Spot-the-signs-of-financial-abuse> or via YouTube: <https://www.youtube.com/watch?v=qYvsuynSJQs>.

Do share the film via your organisation and on your Social media platforms so that the message is loud and clear in your community.

**Kent
County
Council**
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Star Council Awards...Still time to Shine!



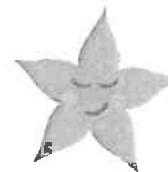
There is still time to enter the National Association of Local Councils (NALC) Star Council Awards!

You have until **28 June** to put forward an entry to one of four categories:

- Clerk of the Year
- Young Councillor of the Year
- Councillor of the Year
- Council of the Year

Being a Star Council Award winner not only gives local councils national recognition for the services they have provided to their community but also allows them to share

nalc
National Association
of Local Councils



their expertise with their peers. Winners will be announced at an awards dinner at the **NALC Annual Conference**, Your entries can be submitted online by visiting this web address:

<https://www.surveymonkey.co.uk/r/9W7XZ9B>

Transport Planning Society - "The TPS People's Award": *Get your nomination in!*



The **Transport Planning Society (TPS) People's Award** looks for the UK's best community-focused transport initiatives that have made a real difference to people's access to services, quality of life and wellbeing.

Local councils, community groups, campaigners and individuals are invited to nominate transport initiatives for the award.

Local authorities and transport

professionals can also nominate initiatives that have engaged in local communities.

Cllr Sue Baxter, chairman of NALC, said:

"NALC is delighted to be supporting the People's Award once again. With the triumph of Sevenoaks Town Council last year for their fantastic community-led transport schemes, we hope to see many more local councils follow their example, and submit their nominations."

Nominations are open until 2 August 2019. Nominated initiatives must have been in operation for at least one year. Entries must be able to show how the outcomes have made a positive contribution to the principles of transport planning.

Annual Conference Time!



“NALC’s Annual Conference and Exhibition 2019 is an essential event for anyone interested in the role of local councils in strengthening their communities. So join them and other parts of the public, private and voluntary sectors to discuss the key policy issues of the moment.

The event will reinforce the NALC vision that local (parish and town) councils will be the natural focus for a range of public activity and service delivery; giving a democratic voice to those communities working in partnership with other agencies.

This vision puts local councils at the heart of building stronger communities in a post-Brexit world.

This will be a brilliant opportunity for councillors, clerks, county officers, members, exhibitors and sponsors to network and share good practice, and to gain solutions to local issues from a platform that puts local councils at the heart of building stronger communities.

As part of the event, NALC will hold its Annual General Meeting on the morning of Monday, 28 October 2019.

This landmark event for the local council sector will provide unique access to:

- dynamic and hard-hitting plenary updates on the latest policy developments affecting local councils (the Secretary of State for Housing, Communities and Local Government will be invited). NALC will also be inviting the Local Government Association (LGA) chairman to speak
- practical and relevant workshop sessions offering cutting-edge solutions to the vital issues affecting your councils. Sessions will include networking opportunities, sharing good practice, case studies and updates on national lobbying campaigns

- a large sector-specific exhibition showcasing services from organisations that can support your council’s every need”.

This year, the Conference will have a rural expert team running a panel session. Margaret Clark CBE, chair of the Rural Coalition, Crispin Truman, Chief Executive of the Campaign to Protect Rural England and Sue Pritchard, director at the Royal Society of Arts will be in attendance.

If you wish to “Rural Proof” your Community, this workshop could give you plenty of ideas to start on that journey.

This occasion is always well subscribed. Do save the date in your diaries, and take a look at the NALC webpage here for further information on the event. Tickets booked before 31 July receive a 20% Early Bird discount:

<https://www.nalc.gov.uk/our-events/annual-conference-2019>

THINGS YOU SHOULD KNOW...

Our Annual Meeting is KALC's keynote event of the year. You should receive your papers for the event in early October, and you may send two voting members from your Council to the Meeting. In recent years, we have changed our format so that our Lunch is a time for networking before our delegates decide to go home.

Meeting

This has been a very successful way of running the Meeting and the feedback has been excellent. Our midday meal is sponsored by Came and Company, Local Council Insurers...so there really is such a thing as a "Free Lunch"!

One of the most important aspects of the Annual Meeting is the quality of the motions put forward for debate. The last day for sending in your motions is 4 October 2019 to the Chief Executive (chief.executive@kentalc.gov.uk)

The Seventy Second Annual Meeting

Of

The Kent Association of
Local Councils

Will take place at

Ditton Community Centre

On 30 November 2019

Please save the date in your Calendar!

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