

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 13 DECEMBER 2018 at 7.00 PM

PRESENT:

Councillor Mrs A E D Barham (Town Mayor)
Councillor P M Harman (Deputy Town Mayor)
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P C Harris
Councillor Ms L C Howes
Councillor K M Kelly
Councillor R J Lees
Councillor B R Parry
Councillor S J Ryan

ALSO PRESENT:

Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT:

Councillor Mrs L Manchester

337/18-19. 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.

338/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' K G Basson, Ms L M Hall, Dr J M Harman, J A Hayes, Mrs M B Kelly, D J Mote, A S Reach, B E Read and Mrs I A Read.

An apology for lateness was received from Councillor S J Ryan.

339/18-19. 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.

340/18-19. MINUTES OF THE MEETING HELD ON 11 OCTOBER 2018.

RESOLVED:

That the Minutes of the Meeting held on 11 October 2018 be confirmed and signed as a true record.

341/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

342/18-19. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 17 OCTOBER 2018, 7 NOVEMBER 2018 AND 28 NOVEMBER 2018.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 17 October 2018, 7 November 2018 and 28 November 2018 be confirmed and the recommendations made therein be adopted.

343/18-19. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 22 NOVEMBER 2018.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 22 November 2018 be confirmed and the recommendations made therein be adopted.

344/18-19. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 1 NOVEMBER 2018.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 1 November 2018 be confirmed and the recommendations made therein be adopted.

345/18-19. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 3 OCTOBER 2018.

RESOLVED:

That the minutes of the Community Safety Committee meeting held 3 October 2018 be confirmed and the recommendations made therein be adopted.

346/18-19. MINUTES OF THE HERITAGE SUB-COMMITTEE MEETINGS HELD ON 30 OCTOBER 2018.

RESOLVED:

That the Minutes of the Heritage Sub-Committee meeting held on 30 October 2018 be confirmed and the recommendations made therein be adopted.

347/18-19 FINANCIAL RISK ASSESSMENTS (FRA) & LONG TERM MAINTENANCE REQUIREMENTS (LTM) FOR 2019 – 2020.

Further to the Finance and General Purposes Committee (FGP) on 1 November 2018 (minute 286/18-19), members were asked to approve the draft FRA's and LTM's 2019 - 2020 and to include them in the draft Estimates 2019 – 2020.

Members noted that the recommendation from the FGP on 1 November 2018 included the freezing of contributions to both the FRA's and LTM's.

RESOLVED:

That the FRA's and LTM's for 2019 – 2020 be approved and the information be included in the draft Estimates 2019 – 2020.

348/18-19. DRAFT ANNUAL ESTIMATES – 2019 - 2020.

Members had received the Draft Annual Estimates 2019 - 2020 for information at this stage.

Officers would be reviewing these drafts over the festive period and the final copies would be submitted to the Finance and General Purposes Committee on 10 January 2019 to be agreed; the agreed figures then being submitted to the Special Town Council meeting held directly after the FGP meeting on 10 January 2019 as this was required to set the Council Tax Rate for Band D.

Officers confirmed that the result of the Dartford Borough Council (DBC) Community Governance Review meant that there were 653 less properties for the forthcoming financial year and that this, along with a further 25% reduction of Section 136 and Council Tax Grant funding from DBC, equated to a reduction in revenue for the Town Council of approximately £70,000 for 2019 – 2020.

RESOLVED:

That the contents of the Draft Estimates and forecasts be noted and considered by all members ahead of the final figures being provided to the Finance & General Purposes Committee, and full Council, on 10 January 2019 for endorsement.

349/18-19. POLLING DISTRICT & POLLING PLACE REVIEW 2018 (DARTFORD BOROUGH COUNCIL (DBC)).

The Electoral Services Manager, DBC had written advising that DBC were conducting a review of all polling districts and polling places for Parliamentary and Local Government elections. The consultation period had commenced on 1 October 2018 and ended on 14 December 2018.

Members had been supplied with the information on 29 October with a request for any comments to be submitted.

RESOLVED:

That the contents of the review be noted.

350/18-19 COMMUNITY GOVERNANCE REVIEW (DBC)

The Electoral Services Manager, DBC had written to advise that the Local Government Boundary Review for England (LGBCE) had granted consent for the changes that DBC proposed as part of their recent Community Governance Review.

The revised wards now matched the borough boundary and took into account expected future development.

RESOLVED:

That the item be noted.

351/18-19. ARRIVA BUS SERVICE CHANGES.

Further to minute 315/18-19 (Planning, Major Developments, Transportation & the Environment Committee 28 November 2018) Members were asked to consider the recent changes Arriva introduced to the local bus services and whether advice should be sought from an alternative bus company as to whether they would be interested in operating in the area.

Members discussed issues with the service, including its commissioning, and how passenger numbers were being recorded. KCC Member P M Harman confirmed that he was in discussion with Arriva and other bus service providers regarding the service changes and liaising directly with alternative providers. It was agreed that Town Councillors' Mrs S P Butterfill, Ms L M Cross and Ms L C Howes arrange a meeting with Arriva and other bus service providers along with KCC Member P M Harman to discuss the issues that had been raised.

RESOLVED:

1. That Councillors' Mrs S P Butterfill, Ms L M Cross and Ms L C Howes arrange a meeting with Arriva and other bus service providers along with KCC Member P M Harman to discuss the issues that had been raised.
2. That the Town Clerk contact ~~Ebbsfleet~~ Development Corporation in order to ascertain how the new bus service linking Castle Hill had been commissioned.

352/18-19. **DARTFORD COMMUNITY INFRASTRUCTURE LEVY (CiL) – DBC**

The Infrastructure Delivery Officer, DBC had written and confirmed that during the period 1 April 2018 to 30 September 2018 no CiL receipts had been received from development within our area.

Nb. To date the Town Council had not received any CiL monies.

RESOLVED:

That the item be noted.

353/18-19. **YOUTH AND COMMUNITY ENGAGEMENT OFFICER (YCEO) – SWANSCOMBE AND GREENHITHE.**

The Deputy Town Mayor had requested that this item be placed on the agenda to enable the YCEO to discuss her progress in the role and for the Town Council, as a strategic partner, to gauge where the project was at.

To assist members the following information had been supplied:

- A. The job advert used for the YCEO post;
- B. Correspondences with the Dioceses of Rochester;
- C. Extract of Recreation, Leisure & Amenities Committee agenda and minutes, 17 October 2016;
- D. Extract of Executive & Emergency Committee minutes, 8 September 2016;
- E. Original proposal submitted by Diocese of Rochester, 31 August 2016;
- F. Extract of Terms of Reference for Finance and General Purposes Committee.

Members discussed their awareness of the role and what contact they had had with the YCEO. Councillor Mrs S P Butterfill, as the Town Councils representative on the Steering Group for the YCEO, gave a synopsis of the engagement that had been undertaken.

Councillors felt that some confusion had occurred regarding the reason why the YCEO had been invited to speak to the Town Council. It was felt this could be clarified and for the Town Clerk to contact the Line Manager for the YCEO to gauge the best way for the Town Council to receive feedback and to support the YCEO in her role.

RESOLVED:

That the Town Clerk contact the Line Manager for the YCEO to gauge the best way for the Town Council to receive feedback and to support the YCEO in her role.

354/18-19 PERIODIC YOUTH SERVICE.

Further to minute 253/17-18 and 240/18-19 (where members agreed to commission a periodic youth service during 2018 – 2019 and subsequently selected the provider), discussions had been undertaken to recommission the outreach service (undertaken by the Town Councils selected provider) currently commissioned by Kent County Council within Broomfield Park, Swanscombe to operate as a weekly youth club within the Heritage Community Hall.

Members were asked to consider whether the £6,500 allocated to commission the service should be utilised within the 2019 – 2020 budget (this would create an adjustment to the draft estimates that would be presented to members in January 2019) or, alternatively commission the other company that tendered for the periodic youth service which would increase the youth provision within the town.

Members discussed the merits of the alternative provider and the need to ensure that appropriate reporting lines, and break clauses, would be included within any contract.

RESOLVED:

1. That the Town Council commission the other company that tendered for the original periodic youth service contract, in order to expand youth provision within the Town.
2. That the contract include a quarterly termination clause as well as a condition that the provider has to attend Community Safety Committee meetings to present progress reports.

355/18-19 ANTI-SOCIAL PARKING – LOCAL SCHOOLS.

Further to minutes 132/18-19 and 224/18-19 members were provided with the following information:

- Extract of minute 332/18-19 from the Community Safety Committee (CSC) meeting held on 5 December 2018.
- Request from Manor Community Primary School regarding the use of Swanscombe Park as a 'Park and Stride' location for parents.

Members were asked to consider the recommendations made by the CSC contained within the minute extract.

Members were provided with an update on the progress made and discussed the merit of the work being undertaken with each of the three schools.

It was felt that the request from Manor Community Primary School be agreed with a caveat that the school be reminded of the importance of parents, and students, keeping the car park area clean and tidy so as to not adversely affect the resources of the Town Council.

RESOLVED:

1. That Councillor P C Harris, assisted by KCC Member P M Harman, continue liaison and support with the three 3 schools.
2. That a press release be undertaken in partnership with the schools, at the appropriate time, to celebrate the work being undertaken by the students.
3. That the Town Council agree to Manor Community Primary School using Swanscombe Park as a 'Park and Ride' location for parents, with a caveat that the school be reminded of the importance of parents, and students, keeping the car park area clean and tidy so as to not adversely affect the resources of the Town Council.

356/18-19 KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

Members were supplied with the October 2018 issue of the Parish News.

RESOLVED:

That the item be noted.

357/18-19. STAFF / MEMBER TRAINING - UPDATE.

Members were informed that the following training had been booked/undertaken:-

Councillor Mrs L M Cross	Annual General Meeting – KALC	17 November 2018 - Ditton
Councillor Mrs S P Butterfill	Annual General Meeting - KALC	17 November 2018 - Ditton
Town Clerk	KCC/KHS – Parish Seminar	5 November 2018 – Tonbridge
Assistant Town Clerk/RFO	Kent & Medway Funding Fair	10 December 2018 - Sandwich

RESOLVED:

That the item be noted.

358/18-19. REPORTS OF OUTSIDE REPRESENTATIVES.

Members were advised that this item provided an opportunity for Members' appointed as representatives on outside bodies to provide a report at the meeting.

Swanscombe Children's Centre (SCC).

Councillor Mrs S P Butterfill is the Council's representative on the SCC. As previously agreed the agenda and minutes for the 18 October 2018 meeting were available in the Chamber for inspection.

It was noted that this meeting was for all children's centres across the whole of Dartford and should be renamed as Dartford Children's Centre (DCC)

North West Kent Volunteer Centre (NWKVC).

Councillor Mrs S P Butterfill is the Council's representative on the NWKVC and she gave a verbal update to the meeting.

The Chief Executive was due to retire shortly and the role would be replaced by a new Centre Manager. The Board of Trustees were currently reviewing the way volunteers were working, with the first review around transportation services.

Castle Hill/Eastern Quarry Community Liaison Group (CHEQCLG)

Councillor P M Harman is the Council's representative on the CHEQCLG. As previously agreed the minutes from the 23 October 2018 meeting were available in the Chamber for inspection

Borough and Parish Forum (DBC) (BPF)

The Town Mayor and Town Clerk are the Council's representatives on the BPF. As previously agreed the Agenda for the 9 October 2018 meeting was available in the Chamber for inspection.

Ingress Park Greenhithe Management Limited (IPGM).

IPGM had indicated that, although unable to provide documentation, they would like to submit verbal updates to the Town Council.

Councillors P M Harman and P C Harris are the Town Council's representatives on IPGM.

Councillors' P M Harman and P C Harris updated members which included:

That the Site Manager, Regional Manager and Operations Manager had all left First Port and that replacement officers had been appointed but with limited knowledge of the challenges being faced within Ingress Park.

359/18-19. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman confirmed that he had attended the recent Joint Transportation Board (DBC) meeting and was attempting to get three corner protection schemes and a 20mph zone scheme within Greenhithe progressed.

An update was provided on enforcement measures being considered along the FastTrack route between Ingress Park and Greenhithe Station.

Kent County Councillor P M Harman updated members on the Libraries Consultation and emphasised the importance of members responding to this, the ongoing road works at St Clements Way and the Brexit preparations being made by Kent County Council.

A Home to School Transport appeal had been attended representing a resident which had been successful.

RESOLVED:

That the item be noted.

360/18-19. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

The Dartford Borough Councillors on the Town Council reported on the following matters:

Dartford Borough Councils Christmas celebrations had started with the lights switch on, carol concert in central park, the pantomime at The Orchard had begun and the Santa on Tour, which was due to stop in both Swanscombe and Greenhithe on Friday 14 December.

Councillor K M Kelly confirmed that further discussions were being undertaken regarding the viability of Crossrail being extended through Dartford and onto Gravesend with the engineering issues of adding the track being investigated/discussed.

The consultation on the Market Square proposal was underway and had been generally well received and it was hoped that work would begin early next year along with work on the Lowfield Street development and, possibly, the new cinema as well.

RESOLVED:

That the item be noted.

361/18-19. SEALING OF DOCUMENTS.

There were none.

362/18-19. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor announced that she would be having a New Year's Dance on 18 January 2019 with everyone being most welcome to attend.

The Town Mayor wished to thank those that had attended her recent events and supported her so far through the year.

The Town Mayor invited members to join her after the meeting for festive refreshments.

363/18-19. QUESTIONS.

Members were informed that questions did not form part of the Meeting; they were merely the opportunity for Members to exchange information.

364/18-19. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor R J Lees and seconded by Councillor S J Ryan;

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.

365/18-19 WALK TALL.

Walk Tall had informed that, after a Special Board Meeting, they had decided not to move forward with the project although an alternative Town Council facility maybe investigated.

Nb.

Prior to the above correspondence being received, and further to minutes 330/17-18, 631/17-18, 249/187-19 and the informal meeting held after the Recreation, Leisure & Amenities Committee on 22 November 2018, Walk Tall had supplied the following documents/information for members consideration;

- A. 5 year financial forecast;
- B. Annual Accounts for year ended 31 October 2017;
- C. Slides from the informal meeting, 22 November 2018.

RESOLVED:

That Walk Tall's decision not to move forward with the project be noted

366/18-19. FURTHER REQUEST FROM WALK TALL.

Walk Tall had submitted a further request to use an alternative Town Council facility and had supplied a copy of their proposed Heads of Terms.

To assist members the following information was provided:

- A. Request from Walk Tall;
- B. Walk Tall's proposed Heads of Terms;
- C. Terms of Reference of the Leases & Legal Sub-Committee.

After a lengthy discussion regarding the information provided, members raised questions over the proposed continued use, under the current terms, of one of the Town Councils facilities.

Members agreed to this request, in principle, but felt both facilities in question should be independently valued by the Town Council and that these valuations would help to determine the review of the proposed Heads of Terms supplied by Walk Tall.

The valuations would also determine the level of charge to be levied in order for the continued use of the Town Councils facility currently in use.

RESOLVED:

1. That the Town Council seek an independent valuation for both facilities referred to in the proposal, to determine appropriate values for agreement.
2. That the independent valuation of the facility currently in use be used to determine the ongoing cost required to be paid for its continued occupancy.
3. That the Town Council agree, in principle, to the proposed request, and that Senior Officers be delegated to negotiate further, using the results of the valuations, regarding the Heads of Terms.

367/18-19. INGRESS PARK COMMUNITY CENTRE WORKING GROUP – UPDATE.

Further to minutes 72/18-19, 201/18-19 and 251/18-19 the confidential notes of the Working Group meeting held on 23 October 2018 were considered as well as a further update from the Development Executive, Crest, dated 9 December 2018, on the current situation.

In response to a member request the Town Clerk agreed to re-circulate the confidential financial forecasts for the operation of the Community Centre to members for information.

RESOLVED:

That the update be noted and that members be sent a further copy of the confidential financial forecasts for the operation of the Community Centre for information.

There being no further business to transact the Meeting closed at 9.10 pm.

Signed: _____ Date: - _____
(Chairman)

**MINUTES of the SPECIAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 10 JANUARY
2019 at 7.35 PM**

PRESENT:

Councillor Mrs A E D Barham - Town Mayor
Councillor P M Harman – Deputy Town Mayor
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor Ms L M Hall
Councillor P C Harris
Councillor J A Hayes
Councillor Ms L C Howes
Councillor R J Lees
Councillor D J Mote

ALSO PRESENT:

x 1 Member of the public
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT:

Councillor K M Kelly
Councillor Mrs M B Kelly
Councillor Mrs L Manchester
Councillor A S Reach
Councillor S J Ryan

392/18-19. 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.

393/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors Dr J M Harman, B R Parry, B E Read and Mrs I A Read.

394/18-19. 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.

395/18-19. REQUEST FOR DISPENSATION FOR NON-ATTENDANCE AT MEETINGS IN RESPECT OF COUNCILLORS MRS I A READ AND B E READ.

A request had been submitted for Members to consider granting dispensation for possible non-attendance at Town Council meetings that may give rise to disqualification without prior approval. The Town Council were asked to consider the request, made due to ill health and carer requirements, and to approve the dispensation where a member/s was unable to attend a meeting of the Town Council over a six month period.

Any extension to the dispensation would be subject to a further approval at the appropriate time.

RESOLVED:

That the Town Council approve a dispensation for Councillors' Mrs I A Read and B E Read from attending meetings of the Town Council due to ill health and carer requirements, for the period commencing 10 January 2019 up to the date of the forthcoming elections (2 May 2019), to avoid ceasing being a member of the authority under Section 85 of the Local Government Act 1972.

396/18-19. ANNUAL ESTIMATES 2019 – 2020.

Further to minutes 287/18-19 (FGP 1 November 2018) and 347/18-19, 348/18-19 (full Council 13 December 2018) members considered the proposed Annual Estimates for the 2019 - 2020 financial year.

Members were pleased that the Town Council was able to have Estimates that included the continuation of the many popular projects undertaken in the previous year and that, despite further significant reductions in the funding from the borough Council and the impact of the Community Governance Review, no extra financial burden was being passed to the Towns residents and the Town Council again being able to reduce its element of the Council Tax Bill, this year by a further 1%.

MOVED BY Councillor Mrs S P Butterfill, seconded by Councillor P M Harman and unanimously agreed.

RESOLVED:

That the proposed Annual Estimates for 2019 – 2020, and subsequent proposed Tax Base (Band D) be approved.

397/18-19. **COUNCIL TAX BASE 2019 – 2020.**

Members were asked to set the Council Tax Base for Band D properties 2019 – 2020.

Members were pleased to note that, despite a potential further reduction in Section 136 and Central Government Grant Funding of 25%, the Town Councils' proposed Council Tax Base for Band D properties had been reduced by 1% following last year's reduction of 5.5%.

MOVED BY Councillor D J Mote, seconded by Councillor P C Harris and unanimously agreed;

RESOLVED:

That the Council Tax Base for Band D properties 2019 – 2020 be set at £95.49 and the precept be set at £426,806.

398/18-19. **DRAFT BUDGET STATEMENT 2019 – 2020.**

Members received the Draft Budget Statement for 2019 – 2020. After discussion Members suggested some minor amendments and it was unanimously agreed;

RESOLVED:

That the Budget Statement 2019 – 2020, including the minor amendments suggested by members, be finalised and distributed in the same manner and timescale as in the previous year.

There being no further business to transact the Meeting closed at 7.55 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 19 DECEMBER 2018 AT 7.00PM

PRESENT: Councillor B R Parry (Chairman)
Councillor P M Harman (substituting for Councillor Dr J M Harman)
Councillor P C Harris
Councillor Ms L C Howes

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor K G Basson
Councillor K M Kelly

368/18-19. 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.

369/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Dr J M Harman, J A Hayes, Mrs L Manchester, D J Mote, A S Reach, B E Read and S J Ryan.

370/18-19. SUBSTITUTES.

Councillor P M Harman substituted for Councillor Dr J M Harman.

371/18-19. 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.

372/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

373/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 28 NOVEMBER 2018

Recommended: The Minutes of the meeting held on 28 November 2018 were confirmed and signed.

374/18-19. FASTRACK ROAD – NAMING (DARTFORD BOROUGH COUNCIL (DBC)).

The Address Management & GIS Officer, DBC had written to advise of the naming (Fastrack Castle Hill) for the dedicated Fastrack road in Castle Hill, Ebbsfleet.

Recommended: That the item be noted.

TOWN PLANNING:

375/18-19. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.

<p>DA/18/01002/OUT</p>	<p>Outline application (consideration of access, appearance, layout and scale only) for erection of a 3 storey building with basement to be used as a 13 bedroom House in Multiple Occupation with communal facilities, bins and bike store.</p> <p>The Alma, 26 High Street, Swanscombe.</p>
<p>OBSERVATIONS:</p>	<p>The Town council have considered this application and would like to submit the following observations/comments:-</p> <p>Whilst the proposal complies with the policies on windfall development contained in Dartford Borough Council policies CS10, DP6 and the Housing Windfall SPD, it does appear to be contrary to policies: CS17 and DP8 due to the poor standards of internal space; DP21 due to the lack of evidence justifying the loss of a community facility; and DP4 and the Parking Standards SPD due to the lack of off-street parking provision.</p> <ul style="list-style-type: none"> • Access <p>The Dartford Borough Council Parking Standards indicate that this development will generate a demand for 16 spaces for residents and additionally 6 spaces for visitors and 2 spaces for vans. Whilst the Town Council accepts the principle that some residents will only use public transport, cycle or walk, we believe that that development will still generate a demand for parking from its residents and visitors. The lack of any parking provision will force any vehicles onto local roads, most of which nearest to the site are covered by parking restrictions such as single or double yellow lines. The car park in The Grove is primarily for the use of shoppers and to prevent dangerous parking</p>

on the High Street and is not to facilitate other developments.

Dartford Borough Council Parking Standards indicates the requirement for parking of 13 cycles, one for each flat. The space shown on the drawing for cycle and refuse storage appears too small to accommodate all the cycles and bins and the access to the store appears inadequate.

- Scale

It appears that the proposed building fills the entire site and the massing is greater than the existing building. Unfortunately due to the lack of provision of existing elevations of the building in the application it is impossible to accurately judge the increase in massed form. Without further information it is impossible to come to any conclusion other than it is over development of a small site and out of character for the area.

There are concerns for the safety and welfare of tenants as it appears that there is no emergency exit or alternative routes, in case of fire which could result in residents being trapped.

There is a lack of flats for disabled tenants and any wheelchair users would not be able to access the communal area in the basement.

The proposal would require tenants to leave the site to access refuse bins and the joint cycle and bin store raises security questions (theft of cycles etc.)

There are concerns that the flats on the ground floor have windows directly onto the street. These are bedrooms and the windows would need to be obscure to prevent passers-by from being able to look directly in. This would then mean the residents of these flats would have no view outwards. The position of these windows directly onto the street could also be a disturbance issue for the occupiers trying to sleep.

The application does not appear to have any indication on the elevation of opening windows needed for ventilation.

Whilst the proposal does include laundry facilities in the basement there is a concern that there is no outside amenity space for clothes drying and recreational use.

	<p>The Town Council objects to the loss of a 150 year old building that is an important visual asset to the High Street.</p>
DA/18/01494/CDNA	<p>Submission of details relating to sound insulation and noise reduction methods pursuant to condition 3 of planning permission DA/17/01833/COU for change of use of ground floor dental surgery (Use Class D1) to self-contained studio flat (Use Class C3) incorporating single storey rear infill extension and erection of a detached building to provide dental surgery, with associated parking provision</p> <p>Cheers Dental Practice, 23 High Street, Swanscombe</p>
OBSERVATIONS:	<p>No observations at this time but the Town Council would like the opportunity to comment should the Planning Authority find it necessary for the applicant to submit/provide further details.</p>
DA/18/01512/EDCCON	<p>Consultation on submission of 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 116 residential units including details of streets, buildings and structures, materials, open space, car parking, noise and drainage within Ebbsfleet Development Corporation.</p> <p>Northfleet West Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council objects to this application on the grounds of lack of appropriate parking provision.</p> <p>The applicant indicates that the Dartford Borough Council Parking Standards show a requirement for 186 parking spaces but they have proposed only 146 (40 below that which is required).</p> <p>The Town Council strongly disagrees with the applicants' statement that "The proposed provision of 146 spaces is <i>slightly</i> below the policy target" (Car Parking Strategy, October 2018) and feels that there is a significant shortfall in the parking provision and note that KCC Highways have also raised concerns with regard to the distribution of parking.</p> <p>The Town Council are also disappointed that there does not appear to be any provision for the charging of electric vehicles.</p>

DA/18/01536/CDNA	<p>Submission of details relating to surface water drainage pursuant to condition 4 of planning permission DA/17/01296/FUL for erection of four storey rear extension to increase number of flats from 2 x 1 bed flats plus 1 x 3 bed flat (3 units in total) to 4 x 2 bed flats together with 4 off street parking spaces, cycle storage facilities, refuse storage and amenity space provision.</p> <p>11 Cobham Terrace, Greenhithe.</p>
OBSERVATIONS:	No observations.
DA/18/01539/EDCCON	<p>Consultation on an application to vary Condition 10 and 11 attached to planning permission EDC/16/0083 to extend retail unit opening hours and delivery hours at Ackers Drive, Ebbsfleet, Kent within Ebbsfleet Development Corporation.</p> <p>Northfleet West Sub Station Southfleet Road Swanscombe.</p>
OBSERVATIONS:	<p>Whilst the Town Council supports this proposal the Planning Authority are requested to ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/18/01544/CDNA	<p>Submission of details relating to construction method statement pursuant to condition 6 of planning permission DA/17/01296/FUL for erection of four storey rear extension to increase number of flats from 2 x 1 bed flats plus 1 x 3 bed flat (3 units in total) to 4 x 2 bed flats together with 4 off street parking spaces, cycle storage facilities, refuse storage and amenity space provision.</p> <p>11 Cobham Terrace, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council endorse the comments submitted by the Environmental Agency regarding wheel washing, working hours etc.</p>
DA/18/01545/CDNA	<p>Submission of details relating to boundary enclosures (condition 8), storage and collection of waste (condition 9), hard and soft landscaping (condition 10) and cycle storage (condition 12) pursuant to planning permission DA/17/01296/FUL for erection of four storey rear extension to increase number of flats from 2 x 1 bed flats plus 1 x 3 bed flat (3 units in total) to 4 x 2 bed flats together with 4 off street parking spaces, cycle storage facilities, refuse storage and amenity space provision</p>

	11A Cobham Terrace, Greenhithe.
OBSERVATIONS:	No observations.
DA/18/01546/CDNA	Submission of details relating to the proposed vehicular access including visibility splays (condition 13) pursuant to planning permission DA/17/01296/FUL for erection of four storey rear extension to increase number of flats from 2 x 1 bed flats plus 1 x 3 bed flat (3 units in total) to 4 x 2 bed flats together with 4 off street parking spaces, cycle storage facilities, refuse storage and amenity space provision. 11A Cobham Terrace, Bean Road, Greenhithe.
OBSERVATIONS:	No observations.
DA/18/01573/OUT	Outline application (with some matters reserved) for a maximum of 5 dwellings (consideration of access only) Former Greenhithe Clinic, Knockhall Chase, Greenhithe.
OBSERVATIONS:	No observations.
DA/18/01587/FUL	Erection of a single storey rear extension. 43 Castle Street, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/01619/EDCCON	Consultation on an application for submission of detail relating to air quality monitoring pursuant to condition 21 of planning permission EDC/17/0048 for variation of conditions 3 & 4 attached to planning permission reference no: 12/01451/EQVAR for a mixed use development of up to 6,250 dwellings & up to 231,000 square metres of non-residential floor space with associated infrastructure and open space; to allow for the substitution of approved parameter plans and documents under condition 3 and revised strategies under condition 4. Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/18/0156	Installation of 2 Electric Vehicle Charging Points alongside 2 existing car parking spaces, with ancillary bollards, signage posts and power feeder pillar.

	The Spring River Talbot Lane Weldon Ebbsfleet Valley.
OBSERVATIONS:	No further observations.
EDC/18/0176	Application for approval of condition 12 attached to planning permission no. EDC/17/0039 providing details for the replacement boundary walls/railings. Northfleet Embankment East, Crete Hall Road, Northfleet.
OBSERVATIONS:	Out of area: No observations.
EDC/18/0177	Application for approval of condition 14 attached to planning permission ref EDC/17/0039 relating to the submission of a method statement for the proposed demolition, prior to the demolition of the front boundary wall of the WT Henley building. Northfleet Embankment East, Crete Hall Road, Northfleet.
OBSERVATIONS:	Out of area: No observations.
EDC/18/0178	Application for non-material amendment to the reserved matters planning permission reference number 15/01881/ECREM to change the garages on the south west side of the site, to use full hipped roofs, to improve the natural light and limit the impact of the gable ends. Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/18/0181	Application for approval of condition 3 attached to reserved matters planning application reference no. EDC/17/0148 relating to finished slab levels and cross sections. Parcel L - Land at Parcel 5, Castle Hill, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.

EDC/18/0182	<p>Application for approval of conditions 3 & 4 attached to reserved matters planning application reference no. EDC/17/0064 relating to drainage strategy details and finished slab levels and cross sections.</p> <p>Parcel I - Land at Parcel 5, Castle Hill, Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/18/0186	<p>Erection of a single storey rear extension and rear single dormers.</p> <p>5 Mercer Avenue, Castle Hill, Ebbsfleet Valley.</p>
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
EDC/18/0187	<p>Application for partial approval of condition 10 (i) attached to planning permission reference no. EDC/18/0009 relating to details of balconies and screening, front entrance porches, canopies, and car ports.</p> <p>Land West of Springhead Road, Springhead Road, Northfleet.</p>
OBSERVATIONS:	Out of area: No observations.
EDC/18/0188	<p>Application for Discharge of Condition 10 (iii and iv) attached to planning permission reference no. EDC/18/0009 relating to the Boundary Treatment and Acoustic Fence with accompanying Management Plan.</p> <p>Land West of Springhead Road (Springhead Park Phase 3), Springhead Road, Northfleet.</p>
OBSERVATIONS:	Out of area: No observations.
EDC/18/0189	<p>Application for Non-Material Amendment to reserved matters planning permission reference no. 15/01881/ECREM to change the rotation of the flat over garage unit plot 110 by 90 degrees, to allow an increase to the rear gardens of plots 91 & 92.</p> <p>Phase 3A Castle Hill, Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.

EDC/18/0191	<p>Application for minor material amendment to Reserved Matters approval reference EDC/17/0122 (relating to the development of a manufacturing facility for the production of modular housing with ancillary 2 storey office block and provision of a gate house, car parking, cycle storage, modular storage and dispatch bays and landscaping, comprising details of layout, scale, appearance and landscaping pursuant to outline planning permission EDC/17/0123) to remove the living roof from the office roof, to amend details of the building elevations and to incorporate external plant.</p> <p>Northfleet Embankment East, Crete Hall Road, Northfleet.</p>
OBSERVATIONS:	Out of area: No observations.

76/18-19. **PLANNING APPLICATIONS SUBMITTED BY NEIGHBOURING AUTHORITIES FOR MEMBERS' OBSERVATIONS:**

DA/18/01671/FUL	<p>Consultation on an application for outline approval (with all matters reserved, except for access) sought for: up to 2,158 dwellings comprising a mix of 1, 2, 3-bedroom units (Use Class C3); a serviced plot for a new primary / nursery school up to 1,850 sq.m; a health centre up to 1,000 sq.m (Use Class D1); community pavilion of up to 500 sq.m (Use Class D1); convenience retail store up to 400 sq.m (Use Class A1); public art together with associated vehicle parking, open space, landscape and public realm provision, ecological mitigation, highways, pedestrian and vehicular access routes, and other associated engineering, utilities and infrastructure works. Detailed approval sought for 342 dwellings (Use Class C3) comprising a mix of 1, 2, 3-bedroom units; linear park; a lido facility with changing room facilities up to 340 sq.m (Use Class D1) and ancillary cafe up to 100 sq.m (Use Class A3); 3km of mountain bike routes and a pump track, a pedestrian / cycle link tunnel from Lakeside Shopping Centre underneath the A1306, and vehicular access from the A126, A1306 and MSA roundabout (bus / emergency) within Thurrock Council.</p> <p>Arena Essex, Arterial Road, Purfleet, Essex.</p>
OBSERVATIONS:	No observations.

377/18-19. **GRANTED NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/18/00585/FUL	<p>Provision of external steel staircase and entrance door for creation of self-contained first floor 2 bedroom flat.</p> <p>Flat Above 106 -108 Milton Road, Swanscombe.</p>
DA/18/01206/FUL	<p>Provision of grocery collection lockers to be installed in space next to existing parking bays, collection bays to be installed in existing parking bays</p> <p>Asda Superstores, Crossways Boulevard, Dartford.</p>
DA/18/01261/FUL	<p>Erection of a part two/part single storey front extension, single storey rear extension, conversion of existing integral garage to habitable room and provision of dormer windows in rear elevation and roof lights in front elevation in connection with providing additional room in the roof space.</p> <p>50 Pentstemon Drive, Swanscombe.</p>
DA/18/01266/TPO	<p>Application to cut-back the lime tree outside 4 Portland Place such that its height does not exceed the level of the top of railing to the front second floor balcony of 4 Portland Place and its width does not exceed the outer edge of the ground floor window and to cut-back the remaining 9 Lime Trees to similar dimensions, subject to Tree Preservation Order No. 11, 1990.</p> <p>Portland Place, Ingress Park, Greenhithe.</p>
DA/18/01345/TPO	<p>Application to re-pollard crown by the removal of all the mature rejuvenation crown growth back to the vicinity of the previous pollard points, whilst retaining any suitable live laterals around these points of 1 No. Walnut tree subject to Tree Preservation Order No.1 2018.</p> <p>The Sun, 16 Swanscombe Street, Swanscombe.</p>

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

Signed: _____ Date: _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 16 JANUARY 2019 AT 7.00PM

PRESENT:

Councillor B R Parry (Chairman)
Councillor Ms L M Cross (substituting for Councillor B E Read)
Councillor P M Harman (substituting for Councillor Dr J M Harman)
Councillor P C Harris
Councillor J A Hayes
Councillor Ms L C Howes
Councillor D J Mote

ALSO PRESENT:

x1 Member of the public
Graham Blew – Town Clerk

ABSENT:

Councillor K G Basson
Councillor Ms L Manchester
Councillor A S Reach
Councillor S J Ryan

411/18-19. 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.

412/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Dr J M Harman, K M Kelly and B E Read.

413/18-19. SUBSTITUTES.

Councillor Ms L M Cross substituted for Councillor B E Read.
Councillor P M Harman substituted for Councillor Dr J M Harman.

414/18-19. 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.

The member of the public present raised concerns regarding the amended land levels contained in Addendum Note – EDC/18/0086 and the Town Clerk advised he would contact Camland to invite them to meet with the Committee regarding this issue.

415/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

416/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 19 DECEMBER 2018

Recommended: The Minutes of the meeting held on 19 December 2018 were confirmed and signed.

TOWN PLANNING:

417/18-19. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.

DA/18/01631/FUL	<p>Installation of replacement plant units.</p> <p>The Co-Operative Group, 29 - 31 High Street, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/18/01637/FUL	<p>Conversion of garage into habitable room together with associated alterations to front elevation (retrospective application)</p> <p>78 Pentstemon Drive, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council objects to this application as the proposed development would result in the loss of a parking space which could not be replaced within the curtilage of the site and would be likely to result in undesirable on-street parking in an area with limited on street parking provision contrary to Policies B1 and T23 of the adopted Dartford Local Plan and the Local Planning Authority's standards.</p> <p>It is also noted that the Google Street View shows part of the small front garden is occupied by a mature tree which adds an attractive contribution to the streetscape.</p> <p>The Planning Authority are requested to seek advice from their Planning Enforcement officers regarding this application as it is understood that it was previously</p>

	<p>refused under application DA/14/00838/FUL <i>(The proposal would result in the under provision of off street parking, contrary to Dartford's SPD Parking Standards and Local Plan policies B1 and T23.)</i></p>
DA/19/00032/ADV	<p>Display of 1 No. internally illuminated fascia (only the co-op logo illuminates), 3 No. non illuminated wall mounted flat aluminium panels 1 No. non illuminated post office panel (fitted to main fascia).</p> <p>The Co-Operative Group, 29 - 35 High Street, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
EDC/18/0190 DA/18/01659/EDCCON	<p>Application for the change of use of rear two thirds of the detached garage into a habitable space retaining the front third as a garage/storage area, and installation of patio doors to side elevation of the garage to enable access from the garden.</p> <p>5 Ekman Close, Weldon, Ebbsfleet Valley.</p>
OBSERVATIONS:	<p>The Town Council request confirmation that this application meets the Planning Authorities parking standards and would ask that were the application to be approved a condition be included to prevent the proposed habitable space being used as a separate dwelling.</p>
EDC/18/0186/ RE-CONSULTATION	<p>Erection of single storey rear extension including partial conversion of garage to a habitable room, and erection of 2no. dormer windows to rear and 2no. roof lights to front.</p> <p>5 Mercer Avenue, Castle Hill, Ebbsfleet Valley.</p>
OBSERVATIONS:	<p>No further observations.</p>
EDC/18/0091	<p>Application for approval of part condition 14 (a) pursuant to outline planning permission reference no. EDC/17/0048 relating to an archaeological field evaluation report and written timetable.</p> <p>Central and Western Village, Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council endorse the comments and observations submitted, by email to the EDC on 10 January 2019, by Mr G Baker <i>(these are attached for reference)</i>.</p>

<p>EDC/18/0195 DA/19/00009/EDCCON</p>	<p>Application for the approval of conditions 19, & 20 attached to planning permission reference no. EDC/17/0048 relating to Submission of an Area Masterplan and Area Design Code for the Alkerden area.</p> <p>Alkerden, Eastern Quarry, Watling Street, Swanscombe.</p>
<p>OBSERVATIONS:</p>	<p>The parking management document seems to be an attempt to reduce the importance of the Dartford Borough Council parking standards SPD (2012). We note from previous applications that Dartford Borough Council states that the SPD should be adhered to unless firm justification is provided for a lower provision.</p> <p>A survey of parking in Castle Hill is included with the application as justification, however this is a new development and we consider that the parking patterns are not yet established. We expect that this demand could change over the next five, ten or twenty years. Ingress Park, Greenhithe is an example of this as it is a similar development. Kent County Council decided that there was no demand for the proposed school but now, due to demand, additional class rooms have been added to two local schools to cater for the need. Likewise with parking, early residents tended to commute by public transport but now many are working locally and travel by car. Families have started to grow and the demand for a second family car has increased. There is then also a need for visitor spaces for child carers. The situation in Ingress Park regarding parking and traffic management has reached the point that it is now the most common item residents are complaining to local councillors about.</p> <p>The Town Council endorse the comments and observations submitted by email to the EDC on 15 January 2019, by Mr G Baker (these are attached for reference).</p>
<p>EDC/18/0196 DA/19/00010/EDCCON</p>	<p>Application for the discharge of conditions 19, 20 & 21 attached to planning permission reference no. EDC/17/0048 relating to the submission of the Area Masterplan, Area design code and Air Quality Monitoring.</p> <p>Ashmere (Western Village), Eastern Quarry, Watling Street, Swanscombe.</p>
<p>OBSERVATIONS:</p>	<p>The parking management document seems to be an attempt to reduce the importance of the Dartford Borough Council parking standards SPD (2012). We note from previous applications that Dartford Borough Council states</p>

	<p>that the SPD should adhere to unless firm justification is provided for a lower provision.</p> <p>A survey of parking in Castle Hill is included with the application as justification, however this is a new development and we consider that the parking patterns are not yet established. We expect that this demand could change over the next five, ten or twenty years. Ingress Park, Greenhithe is an example of this as it is a similar development. Kent County Council decided that there was no demand for the proposed school but now, due to demand, additional class rooms have been added to two local schools to cater for the need. Likewise with parking, early residents tended to commute by public transport but now many are working locally and travel by car. Families have started to grow and the demand for a second family car has increased. There is then also a need for visitor spaces for child carers. The situation in Ingress Park regarding parking and traffic management has reached the point that it is now the most common item residents are complaining top local councillors about.</p> <p>The Town Council are concerned that the re-naming of areas, such as Ashmere, seems to be happening without consultation or discussion.</p>
EDC/18/0197	<p>Application for the discharge of conditions 5 and 6 attached to planning permission reference no. EDC/18/0009 relating to the archaeological evaluation of phases 1 and 2.</p> <p>Land West of Springhead Road (Springhead Park), Springhead Road, Northfleet.</p>
OBSERVATIONS:	Out of area, no observations.
EDC/19/0004 DA/19/00035/EDCCON	<p>Consultation on Housing Implementation Strategy pursuant to S106 attached to outline planning permission EDC/17/0048 within Ebbsfleet Development Corporation.</p> <p>Eastern Quarry Watling Street Swanscombe.</p>
OBSERVATIONS:	No observations

**418/18-19. GRANTED NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL /
EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/18/01188/FUL	Provision of a pitched roof over existing flat roof of detached garage. 28 Childs Crescent, Swanscombe.
DA/18/01290/FUL	Demolition of existing rear extension and erection of a two storey side extension and front porch. 144 Knockhall Road, Greenhithe.
DA/18/01398/FUL	Erection of a single storey rear extension with balcony over and ground floor flank window. 49 Pentstemon Drive, Swanscombe.
DA/18/01478/RCON	Application for removal of condition 1 (allowing temporary permission for 1 year) of planning permission DA/17/01402/COU (change of use to a micro-brewery) to allow the permission to be permanent. No Frills Brewery 50 Wakefield Road (Rear Of 20 To 20A Knockhall Road), Greenhithe.

**419/18-19. REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH
COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS'
INFORMATION.**

The following refused decision notices were noted.

DA/18/01631/FUL	Provision of a dormer window in side elevation and roof lights in front and rear elevation in connection with providing additional rooms in the roof space 49 Pentstemon Drive, Swanscombe.
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There being no further business to transact, the Meeting closed at 7.55 pm.

Signed: _____
(Chairman)

Date: _____

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 6 FEBRUARY 2019 AT 7.00PM

PRESENT:
Councillor B R Parry (Chairman)
Councillor Ms L M Cross (substituting for Councillor Ms L C Howes)
Councillor P M Harman (substituting for Councillor Dr J M Harman)
Councillor P C Harris
Vacancy

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT:
Councillor K M Kelly
Councillor S J Ryan

440/18-19. 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.

441/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' K G Basson, J A Hayes, Dr J M Harman, Ms L C Howes, D J Mote, B E Read and A S Reach.

442/18-19. SUBSTITUTES.

Councillor Ms L M Cross substituted for Councillor Ms L C Howes.
Councillor P M Harman substituted for Councillor Dr J M Harman.

443/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor P M Harman declared a prejudicial interest regarding applications DA/19/00143/CDNA, DA/19/0144/CDNA, DA/19/00145/CDNA, DA/19/00146/CDNA, DA/19/00147/CDNA and DA/19/1900148/CDNA as he felt that the applications related to land/property sufficiently close to his own land/property that the proposal would have, or be perceived to have, a positive or negative consequence for him.

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

444/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

445/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 16 JANUARY 2019

Recommended: The Minutes of the meeting held on 16 January 2019 were confirmed and signed.

446/18-19. WAITING RESTRICTIONS AND INTRODUCTION OF A BUS ONLY SECTION – INGRESS PARK AVENUE/ STONELY CRESCENT/ TILTMAN AVENUE, GREENHITHE – KENT COUNTY COUNCIL (KCC).

The Director of Highways Transportation and Waste (KCC) had submitted x2 Public Notices which had a deadline for comments of noon on 18 February 2019.

Members agreed that the Town Council should respond requesting that double yellow lines should be included on the left side (south eastern side) of where the 34m mark was on the diagram.

Recommended: That the Town Council should respond requesting that double yellow lines should be included on the left side (south eastern side) of where the 34m mark was on the diagram.

447/18-19. TO A2 BEAN IMPROVEMENTS - DESIGNATED FUNDS PROJECT – HIGHWAYS ENGLAND / ATKINS GLOBAL CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 16 JANUARY 2019.

The Senior Transport Planner, Transportation (Atkins Global) had advised that Highways England have commissioned Atkins to produce a feasibility study for eight schemes for improvements to walking, cycling and horse riding routes around the A2 between Bean and Ebbsfleet.

The deadline for any comments on the draft concepts was 12pm on 8 February 2019.

Members agreed that the Town Council should respond advising that it would be preferable if the route was linked through to the National Cycleway so that the whole thing was joined up.

Recommended: That the Town Council should respond advising that it would be preferable if the route was linked through to the National Cycleway so that the whole thing was joined up.

448/18-19. NOTICE OF EXTENSION OF AN ORDER TEMPORARILY CLOSING PUBLIC FOOTPATH DS6 IN PARISH OF SWANSCOMBE AND GREENHITHE – KCC (p).

The Public Rights of Way Officer – Definitive Map Team (KCC) had advised that the Secretary of State for Transport had directed that the Order made by KCC on 11 March 2016, the effect of which was to prohibit all traffic from Public Footpath DS6, which was subsequently extended until 14 March 2019, had been extended for a further 12 months, until the 14 March 2020.

Recommended: That the item be noted.

TOWN PLANNING:

449/18-19. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.

DA/19/00060/CDNA	<p>Submission of details relating to play space management plan pursuant to condition 3 of planning permission DA/17/01055/VCON for realignment of proposed spine road and subsequent changes to the layout of phase 2 of the development including an update reptile mitigation strategy.</p> <p>Former Empire Sports Ground, South of Knockhall Road, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/19/00061/CDNA	<p>Submission of details relating to footpath linking to PROW DS7 pursuant to condition 18 of planning permission DA/15/01498/VCON for substituting the approved spine road sections with amended plans (To replace reference to drawings IP13 782 0/001, 002/A, 003 and 004 with 6576-1101A, 1102 A, 1103-B and 1035)</p> <p>Former Empire Sports Ground, South of Knockhall Road, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council are concerned that the application includes a link from the development to footpath DS7 which is a change in level of 2.1 meters and is in the form of steps. This makes it inaccessible to wheelchair users or those with prams, buggies etc.</p>
DA/19/00070/CDNA	<p>Submission of details relating to pumping station kiosks pursuant to condition 5 of planning permission DA/17/01055/VCON for realignment of proposed spine</p>

	<p>road and subsequent changes to the layout of phase 2 of the development including an update reptile mitigation strategy</p> <p>Former Empire Sports Ground, Rear of 25 Knockhall Road, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/19/00071/CDNA	<p>Submission of details relating to speed restraint features on the spine road and/or visibility splays pursuant to condition 8 of planning permission DA/17/01055/VCON for realignment of proposed spine road and subsequent changes to the layout of phase 2 of the development including an update reptile mitigation strategy.</p> <p>Former Empire Sports Ground, Rear of 25 Knockhall Road, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/19/00110/FUL	<p>Erection of a single storey rear extension and provision of a dormer window in rear elevation with Juliette balcony and roof lights in front elevation in connection with providing additional rooms in the roof space and 3 No. windows inside elevation.</p> <p>115 Milton Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council would like to highlight that the neighbouring property (113 Milton Road) has raised an enquiry about this application as the work appears to be nearly completed and the Planning Enforcement Department are asked to check whether this is permitted.</p> <p>The Town Council object to this application on the grounds that it would be an overdevelopment of the site.</p> <p>The "dormer" covers the complete roof and in effect raises the rear elevation by one floor. The drawings with the application do not show the impact this proposal will have on the 4 bedroom house in the garden which recently gained planning approval. This is totally omitted from the drawings.</p>

Having already declared a prejudicial interest Councillor P M Harman left the chamber.

This resulted in quorum not being present therefore, as per Standing Order 5 b), no discussion or decision took place regarding applications: DA/19/00143/CDNA, DA/19/0144/CDNA, DA/19/00145/CDNA, DA/19/00146/CDNA, DA/19/00147/CDNA and DA/19/1900148/CDNA

DA/19/00143/CDNA	<p>Submission of details relating to contaminated land (condition 3), verification report (condition 40 and foundation designs (condition 5) pursuant to planning permission DA/15/01660/VCON for erection of a detached 4 bedroom house with associated parking involving demolition of existing buildings on the site.</p> <p>Neptune Slipway, Pier Road, Greenhithe.</p>
DA/19/00144/CDNA	<p>Submission of details relating to ground anchors pursuant to condition 7 of planning permission DA/15/01660/VCON for erection of a detached 4 bedroom house with associated parking involving demolition of existing buildings on the site.</p> <p>Neptune Slipway, Pier Road, Greenhithe.</p>
DA/19/00145/CDNA	<p>Submission of details relating to flood defence crest level pursuant to condition 8 of planning permission DA/15/01660/VCON for erection of a detached 4 bedroom house with associated parking involving demolition of existing buildings on the site.</p> <p>Neptune Slipway, Pier Road, Greenhithe.</p>
DA/19/00146/CDNA	<p>Submission of details relating to energy efficiency pursuant to condition 12 of planning permission DA/15/01660/VCON for erection of a detached 4 bedroom house with associated parking involving demolition of existing buildings on the site.</p> <p>Neptune Slipway, Pier Road, Greenhithe.</p>
DA/19/00147/CDNA	<p>Submission of details relating to noise, vibration and dust pursuant to condition 13 of planning permission DA/15/01660/VCON for erection of a detached 4 bedroom house with associated parking involving demolition of existing buildings on the site.</p> <p>Neptune Slipway, Pier Road, Greenhithe.</p>
DA/19/00148/CDNA	<p>Submission of details relating to boundary walls and railing pursuant to condition 14 of planning permission DA/15/01660/VCON for erection of a detached 4 bedroom</p>

	<p>house with associated parking involving demolition of existing buildings on the site.</p> <p>Neptune Slipway, Pier Road, Greenhithe.</p>
DA/19/00093/CDNA	<p>Submission of details relating to external materials pursuant to condition 5 of planning permission DA/18/00246/FUL for demolition of existing garage and erection of a detached 4 bed dwelling house.</p> <p>Land Adjacent 115 Milton Road, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/19/00099/CDNA	<p>Submission of details relating to archaeological work pursuant to condition 3 of planning permission DA/18/00246/FUL for demolition of existing garage and erection of a detached 4 bed dwelling house.</p> <p>115 Milton Road, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
EDC/19/0006/ DA/19/00089/EDCCON	<p>Consultation on an application for the Discharge of Condition 11 attached to the planning permission reference no. EDC/17/0048 relating to the submission of a Waste Management Plan within Ebbsfleet Development Corporation.</p> <p>Western and Central Village, Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	<p>No observations.</p>
EDC/19/0009/ DA/19/00142/EDCCON	<p>Application to construct 3 No. Industrial Units (Use Class B2) with associated parking and access.</p> <p>Yard C5, Manor Way Business Park, Manor Way, Swanscombe.</p>
OBSERVATIONS:	<p>No observations.</p>
EDC/19/0012 DA/19/00170/EDCCON	<p>Application for Installation of an external plant room for the use of a convenience store.</p> <p>Castle Hill Local Centre, Castle Hill, Eastern Quarry, Watling Street, Swanscombe.</p>

OBSERVATIONS:	No observations.
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450/18-19. **GRANTED NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/18/01002/OUT	<p>Outline application (consideration of access, appearance, layout and scale only) for erection of a 3 storey building with basement to be used as a 13 bedroom House in Multiple Occupation with communal facilities, bins and bike store.</p> <p>The Alma, 26 High Street, Swanscombe.</p>
DA/18/01587/FUL	<p>Erection of a single storey rear extension.</p> <p>43 Castle Street, Swanscombe.</p>
DA/18/00197/FUL	<p>Erection of a two storey side extension and single storey rear extension incorporating demolition of existing garage.</p> <p>15 Pentstemon Drive, Swanscombe.</p>
EDC/17/0110	<p>Outline Planning application for residential development of up to 220 dwellings including new vehicular access to Tiltman Avenue, creation of a development platform and associated works.</p> <p>Former Croxton and Garry Site, Craylands Lane, Swanscombe.</p>
EDC/18/0194	<p>Application for non-material amendment to the reserved matters planning permission reference number EDC/17/0148 to increase the height of the parapet to apartment block A2, and amend the access, height and slab level of plots 1-12 to accommodate a drop in level between adjoining units.</p> <p>Parcel L - Land at Parcel 5, Castle Hill, Eastern Quarry, Watling Street, Swanscombe.</p>
EDC/18/0189	<p>Application for Non-Material Amendment to reserved matters planning permission reference no. 15/01881/ECREM to change the position, layout and design of flat over garage unit plot 110, increase the garden size of plots 91 and 92, and provide additional landscaping within the local street.</p>

	Phase 3A, Castle Hill, Eastern Quarry, Watling Street, Swanscombe.
EDC/18/0186	Erection of a single storey rear extension and erection of 2no. dormer windows to rear and 2no. roof lights to rear. 5 Mercer Avenue, Castle Hill, Ebbsfleet Valley.
EDC/18/0182	Application for approval of conditions 3 & 4 attached to reserved matters planning application reference no. EDC/17/0064 relating to drainage strategy details and finished slab levels and cross sections. Parcel 1 – Land at Parcel 5, Castle Hill, Eastern Quarry, Watling Street, Swanscombe.
EDC/18/0181	Application for approval of condition 3 attached to reserved matters planning application reference no. EDC/17/0148 relating to finished slab levels and cross sections. Parcel L – Land at Parcel 5, Castle Hill, Eastern Quarry, Watling Street, Swanscombe.
EDC/18/0169	Application for a non-material amendment to reserved matters permission no EDC/16/0083 in relation to the installation of PV panels onto apartment blocks. Northfleet West Sub Station, Southfleet Road, Swanscombe.
EDC/18/0166	Application to vary Condition 10 and 11 attached to planning permission EDC/16/0083 to extend retail unit opening hours and delivery hours at Ackers Drive, Ebbsfleet, Kent DA10 0BE. Northfleet West Sub Station, Southfleet Road, Swanscombe.
EDC/18/0156	Installation of 2 Electric Vehicle Charging Points alongside 3 existing car parking spaces, with ancillary bollards, signage posts and power feeder pillar. The Spring River, Talbot Lane, Weldon, Ebbsfleet Valley.
EDC/18/0084	Outline application for redevelopment to provide industrial units (Class B1c and/or B2 with ancillary Class B1a) together with associated parking and access road, including details relating to access, layout and scale.

	Rod End Estate, Northfleet Industrial Estate, Lower road, Northfleet.
EDC/18/0033	Reserved matters application (matters relating to appearance, scale, layout and landscaping) for the erection of 100 dwellings together with associated infrastructure including details of a surface water drainage scheme and noise attenuation measures, being details pursuant to outline permission reference DA/14/01689/OUT as varied by permission reference EDC/17/0146 and EDC/18/0027. Land at London Road and West of Craylands Lane, Craylands Lane, Swanscombe.
EDC/17/0108	Reserved Matters application for the construction of 163 dwellings and parking along with associated landscaping, infrastructure and earthworks. Eastern Quarry, Watling Street, Swanscombe.

451/18-19. REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION:

The following refused decision notices were noted.

DA/18/01371/TPO	Application to fell 1 No. Lime tree subject to Tree Preservation Order No.3 1991. 3 St Pauls Close, Swanscombe.
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There being no further business to transact, the Meeting closed at 7.40 pm.

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 31 JANUARY 2019 at 7.00PM

PRESENT: Councillor K G Basson - Chairman
Councillor P M Harman - Vice Chairman
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor K M Kelly (substituting for Councillor Mrs M B Kelly)
Councillor B R Parry

ALSO PRESENT: Angela Newey, Citizens Advice in North & West Kent
Helen Beckerson, Citizens Advice in North & West Kent
Graham Blew - Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT: There were none.

420/18-19. **VICE-CHAIRMAN COUNCILLOR P M HARMAN IN THE CHAIR.**

As the Chairman had been delayed on route to the meeting the Vice-Chairman took the Chair.

421/18-19. **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.

422/18-19. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Mrs A E D Barham, Ms L M Hall, J A Hayes, Ms L C Howes, Mrs M B Kelly, D J Mote and B E Read.

An apology for lateness was submitted by Councillor K G Basson.

423/18-19. **SUBSTITUTES.**

Councillor K M Kelly substituted for Councillor Mrs M B Kelly

424/18-19. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor K G Basson declared a prejudicial interest in item 7.4 – Recreation Facility Charges 2019 – 2020, as he is the Chairman of Swanscombe Tigers FC.

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

The Chairman welcomed the two representatives from Citizens Advice in North & West Kent and thanked them for attending the meeting. The questions and answers that took place regarding this item are minuted under 428/18-19.

425/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

426/18-19. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2018.

Recommended: That the Minutes of the Meeting held on 22 November 2018 were approved and signed as a true record.

427/18-19. SENIOR GROUNDSMAN /GARDENER'S REPORT.

The Town Clerk 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, Heritage Park, Grove Hall, Manor Park, Vehicles and staff.

Recommended: That the report be noted.

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.

428/18-19. CITIZENS ADVICE DARTFORD - OLD FIRE STATION COMMUNITY CAFÉ.

The Advice Services Manager – Dartford had written to advise that they may not be able to continue running the outreach service in Swanscombe (every Wednesday) from 2019 onwards.

In response to an invitation from the Town Clerk the CEO of Citizens Advice in North & West Kent kindly agreed to discuss options with the Committee at the meeting on 31 January 2019.

Both Angela Newey and Helen Beckerson explained that the funding had ended to deliver the outreach services at the Old Fire Station Café. Citizens Advice Dartford had assessed the level of use for the service and its effectiveness for local residents.

Members asked what alternatives would be available for local residents to access Citizens Advice support. A discussion was held on the implications of a helpline, touchscreen kiosk or a triage based volunteer gathering information for follow up support.

Members thanked the officers from Citizens Advice Dartford for their attendance and it was agreed that the Town Council would await a proposal from them regarding whichever alternative outreach option was deemed to be the most viable for the residents of the Town.

Recommended: That Angela Newey and Helen Beckerson be thanked for their time and to await a proposal from Citizens Advice Dartford of the most viable alternative outreach option for the residents of the Town.

429/18-19. CHAIRMAN COUNCILLOR K G BASSON IN THE CHAIR.

Councillor K G Basson arrived at the meeting, apologised for his late arrival, thanked Councillor P M Harman and duly took the Chair.

430/18-19. REQUEST FROM SWANSCOMBE RAINBOWS & 2nd SWANSCOMBE BROWNIES – SQUARE OF GROUND, GROVE HALL.

A request, dated 14 January 2019, had been received from the Unit Leader, Swanscombe Rainbows & 2nd Swanscombe Brownies.

Members felt this a worthwhile idea and agreed to allow the use of a small square of ground within the Grove Hall compound for growing plants, flowers and to complete some nature work.

Recommended: That the request be granted.

431/18-19. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) DRAFT PROPOSAL SCALE OF CHARGES 2019 FOR THE SWANSCOMBE CENTRE.

In accordance with the Management Agreement (Section 27.2.2), the Managing Director, GCLL, had advised of the proposed Scale of Charges for 2019 and had included the current charges for information.

Due to the timescales involved these charges were reviewed, negotiated and then accepted by the Chairman and members are asked to endorse this.

The Town Clerk updated members on the cost of the Bizz Kids Holiday Club which would be £9.00 per session (£2.87 per hour, 8.30am to noon).

Recommended: To note and endorse

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

432/18-19. VICE-CHAIRMAN COUNCILLOR P M HARMAN IN THE CHAIR.

433/18-19. RECREATIONAL FACILITY CHARGES 2019 – 2020.

Members considered the proposed price increases which had been increased by 2.5% overall and rounded up appropriately. As previously agreed, the allotments had been increased by 15% to include the staged recovery of the administration costs of the Allotment Association.

** All of these figures had been taken into account when members previously agreed the Estimates for the forthcoming 2019 – 2020 financial year (minute 389/18 – 19 Finance and General Purposes Committee and minute 396/18-19 full Council, 10 January 2019).

Recommended: To approve the Recreation Facility Charges 2019 – 2020.

434/18-19. REQUEST TO USE SWANSCOMBE HERITAGE PARK.

A request had been received from a local resident. A verbal update on this was given at the meeting.

Members discussed the benefits of a 'parkrun' operating within the Town on a Saturday morning. Concerns were raised regarding the possible impact that this event may have on the Leisure Centre car park and also on other park users. Members agreed that the Leisure Centre and the Friends of Swanscombe Heritage park should both be advised/consulted were this project to proceed.

Members agreed, in principle, to this activity taking place subject to a satisfactory agreement regarding the time for the event that minimised any impact on other park users and parking facilities.

Recommended: That the Town Clerk be delegated to progress discussions regarding this activity taking place subject to a satisfactory agreement regarding the time for the event that minimised any impact on other park users and parking facilities.

435/18-19. ACTIVE EBBSFLEET STEERING GROUP.

On 14 January 2019, the Active Ebbsfleet Steering Group, comprised of members from relevant stakeholder organisations (the ATC/RFO attended), met to initiate the development of Active Ebbsfleet's Sports Participation and Physical Activity Strategy. The aim of the workshop was to share local priorities, establish joint local strategic outcomes and develop a draft "Vision". A further two workshops were scheduled for February and March.

Recommended: That the item be noted.

436/18-19. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.

Further to minute 391/18-9 (*FGP 10 January 2019*), members were asked to begin considering suitable/appropriate projects for this year's scheme.

Recommended: That the item be noted.

437/18-19. STRATEGIC BUILDING PORTFOLIO REVIEW WORKING GROUP.

Further to minute 73/18-19 the Working Group were scheduled to resume in January 2019. Since this decision was made the Town Council were now working on arrangements for the Heritage Community Hall which would impact on the review. With this in mind, and with the elections being held at the beginning of May, members were asked to consider whether the Working Group should wait until after these matters had been resolved to resume.

Councillor Mrs S P Butterfill
Councillor P M Harman
Councillor Ms L C Howes
Councillor D J Mote
Councillor S J Ryan

Members agreed that the Working Group should be deferred until after the resolution of both the arrangements for the Heritage Community Hall and the elections in May 2019.

Recommended: That the Strategic Building Portfolio Review Working Group be deferred until after the resolution of the Heritage Community Hall and the elections in May 2019.

438/18-19. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor P M Harman and seconded by Councillor Mrs S P Butterfill;

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.

439/18-19. **REQUEST FROM PAVILION.**

A request had been received from The Pavilion regarding the two week period they were scheduled to be refurbishing the bar area.

Members discussed the information and agreed to award a grant, under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 (3), in line with the request provided within the confidential report.

Recommended: To award a grant, under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 (3), in line with the request provided within the confidential report.

There being no further business to transact, the Meeting closed at 8.15pm

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 10 JANUARY 2019 at 7.00PM

PRESENT:

Councillor Ms L C Howes (Chairman)
Councillor Mrs S P Butterfill (Vice-Chairman)
Councillor Mrs A E D Barham
Councillor K G Basson
Councillor Ms L M Cross
Councillor P M Harman
Councillor P C Harris
Councillor D J Mote

ALSO PRESENT:

Councillor Ms L M Hall
Councillor J A Hayes
Councillor R J Lees
x1 Member of the public
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT:

Councillor K M Kelly
Councillor Mrs L Manchester

378/18-19. 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.

379/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors B E Read and Mrs I A Read.

380/18-19. SUBSTITUTES.

There were none.

381/18-19. 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.

In response to an enquiry by Mr G Baker the meeting was advised that a site visit was scheduled for 12 January 2019 at The Alma PH by the Development Control Board (Dartford Borough Council).

382/18-19. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

383/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 1 NOVEMBER 2018.

Recommended: The Minutes of the meeting held on 1 November 2018 were confirmed and signed as a true record.

384/18-19. 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 K G Basson was appointed (minute 57/15-16).

Recommended: That the bank reconciliations for October and November 2018, and verified by Councillor K G Basson, be noted.

385/18-19. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in October and November 2018.

Recommended: That the bank transfers undertaken in October and November 2018 be approved.

386/18-19. 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 October and November 2018.

Recommended: That the receipts and payments for October and November 2018, as per the annexed list, be approved.

387/18-19. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 30 November 2018.

Recommended: That the summary of accounts to 30 November 2018 be noted.

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

388/18-19. KENT COUNTY COUNCIL – LIBRARIES, REGISTRATION AND ARCHIVES CONSULTATION.

Members considered, and completed the response form for the consultation, which had a deadline of 29 January 2019. Members had previously been emailed the information on 29 November 2018.

Recommended: That the response form be submitted with the agreed responses.

389/18-19. ANNUAL ESTIMATES FOR 2019 – 2020.

Further to minutes 287/18-19 (FGP 1 November 2018) and 347/18-19, 348/18-19 (full Council 13 December 2018) Members considered the report and Annual Estimates for 2019 – 2020.

The Responsible Financial Officer advised members that slight in response to advice received from Dartford Borough Council, adjustments to the draft Estimates had been made to include an increase in the budget for election costs.

Recommended: That the Annual Estimates for 2019 – 2020 be approved and submitted to full Council for endorsement.

390/18-19. SUCCESSFUL FUNDING APPLICATIONS.

Officers had received confirmation that the Town Councils applications to the following schemes had been successful:

- Tesco Bags of Help – Community Benches
- Kent Sport – Summer of Sport 2018.
- Historic England – Heritage Watch and Heritage Projects
- Kent County Council Members Grant – Christmas Lights in Greenhithe and Swanscombe High Streets 2018.

Members congratulated officers on the amount of funding that had been successfully applied for.

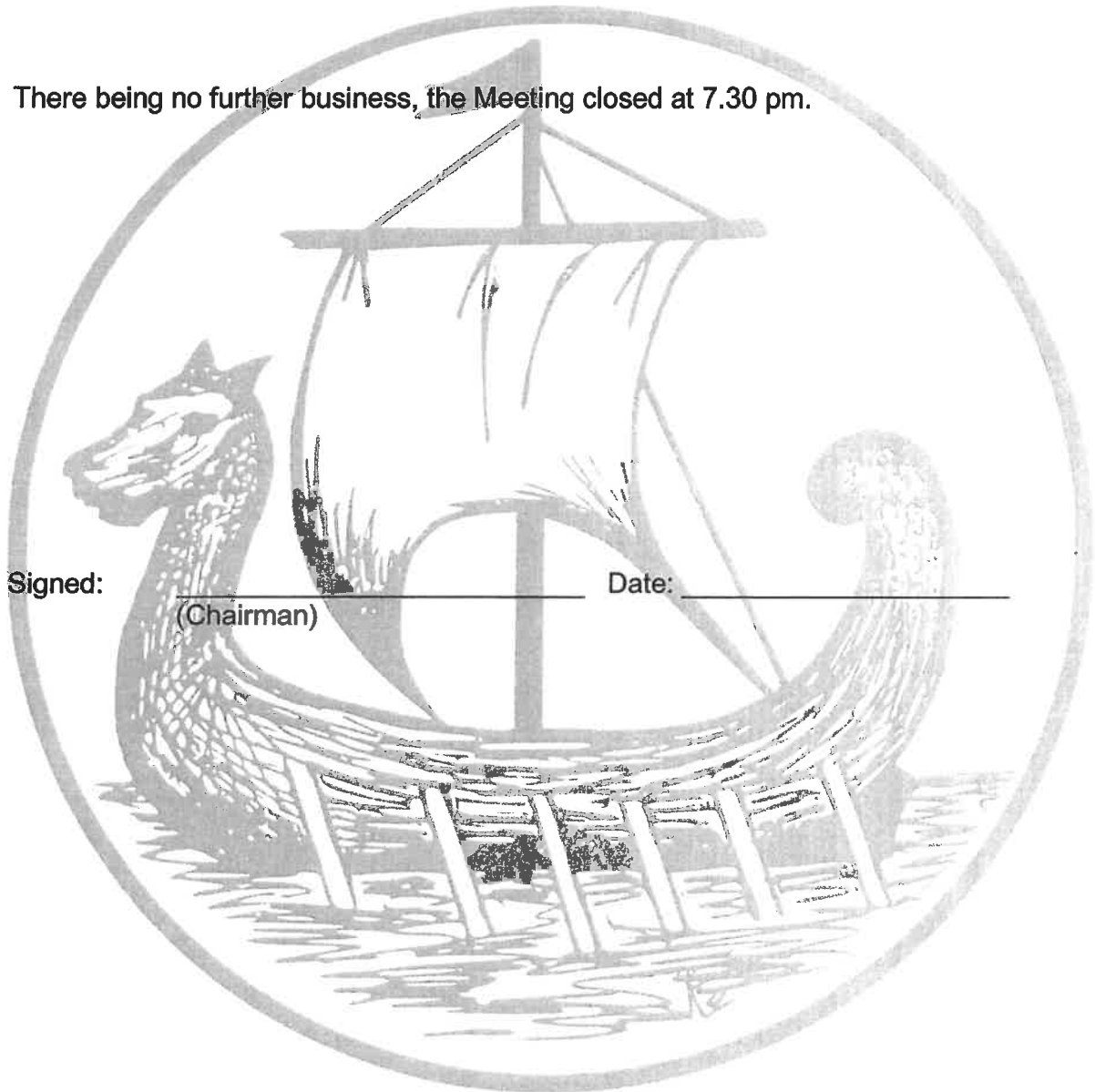
Recommended: That the item be noted.

391/18-19. **CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.**

Members were asked to begin considering suitable/appropriate projects for this year's scheme (2019).

Recommended: To the tem be noted.

There being no further business, the Meeting closed at 7.30 pm.



Signed: _____

(Chairman)

Date: _____

MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 5 DECEMBER 2018 at 7.00 PM

PRESENT: Councillor P C Harris (Chairman)
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P M Harman
Councillor Ms L C Howes
Councillor K M Kelly (substituting for Councillor Mrs M B Kelly)
Councillor B R Parry
Councillor A S Reach

ALSO PRESENT: Martin Harding - ATC/RFO
Billy Unsworth - Kent County Council (KCC) Community Warden
Rev Andrew Avery - St Mary's Church Greenhithe

ABSENT: There were none.

321/18-19. 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.

322/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Mrs A E D Barham, Mrs M B Kelly, Mrs L Manchester, D J Mote & B E Read.

Apologies were also received from Tony Henley (Dartford Borough Council CSU), Sarah Rawlinson (Youth & Community Engagement Officer, Diocese of Rochester) and Martin Smith (Dartford Borough Council Parking Enforcement).

323/18-19. SUBSTITUTES.

Councillor K M Kelly substituted for Councillor Mrs M B Kelly.

324/18-19. 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.

325/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

326/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 OCTOBER 2018.

A member highlighted that the job title contained in the minutes for Sarah Rawlinson should be corrected from *Youth Worker* to *Youth & Community Engagement Officer*.

Recommended: That, subject to the amendment above, the Minutes of the Meeting held on 3 October 2018 be confirmed and signed as a true record.

327/18-19. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

No members of Kent Police were in attendance and no report had been submitted.

Recommended: That the item be noted.

328/18-19. KCC COMMUNITY WARDENS REPORT.

KCC Warden Unsworth gave an update on cases he had been involved with in the area, including drug dealing, neighbour disputes, scams and anti-social behaviour.

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

329/18-19. LOCAL GOVERNMENT ASSOCIATION (LGA) – COMMUNITY SAFETY COUNCILLORS WORKBOOK.

Further to minute 221/18-19, Exercise 1 was answered and members discussed some of the skills and youth projects being undertaken within the Town.

Exercise 2 was not undertaken as it was not felt to be relevant to discussions.

Recommended: That the information be noted.

330/18-19. COMMUNITY SAFETY LIAISON.

Councillor A S Reach confirmed that a series of break-ins had occurred at fire stations across Kent and that Kent Fire Services were taking every precaution to combat these.

The Chairman advised that he had provided information to Cambria Sea Scouts regarding the community fund being operated by the Ebbsfleet Development Corporation (EDC).

The Chairman confirmed that more regular emails were being received by Neighbourhood Watch Groups regarding intelligence and feedback.

The Chairman informed the Committee that, as a result of recent Speed Watch sessions, over 40 speeding notices had been issued to drivers.

Councillor P M Harman asked whether KCC should be added to the list of groups feeding in on this item for future meetings. Members agreed to add KCC to future agendas.

Recommended: That the information be noted and that KCC be added to the list for future community safety liaison.

331/18-19. **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.

The Chairman confirmed that it appeared that Dartford & Gravesham were number 2 on the list of highest crime rates within Kent and that he was awaiting clarity on this from within Kent Police and would feedback at a later meeting.

Recommended: That the item be noted.

332/18-19. **ANTI-SOCIAL PARKING – LOCAL SCHOOLS.**

Further to minutes 132/18-19 and 224/18-19 members were provided with the following information:

- A. Following a meeting between The Chairman, KCC Member P/M Harman and the Head Teacher on 8 November 2018 a request from Manor School had been received for use of Swanscombe Park as a 'Park and Stride' location.
- B. Notes from the meeting with the Headmaster from Knockhall School on 15 November 2018.
- C. Slides and notes from the Chairman advising of information passed to the schools for consideration by each school council.

The Chairman and KCC Member P M Harman gave an update on discussions with the 3 target schools within the town. It was confirmed that each school was keen to be involved and agreed that any initiative should be student led with appropriate support.

Members agreed that this initial work was worth continuing and that the Chairman, in partnership with KCC Member P M Harman, liaise with the school councils at each of the three schools to work out tailored plans for each schools parking concerns.

KCC Member P M Harman gave an update on his involvement with the Leaders Working Group at Dartford Borough Council and that discussions were continuing. He confirmed that it was evident from both those meetings, and this work, that no single solution was relevant to all schools.

Members discussed publicity for this ongoing work and agreed to put forward a recommendation to the Town Council meeting on 13 December 2018 that this project continue and to consider informing the press at an appropriate time.

Members also agreed that the request from Manor School for a 'Park and Stride' location within Swanscombe Park be considered within the same item.

Recommended:

1. That the Town Council, at its meeting on 13 December 2018, endorse Councillor P C Harris continued liaison and support with the 3 schools, in partnership with KCC Member P M Harman.
2. That the Town Council consider whether a press release should be issued explaining the work being undertaken at the schools, and if so at what point.
3. That the Town Council, at its meeting on the 13 December 2018, consider the request from Manor Community Primary School to use Swanscombe Park as a 'Park and Stride' location.

333/18-19. FEEDBACK.

Members were provided with an example of feedback issued by Kent Police via there Twitter feed linking in the arrest of 2 men for theft in the Greenhithe area.

Members discussed this and felt that this feedback was positive but it would always be beneficial to receive more feedback.

Recommended: That the information be noted.

334/18-19. UNTAXED VEHICLES.

A recent increase had been noted by the Community Speed Watch of untaxed vehicles on the roads within Swanscombe and Greenhithe.

Recommended: That the information be noted.

335/18-19 KENT POLICE CRIME COMMISSIONER – NEWSLETTER.

Members were provided with the September/October 2018 edition of the Kent Police and Crime Commissioner Newsletter.

Recommended: That the information be noted.

336/18-19 **ESTIMATES FOR 2019 – 2020.**

As Members are aware, Officers began work on the Annual Estimates for 2019 – 2020 earlier in the year and members were first asked for any suggestions in July (minute 114/18-19), with an agreed deadline of 31 August 2018. The Town Council meeting on 13 December 2018 will need to make a decision on the continuation of current ongoing projects, these will be detailed within the draft Annual Estimates 2019 – 2020.

The draft Annual Estimates 2019 – 2020 will need to be approved and endorsed by the full Council in January 2019 before setting the Council Tax Base for the 2019 – 2020 financial year.

Recommended: That the item be noted.

There were no confidential items for discussion.

There being no further business to transact, the Meeting closed at 8:05 pm.

Signed _____

Chairman

Date _____

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MINUTES of the MEETING of the HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on TUESDAY 15 JANUARY 2019 at 10.00 AM

PRESENT:
Councillor Ms L C Howes (Chairman)
Councillor Mrs A E D Barham
Councillor Ms L M CROSS (substituting for Councillor Mrs S P Butterfill)
Councillor Ms L M Hall
Councillor D J Mote

ALSO PRESENT:
Brenda Bobby – Friends of Swanscombe Heritage Park (FOSHP)
Shirley Fahy - FOSHP
Martin Harding, Assistant Town Clerk & RFO
x3 Members of the public

ABSENT:
Councillor R J Lees

399/18-19. 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.

400/18-19. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Mrs S P Butterfill.

401/18-19. SUBSTITUTES.

Councillor Ms L M Cross substituted for Councillor Mrs S P Butterfill.

402/18-19. 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.

403/18-19. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

404/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 30 OCTOBER 2018.

Recommended:
That the Minutes of the meeting held on 30 October 2018 be confirmed and signed as a true record.

405/18-19. HERITAGE PARK IMPROVEMENTS.

The ATC/RFO gave a verbal update on ongoing work being undertaken for improvement to the Heritage Park.

Members were informed that the ATC/RFO was due to meet with Historic England shortly to formalise a plan to create a Heritage Watch group, this may follow the Heritage Watch conference scheduled for 6 February 2019 in Ramsgate. The ATC/RFO confirmed he would be in attendance and had been asked to give a presentation on managing heritage in an urban setting.

The ATC/RFO confirmed that North Kent Countryside Partnership (NKCP) had completed works on phase one of the pond through to the liner being installed. The site had now been left secure and further funding was being sought to install the pathway, fence and dipping platform. The ATC/RFO was due to have a meeting with NKCP to discuss phase two which would involve the planting and finishing of the pond, this work was hoped to be delivered in April this year.

Natural England and the ATC/RFO would be undertaking a site visit at the end of February which would include an update on progress made and also to gather information on what activities could be incorporated around the geological conference in July which would include a dig at the Skull Site.

Recommended: That the ATC/RFO continue working on the current funding projects and report back to this Sub-committee from the planned meetings with Historic England, NKCP and Natural England.

406/18-19. HERITAGE DESIGNATION & HERITAGE WATCH.

Members were provided with examples of heritage markers that would be available from Historic England as part of Heritage Watch.

Members discussed the designs and felt that it would not be in the Town Councils interest to create its own marker to designate specific sites as the options provided by Historic England would be sufficient to highlight assets within the Town.

Members felt that when choosing the final design, consideration should be given to what the other trial sites (Hollingborne & Ramsgate) decide upon as this may help to establish an identifiable marker across all locations.

Recommended: That the ATC/RFO liaise with Historic England regarding the designs being chosen across all three trial sites.

407/18-19. FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.

Brenda Bobby provided an update which included that the next community event would be the Easter Egg Hunt in April.

Recommended: That the item be noted.

408/18-19. **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.

409/18-19. **ANY OTHER ITEMS RELATED TO HERITAGE.**

The Chairman updated members that the Local History Group had been made aware that the roof of the chapel in Swanscombe Cemetery had deteriorated along with the pathways. Members agreed to send a letter to Dartford Borough Council (DBC) highlighting these issues and asking whether DBC had any plans to make the required repairs.

The Chairman recently attended a consultation event by Arts Council England bringing together project ideas for a joint Dartford & Gravesham initiative. More events were planned for late January and the Chairman would circulate any information on these to the Town Council.

410/18-19. **DATE OF NEXT MEETING.**

Recommended: That the next meeting be scheduled for Tuesday 2 April 2019 at 10.00am.

There being no further business to transact, the meeting closed at 10.35 am.

Signed: _____ Date: _____
(Chairman)

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Section 3 – External Auditor Report and Certificate 2017/18

In respect of **SWANSCOMBE AND GREENHITHE TOWN COUNCIL (KE0278)**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Prior year creditors have been incorrectly included in the current year Box 6 figure. In addition, a credit to a utilities bill has been incorrectly accounted for. Section 2, Boxes 6, 7 and 8 should read £368,303, £601,261 and £588,614 respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

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Graham Blew

AGENDA ITEM
T/C 05/2/19

9

From: Peter.Harman@kent.gov.uk
Sent: 05 February 2019 00:38
To: Graham Blew
Subject: Proposed SWANSCOMBE AND GREENHITHE COMMUNITY TRANSPORT SCHEME

Hello Graham,

As requested, below are some details of the proposed scheme that I would request the Town Council to support in principle.

KCC have a scheme to provide grants to certain bodies to facilitate shared transport by community organisations. Phase one of the scheme (which had already closed) allowed any community groups to apply; but phase two (under which this application to KCC is being made) requires the application to be made by (or supported by) the local Town or Parish Council. "Supported by" in this context does not require any practical or financial support (and certainly none is being sought in this case), it just confirms that the scheme is felt by the local Town or Parish Council to effectively be a "good and beneficial plan". As the local KCC Member I intend to facilitate match funding of the application as required.

In this case the scheme is currently for three local groups to have joint ownership of a disabled friendly minibus, which would be "kept", parked and maintained by St Mary Greenhithe. The other two users would be the Senior Citizens Lunch Club at Swanscombe, and Walk Tall. The policy making and general management of the scheme would be conducted by a management committee comprised of one representative of each user organisation, plus myself representing KCC. It is planned that the minibus would be principally for use within the Swanscombe and Greenhithe area, but may be used further afield according to the rules agreed by the managing committee.

I would be happy to answer any questions at the Council meeting.

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 [Remove this sender from my allow list](#)
From: peter.harman@kent.gov.uk

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

Swanscombe and Greenhithe Community Transport Scheme.

On 2 Jan 2019, at 22:17, Harman, Peter - MEM <Peter.Harman@kent.gov.uk> wrote:

Hello Graham,

With regards our forthcoming full Town Council meeting, please can you include an agenda item regarding the above subject. This is a scheme that I am trying to promote in my role as a KCC Member. I would like to secure the support in principle from the Town Council for a sponsored transport scheme involving some local groups; whereby they will share a minibus between organisations with some financial assistance from KCC. This is a procedural request asking the Town Council to endorse and give support in principle for this proposed scheme, no finance or assistance of any kind is needed from the Town Council. I plan to attend the Town Council meeting and will be happy to answer any questions.

Kind regards

Peter

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



Serving Parish & Town
Councils in Kent

Kent Association of Local Councils NEWS

December 2018

IT'S THAT TIME AGAIN!

As this newsletter goes to press, it would seem that Christmas is just around the corner. Some of you may be well prepared, others not so organised! You may be an expert at making your mince pies, or you may have to succumb to an "exceedingly good" brand of ready made. However, you will all be busy for good reasons as this year comes to a close.

Certainly 2018 has been a very busy year for national and local government, and none of us know what outcomes will be by Spring 2019 as a result of Brexit, but we are liaising with the Kent Resilience Forum and will keep our members updated.

2019 is also Local Election year for our tier. We all hope that it will bring forward some new councillors for our local communities as well as others being re-elected for a further term.

KALC will be supporting its members in this task by providing election material that should be of assistance to you - some being free and others available at a modest price. All of our election material is on our new website here:

https://www.kentalc.gov.uk/Election_Material_22728.aspx

Likewise, we will be running our Councillor Induction Workshops from June to November in various venues around the county. They will give new recruits a head start on the role so that they

gain the confidence to continue. Do look out for further news on these events in the New Year.

That aside, KALC will naturally be there for support, advice and training in the New Year and beyond. We are always pleased to hear from you

We love to hear a "Good News" story so that we can report it in your KALC News. If you have something worth bragging about, have achieved something great in your community or just want to let us know you are there working hard for your residents - TELL US!

In the meantime, Seasons Greetings to you all and we look forward to hearing from you in the New Year!

Leading Your Learning



Our learning and development programme starts in earnest again at the beginning of 2019. Due to the overhaul and launch of our new website in November, you may not have heard too much about our events next year, but that is all set to change now we are up and running.

We have much to look forward to in terms of new subject matter and workshops. We have two new pilot events:

- **Trust and Charity Law** with Roger Taylor
- **Safeguarding Best Practice** with Steve Nash

We will also be running a Dynamic Councillor event at Herne and Broomfield's new Community Centre, and will be launching our CiLCA Preparation in the Spring.

All of our winter events will be advertised on our website before we close down for our Christmas break, but they are detailed here for you to save any dates in your new year diary!

In the meantime, if your Council wants any particular learning event arranged, do contact us - we can always come to you for a bespoke event.

Learning and Development News and Opportunities at KALC

Save the Date...

- **23 January 2019 - Trust and Charity Law for Local Councils: An introduction to law and best practice.** Lenham Community Centre
- **26 January 2019 - Dynamic Councillor Workshop.** Herne and Broomfield Parish Council
- **29 January 2019 - Safeguarding for Local Councils: Law and Best Practice.** Lenham Community Centre
- **8 March, 22 March and 5 April 2019 - Preparing for CiLCA Workshops.** Lenham Community Centre
- **15 March 2019 - Planning Conference.** Lenham Community Centre
- **16 April 2019 - Audit Workshop.** West Faversham Community Centre
- **3 May 2019 - Audit Workshop.** Lenham Community Centre
- **18 July 2019 - Councillors Conference.** Ditton Community Centre
- **17 September 2019 - Clerks Conference.** West Faversham Community Centre
- **October 2019 - Finance Conference**

KENT ASSOCIATION OF LOCAL COUNCILS: ANNUAL MEETING, 17 NOVEMBER 2018



Our 71st Annual Meeting was held on Saturday 17 November 2018 at Ditton Community Centre. We changed the format of our keynote event last year, which meant that our speakers and our business is done before lunchtime. This means our delegates can have time to network, eat their lunch and then go home so that the rest of their day is free. It's an arrangement that worked so well in 2017, that we decided to continue it.

This year, we were delighted to welcome two marvellous sets of speakers from the Alzheimers Society and from Diabetes UK. Both societies did themselves proud with their engaging manner, and it was a privilege to have them both at our Conference. We were especially thankful to Lorraine Brown, who has been living with early onset dementia since being diagnosed in 2014.

Lunch was provided by our sponsors, Came and Company, Local Council Insurers. We were also pleased to see Kent Fire and Rescue, and Kent Highways at the event. The business part of the meeting was equally lively with our delegates from Swale putting forward two motions regarding a 20mph speed limits in Kent.

If you were there, it was lovely to see you. If you couldn't make it, put it in your diary for next year! *We will be holding our next Annual Meeting on Saturday 30 November 2019.*



WINTER ISSUES



FOR THE SEASON THAT'S ON ITS WAY...

The highways winter season commenced on 26 October 2018 and runs through to 26 April 2019. Kent County Council (KCC) have the statutory responsibility to keep the primary routes in Kent as free from snow and ice as is reasonably practicable. Kent has 57 primary routes, and these are treated when road surface temperatures are forecast to fall to near freezing and there is a predicted formation of ice on the road.

In preparation for the winter, salt orders were in place, resulting in 23,000 tonnes of salt being held in depots around the county. over 2500 KCC salt bins have been filled and their fleet of lorries has been refreshed with 17 new gritter lorries delivered (See below). Winter plans are in place and each district has a local winter plan which details areas of the network that will be hand cleared and other remedial

actions taken in the event of snow or extended icy conditions. 106 farmers are on standby to clear 112 pre-planned routes of snow.

Self-help is very important, and everyone should prepare well for winter weather. Guidance on actions that can be taken can be found at www.gov.uk or at www.kent.gov.uk

Winter Health...

Don't forget that being ready for Winter isn't just a case of preparing roads in order to be safe.

It is a time when the most vulnerable in our society can be put at risk due to potential bad weather conditions.

Vulnerable people include the elderly, those who are less able or who live with disability along with those who have no permanent place to call home.

Kent County Council's website dedicates a whole section to the subject and it is a mine of information for community health advice over the next few months. Some of it may seem like common sense, but there are those who may need an extra reminder to "[Stay Well This Winter](#)".

Do take a look at the site and in particular, its section on Loneliness in the Elderly. Your community may just make a difference to an older person this winter.

THE GRITTERS ARE ON STANDBY - ALL SIXTY FOUR OF THEM!



With names like "Eddie Blizzard", "Brad Gritt", "Gritty Rascal" and "Snow Patrol", you could be forgiven for thinking that Kent County Council is promoting a pop festival or filming a Hollywood Blockbuster in its depot in Aylesford. Alas, you will have to put away your two man tents for the time being although you will need your Wellingtons!

Kent Highways recently held a competition

to name 17 new gritting vehicles and there were 237 entries for the final cut. Obviously, the humorous side of the competition promotes the more serious part of the exercise, which is to make sure that everyone knows that Kent has a fleet of sixty five gritting machines, all ready to make sure that the county's roads remain as safe as possible in the event of bad weather. KCC Highways are very keen to promote the work they do as part of their Winter Service. Their social media presence is easy to navigate and is a very popular resource for Kent's residents. You can find them on Facebook here:

<https://www.facebook.com/GrittingKent/>

And on Twitter here: @GrittingKent



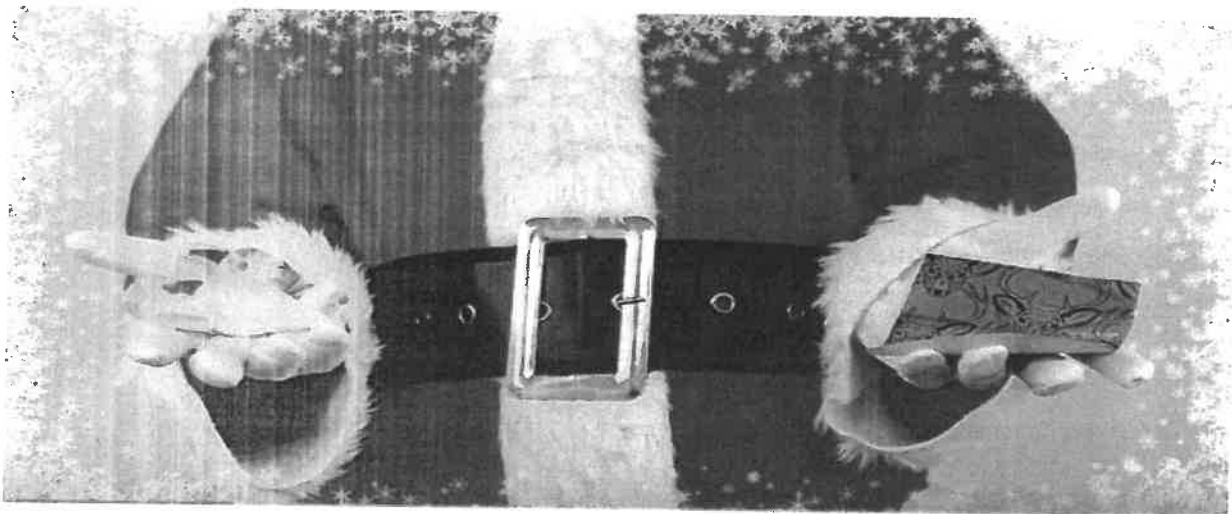
Recycling at Christmas

Before we all indulge in the excesses of Christmas, think what you are buying and how it can be disposed of over the Christmas break. This includes food waste and we have included some handy tips below on how to avoid food waste and how to identify a product that can be recycled.

Currently in Kent, less than 1% of waste is sent to landfill which is a fantastic achievement and means that over 99% of Kent waste is either recycled, composed or used to produce energy.

Thank you Kent for your efforts this past year in helping to achieve this and continue your good work into the New Year.

We wish you all a very Merry Christmas and a Happy New Year!



The Paper Scrunch Test

Certain types of wrapping paper cannot be recycled. The easiest way to find out whether or not your wrapping paper can be placed in the recycling bin is to carry out the Scrunch Test:

- Scrunch the wrapping paper into a ball in your hand
- Open your hand so your palm is flat
- If the wrapping paper stays scrunched, place it in the recycling bin
- If the wrapping paper expands quickly and almost returns to its original shape, place it in the refuse bin

Handy Food Waste Recycling Tips

Reduce your food wastage this Christmas by:

- Measure your portions out before cooking and freeze any leftover food to use at a later date
- Check 'Best Before' dates before buying i.e. are you likely to use all of the food before it expires?
- Donate any unopened food to food banks or community groups



#KeepKentClean



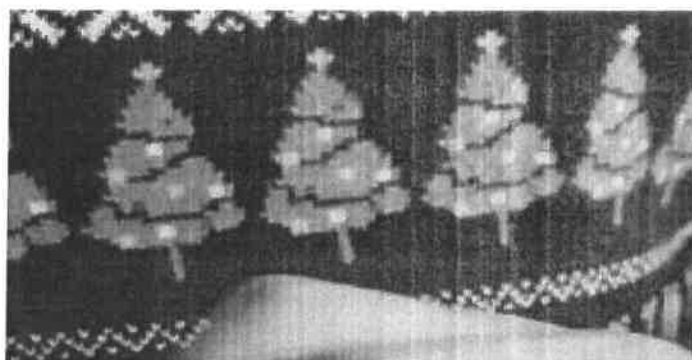
Reuse this Christmas

How about trying something new and re-use some of your Christmas waste:

- Make a wreath out of wine bottle corks
- Make paper bows out of used wrapping paper
- Make a hanging garland from paper & cardboard
- Make confetti for New Year's Eve out of wrapping paper

Donate to Charity

If you are lucky enough to accumulate items over the Christmas period that you do not require/want then consider giving these items to charity to allow for re-use of older/ unwanted items and remove the requirement for waste disposal.



Fireworks

You cannot bring unexploded fireworks to Kent's Household Waste Recycling Centres.

Please put out any fully used fireworks with the non-recyclable rubbish and make sure you have soaked them first in a bucket of water.

An Alternative to Wrapping Paper - Furoshiki

UK households get through enough paper and card packaging each Christmas to wrap Big Ben almost 260,000 times!

Furoshiki is a traditional Japanese cloth used to wrap and transport gifts. It can be used as an alternative to wrapping with paper and the biggest plus side is that the material can be used again and again i.e. no waste!



News from nalc

National Association
of Local Councils

As well as KALC's excellent local resources on Elections, you may also wish to access NALC's information on the subject. Some of it is via free download and may assist your Council in recruiting new candidates. You can access those resources here: <https://www.nalc.gov.uk/our-work/elections>

Likewise, there are downloadable resources available at the Electoral Commission's website here: <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

As the publication of Notice of Election must be no later than 26 March 2019, it makes sense to get a head start on any publicity and promotion. All resources are easy to understand, and might just help you find your next valuable council member!

As the publication of Notice of Election must not be later than 26 March 2019, it's worth preparing early for your recruitment!

**POLLING
STATION**

Elections 2019



SPRING CONFERENCE 2019

NALC is holding its Spring Conference on Monday 11 February 2019 at the Royal National Hotel in the Bloomsbury area of London. It promises to be an essential date for all of those who are involved in the Local Council sector, and gives delegate the change to network and learn. Workshops subjects include

- Youth Services

- Community Development
- Local Government Communication
- Community Organising

You can reserve your place by visiting NALC's webpage here: <https://www.nalc.gov.uk/our-events/spring-conference-2019>

National Salary Award Update

An updated employment briefing on the 2018-19 National Salary Award is now available here: <https://www.nalc.gov.uk/members-updates/entry/1127-briefing-28>

NALC announces new partnership with the Foundation For Integrated Transport

NALC announced its new partnership with the Foundation for Integrated Transport at the inaugural Transport Planning Society People's Awards in November. Both parties hope they will be able to help local councils develop business plans for transport social enterprises that have a chance of being financially self sustaining.



KALC COMMUNITY AWARDS 2019



The Kent Association Of Local Councils was delighted to launch its sixth Annual Community Awards Scheme at a reception held at County Hall on 20 September. The scheme is supported by the High Sheriff of Kent (who for 2018-19 is Mrs Jane Ashton), the Chairman of Kent County Council (Cllr Mike Angell) and the Mayor of Medway (Mr Steve Iles).

Nominations are invited from Local Councils and Parish Meetings for people living and working within their boundaries who are selfless individuals and give an outstanding contribution to their community. There is no predetermined criteria for that contribution; last year's recipients were a diverse cross section from volunteers who arranged village activities to those who took fundraising to a new level for projects and good causes.

This year's winners will receive a certificate signed by the High Sheriff of Kent, the KCC Chairman, the Mayor of Medway, as well as the Kent Association of Local Councils Chairman. Each Council can decide whether they want to present something extra to the winner or all nominees.

The High Sheriff of Kent, Jane Ashton, commented:

"here are many, many unsung heroes in Kent doing remarkable work for the benefit of others in their communities. The KALC Awards give recognition to these individuals and it gives me great pleasure to support them." KCC Chairman Cllr Mike Angell said: *"This is the 6th year the Awards have been running and I am only too pleased to be able to help launch them this year. Parish and Town councils are the closest to their local communities and see people volunteering in many diverse roles to support those in need. I am delighted that we have this opportunity to recognise these marvellous people and the fantastic contribution all our volunteers make to their communities."* Mayor of Medway Steven Iles said *"I am proud to be supporting this worthwhile scheme"*.

KALC Chairman Mrs Sarah Barker said: *"We are delighted that the High Sheriff of Kent, Chairman of Kent County Council and the Mayor of Medway are supporting this excellent Awards Scheme. As the first tier of local government closest to their communities, our member Councils are ideally placed to recognise those individuals who make a significant contribution to their local communities across the county."*

The Scheme closes for nominations on 31 January 2019, so if you have someone in mind who could be a worthy recipient of an Award, you still have plenty of time to contact KALC. You can do so by emailing us at kalc@kentalc.gov.uk and we can provide you with further details, or by contacting Terry Martin on 01304 820173

In Your Neck of The Woods...

News from our Parishes
and Towns

SEVENOAKS - RINGING THE BELL FOR SUSTAINABLE TRANSPORT!

Sevenoaks
TOWN COUNCIL



TWO community transport initiatives in Sevenoaks have been chosen as best reflecting what local people really want from transport schemes in the UK by a top panel of judges.

The Sevenoaks Town Partnership Vintage Bus Service and the Sevenoaks Route 8 Bus Service have been awarded top prize in the **Transport Planning Society's** inaugural People's Award for 2018.

Judges also praised as 'highly commended' the Loch Earn Railway Path, a previously non-existent off-road link between Comrie and St Fillans in Perthshire.

This year's finalists were:

- Cycle Centres in Broxtowe
- Hackney Community Parklet
- Jaguar Land Rover Solihull Bicycle User Group
- Loch Earn Railway Path (Highly commended)
- Sevenoaks Route 8 Bus Service (Winner)
- Sevenoaks Town Partnership Vintage Bus Service (Winner)

The People's Award, launched earlier this year, showcases transport planning initiatives that have made a significant difference to local people. The Transport Planning Society invited communities from across the UK to nominate projects that had put local engagement at the forefront in the planning and delivery of schemes.

The winners were announced at the annual Transport Planning Day, hosted by the Institution of Civil Engineers (ICE) in London, which brought together transport planners and community groups for a discussion about best practice in community engagement in transport planning and what transport planners should look to in developing local schemes. Key-note speaker for the event was Lilian Greenwood MP, Chair of the Transport Select Committee, who delivered an evening lecture.

The competitive judging process was led by Stephen Joseph, a former Chief Executive of the Campaign for Better Transport. The panel looked at community schemes that had made a real difference to people's access to services, quality of life and wellbeing.

The **Sevenoaks Town Partnership Vintage Bus Service** was launched in 2011 as a partnership between Sevenoaks Town Council and the local community. Operating during the summer and now in its sixth year, it has helped contribute to a

In Your Neck of The Woods...

boon in visitor numbers to businesses in the town centre and the leading National Trust property at Knole. Such is the popularity of the service, local residents also use the bus route often, instead of travelling by car. Older people say they can now visit it the town independently rather than waiting for a relative to collect them and take them shopping.

The introduction of the **Sevenoaks Route 8 Bus Service**, an orbital bus route linking Sevenoaks town centre to residential areas, has seen the town council providing free bus travel to young people aged 11 to 18. Older passengers say they find the bus a social experience meeting the same neighbours and conversing with the bus driver and helps sometimes with loneliness experiences. Attracting nearly 500 passengers per week, the bus operates six days per week, linking the two train stations, bus station, residential areas and town centre.

The **Loch Earn Railway Path** is a previously non-existent off-road link with Comrie (in the Strathearn region of Perthshire), which gives locals and visitors the option to travel actively between the villages, without accessing a dangerous trunk road. The path was championed by a group of community volunteers called the St Fillans Community Paths Group.

Lynda Addison OBE, Chair of the Transport Planning Society, said:

“The People’s Award is a great platform for us to recognise that when good transport planning and strong community engagement combine, they deliver lasting benefit to society. These winners have made a genuine contribution to improving people’s accessibility, quality of life and wellbeing and have made such a huge difference to their local communities.

“Fundamentally, it is community involvement that makes good transport planning. In fact, delivering exemplary community engagement will make a good scheme great.”

Stephen Joseph, former Chief Executive of the Campaign for Better Transport and Chair of the judges, said:

“We received entries from communities across the country, and reaching a decision on the final winner was very difficult. Each nomination demonstrated that schemes, such as the eventual winners in Sevenoaks, that had been developed with the community had made a positive impact both to the local economy and to residents’ quality of life. This is incredibly important at a time when we must encourage a move away from car dependency.

“We’re delighted to be able to recognise their vision and their hard work.”

The People’s Award is part of the programme led by the Transport Planning Society with support from Arup, AECOM, PBA, now part of Stantec, Atkins (a member of the SNC Lavalin Group), Meridian, Steer, Systra and Jacobs. It culminated in the Transport Planning Day (13 November).

The Transport Planning Society was launched in 1997 as the professional body for transport planners in the UK. With over 1,400 members and 34 corporate members, the Society promotes best practice in transport planning and gives guidance, training and support to the profession.¹

¹ With thanks to Transport Planning Society for this press release.



Ideas For Funding Your Projects...

- The Henry Smith Charity was founded in 1628 and has been making awards and grants to deserving causes ever since. It funds a number of community based projects, particularly if they aim to improve lives, or to strengthen a community in some way. They are a lesser known charity to Kent, but they fund nationwide - for further details you can contact them by following this link:
<https://www.henrysmithcharity.org.uk/contact-us/>
- The National Lottery Awards are always worth looking at for local funding. Their "Awards for All" Scheme means exactly that: an easy way of getting a small grant between £300 and £10,000 for your project. There is no particular deadline for the fund and they are quite happy to receive applications from statutory bodies for a worthwhile project. Further information can be found here:
<https://www.biglotteryfund.org.uk/funding/programmes/national-lottery-awards-for-all-england>
- The Skinners Benevolent Trust has a particular interest in benevolence projects in Kent - specifically in the West of the County and the Romney Marsh. They may be able help in those areas and they can be contacted in the first place here: <https://www.skinners.org.uk/grants-and-trusts/skinners-benevolent-trust/>
- The Kent Community Foundation runs its themed funding programme round every quarter - the next deadline application is 31 May 2019. If your project fits into one of their themes set out on their website - think about making an application by accessing this link: <https://kentcf.org.uk/funding>

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T/C 7/2/19

TOWN COUNCIL
5 JULY 2018

110/18-19. GROVE CAR PARK MANAGEMENT - UPDATE.

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

Members were informed that the car park management trial had been operational since 20 June 2018.

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

Officers had regularly updated the Town Council website regarding the scheme with 10 entries advising of the status of the implementation of the scheme being posted between 26 March and 20 June 2018.

Members acknowledged that this was a difficult situation and that the trial was in the very early stages, the general consensus was that the trial should be allowed to continue as had been previously agreed.

Members raised concerns that the parking on the High Street in Swanscombe required more enforcement and asked that the Community Safety Committee consider this issue.

RESOLVED:

1. That the Grove Car Park Management trial continue as had previously been agreed.
2. That the Community Safety Committee consider the parking, and enforcement, of the High Street in Swanscombe.

111/18-19 EBBSFLEET GARDEN CITY (EDC) – WAYFINDING.

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

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

Members were pleased to see that the whole of the Town area had been included in diagrams and maps provided by the EDC.

RESOLVED:

That the Town Council would be happy to work with the EDC on the proposal.

8. GROVE CAR PARK.

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

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

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

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

Recommended: To discuss and advise accordingly.

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

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

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

Recommended: To discuss and advise accordingly.

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

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

Recommended: That the item be noted.