

TOWN COUNCIL  
14 FEBRUARY 2019

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 14 FEBRUARY 2019 at 7.00 PM

**PRESENT:**

Councillor P M Harman – Deputy Town Mayor  
Councillor K G Basson  
Councillor Mrs S P Butterfill  
Councillor Ms L M Cross  
Councillor P C Harris  
Councillor K M Kelly  
Councillor Mrs M B Kelly  
Councillor R J Lees  
Councillor B R Parry  
Councillor S J Ryan  
Vacancy

**ALSO PRESENT:**

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

**ABSENT:**

There were none

**465/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING**

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

**466/18-19. APOLOGIES FOR ABSENCE.**

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

**467/18-19. 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.*

**468/18-19. MINUTES OF THE MEETING HELD ON 13 DECEMBER 2018 AND SPECIAL TOWN COUNCIL ON 10 JANUARY 2019.**

**RESOLVED:**

That the Minutes of the Meeting held on 13 December 2018 and 10 January 2019 be confirmed and signed as a true record.

**469/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**470/18-19. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 19 DECEMBER 2018, 16 JANUARY 2019 AND 6 FEBRUARY 2019.**

**RESOLVED:**

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 19 December 2018, 16 January 2019 and 6 February 2019 be confirmed and the recommendations made therein be adopted.

**471/18-19. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 31 JANUARY 2019.**

**RESOLVED:**

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 31 January 2019 be confirmed and the recommendations made therein be adopted.

**472/18-19. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 10 JANUARY 2019.**

**RESOLVED:**

That the Minutes of the Finance & General Purposes Committee Meeting held on 10 January 2019 be confirmed and the recommendations made therein be adopted.

**473/18-19. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 5 DECEMBER 2018.**

**RESOLVED:**

That the minutes of the Community Safety Committee Meeting held 5 December 2018 be confirmed and the recommendations made therein be adopted.

474/18-19. **MINUTES OF THE HERITAGE SUB-COMMITTEE MEETING HELD ON 15 JANUARY 2019.**

**RESOLVED:**

That the Minutes of the Heritage Sub-Committee Meeting held on 15 January 2019 be confirmed and the recommendations made therein be adopted.

475/18-19. **TOWN COUNCILLOR RESIGNATION.**

On 1 February 2019 Mrs L Manchester had submitted her resignation as a Town Councillor.

As the vacancy had occurred within six months before the councillor would have retired at the elections in May no Notice of Vacancy was required and the Town Council could, if it wished, fill the vacancy by co-option.

Nb. the term of any new co-opted member would only be until the elections in May.

**RESOLVED:**

That the item be noted and that the vacancy be left until the election on 2 May 2019.

476/18-19. **COMMITTEE AND BANK SIGNATORY VACANCIES.**

The previously reported resignation had resulted in the following vacancies:

Community Safety Committee

- Vice-Chairman (to be elected at next meeting of the Committee)

Executive & Emergency Committee

Personnel Committee

- Vice-Chairman (to be elected at next meeting of the Committee)

Planning, Major Developments, Transportation & the Environment Committee

Bank Signatory

It was proposed, duly seconded and agreed;

**RESOLVED:**

That Councillor R J Lees fill the x4 Committee vacancies, and that the Bank Signatory vacancy be left, until the election on 2 May 2019.

**477/18-19. EXTERNAL AUDITOR CERTIFICATE AND CERTIFICATE 2017 – 2018.**

Further to minutes 165/16-17, 195/16-17 and 183/17-18 members considered the external auditors annual letter/report.

**RESOLVED:**

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

**478/18-19. PROPOSED SWANSCOMBE AND GREENHITHE COMMUNITY TRANSPORT SCHEME.**

Kent County Council Member, Peter Harman, had submitted a request for the Town Council to consider supporting, in principle, a proposed Swanscombe and Greenhithe Transport Scheme. Mr Harman had confirmed that the Town Council were not required to provide any practical or financial support.

After a lengthy discussion it was agreed that KCC Member Peter Harman would provide details of:

- how/what happens when the vehicle is disposed of;
- who would be responsible for any repairs to the vehicle should it break-down (caution is required when purchasing second hand vehicles).

Members agreed in principle, that the Scheme was a good idea provided that details of the agreement between the x3 main local organisations that would benefit from Scheme were appropriate.

**RESOLVED:**

1. That the Town Clerk be delegated authority to approve the details of the Scheme, to be provided by KCC Member Peter Harman;
2. That the Town Council support, in principle, the proposed Swanscombe and Greenhithe Community Transport Scheme.

**479/18-19. DATA PROTECTION OFFICER (DPO).**

The Town Councils previous DPO had sadly passed away recently which had resulted in a new DPO being appointed using the quotation received, and previously considered under minute 618/17-18.

This appointment would involve an initial data audit and a per annum cost. A very minor increase in cost would be incurred with the finances required for this being within the budget from the Administration Cost Centre, Cost Code 241.

**RESOLVED:**

That the actions taken in appointing a new DPO be endorsed.

**480/18-19. INSURANCE CLAIM/S – UPDATE.**

Members were informed that the following claim/s had been settled:

- a) Claim Ref: 27180000521 – theft and damage to Pay & Display Machine, this claim had incurred a £100.00 excess.
- b) Claim Ref: 27180000658 – ASB damage to fence at Broomfield Park, this claim had incurred a £100.00 excess.

**RESOLVED:**

That the item be noted.

**481/18-19. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.**

Further to minutes 391/18-9 (FGP 10 January 2019) and 436/18-19 (RLA 31 January 2019), members were asked to consider suitable/appropriate projects for this year's scheme.

**RESOLVED:**

That the item be noted.

**482/18-19. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.**

Members were supplied with the December 2018 edition of the Parish News.

**RESOLVED:**

That the item be noted.

483/18-19. **STAFF / MEMBER TRAINING - UPDATE.**

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

Councillor Mr L C Howes	Annual Planning Conference – KALC	15 March 2019 – Lenham
Councillor K G Basson	Ebbsfleet Garden City Sports Participation & Physical Activity Strategy Focus Group Sessions	21 February 2019 – Eastgate Centre
Councillor Ms L M Cross	Ebbsfleet Garden City Active Travel Stakeholder Workshop	12 February 2019 – Cyclopark
Assistant Town Clerk/RFO	Heritage Watch Conference – Historic England	6 February 2019 – Westgate – on – Sea

**RESOLVED:**

That the item be noted.

484/18-19. **GROVE CAR PARK MANAGEMENT SCHEME.**

Further to minute 110/18-19 and the fact that the Grove Car Park Management Scheme had been operational since 20 June 2018, members considered how they would like the review of the trial to be undertaken and, with the elections approaching (the latest date that a poll can start for the 2 May 2019 local elections is 26 March 2019), confirm the timing of the review.

After discussion it was agreed that the most appropriate time for the review would be after the elections on 2 May 2019 and that the full Council in place at that time should consider how it would like to undertake the review.

**RESOLVED:**

1. That the review be undertaken after the elections on the 2 May 2019;
2. That the full Council in place at that time considers how it would like the review to be undertaken.

**485/18-19. 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.

Dartford Children's Centre (DCC).

Councillor Mrs S P Butterfill is the Council's representative on the DCC. As previously agreed the agenda and minutes for the 31 January 2019 meeting, along with the minutes of the Annual Conversation 27/28 November 2018 are available in the Chamber for inspection.

Castle Hill/Eastern Quarry Community Liaison Group (CHEQCLG).

Councillor P M Harman is the Town Council's representative on the CHEQCLG. As previously agreed the agenda and minutes from the 18 December 2018 meeting are available in the Chamber for inspection.

North West Kent Volunteer Centre (NWKVC).

Councillor Mrs S P Butterfill is the Town Council's representative on the NWKVC and she gave a verbal update which included that the previous Manager had left in November 2019 and that the new Manager was settling in well.

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 Council's representatives on IPGM. Councillor P C Harris gave an update which included:

The temporary Manager had now become permanent.  
The AGM would be held on 16 April 2019  
The Public Open Spaces had improved and were looking a lot better.

**486/18-19. REPORT FROM KENT COUNTY COUNCILLOR.**

Kent County Councillor P M Harman gave an update which included:

The Budget meeting had been held today (9.30am to 3.30pm), all the tabled amendments had failed, and the Budget had been passed.

The Scheme for charging for non-household items at recycling centres was due to be introduced despite concerns that this could lead to an increase in fly-tipping which, in general, would result in an increase in cost etc. on borough Councils for clearing it. The Consultation responses for the Scheme were 85% against the Scheme.

**RESOLVED:**

That the item be noted.

**487/18-19. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

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

Councillor K M Kelly advised that the new waste collection contract had been awarded recently and was due to commence in May/June. The new operator was very keen and quite innovative. The borough Council currently collected 97-98% of household waste on a weekly basis and that collections would remain weekly under the current administration.

**RESOLVED:**

That the item be noted.

**488/18-19. SEALING OF DOCUMENTS.**

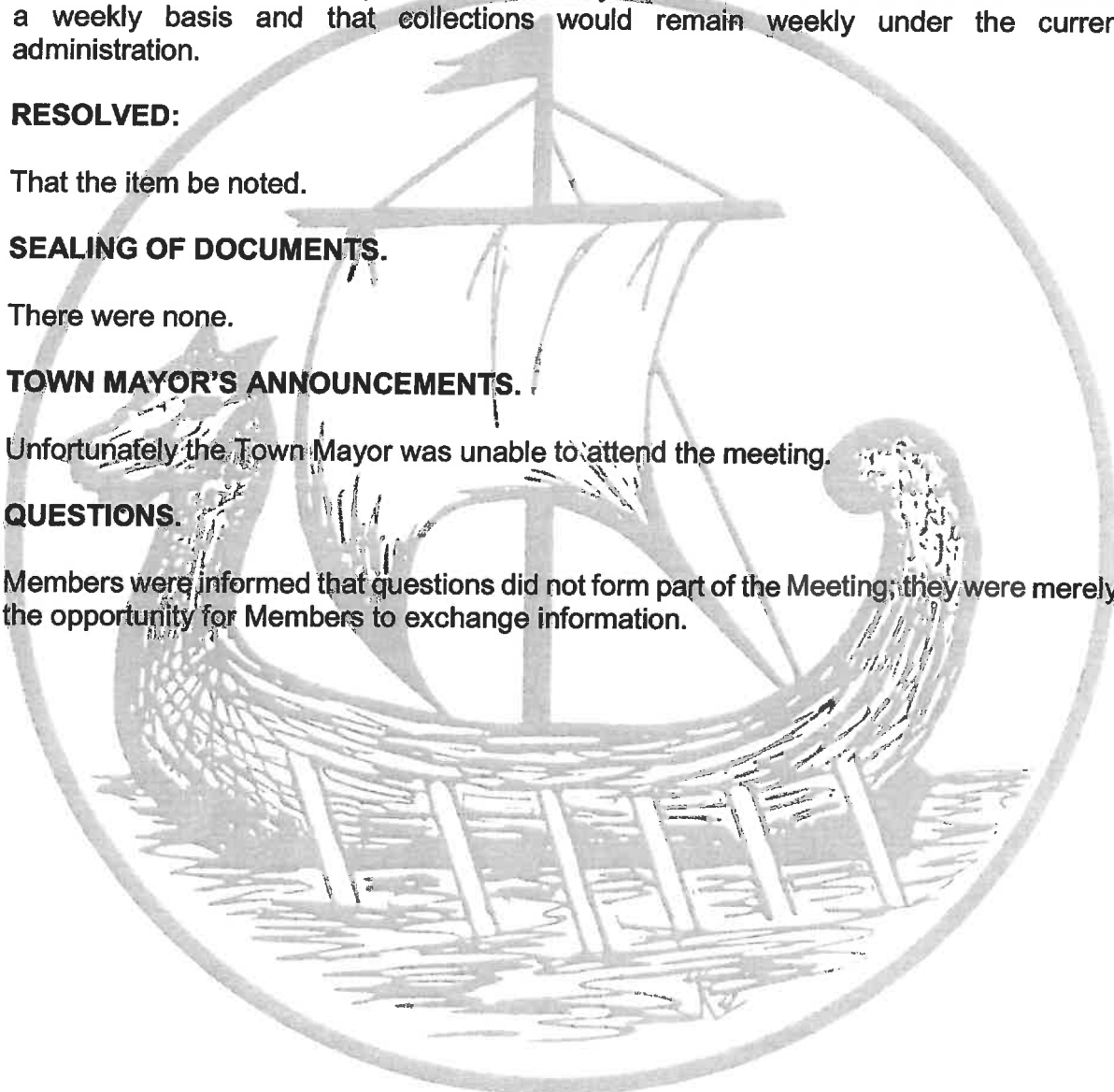
There were none.

**489/18-19. TOWN MAYOR'S ANNOUNCEMENTS.**

Unfortunately the Town Mayor was unable to attend the meeting.

**490/18-19. QUESTIONS.**

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





**491/18-19. EXCLUSION OF PRESS AND PUBLIC**

MOVED BY Councillor R J Lees and seconded by Councillor K G Basson.

**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.

**492/18-19. FURTHER REQUEST FROM WALK TALL (p).**

Further to minute 366/18-19 Walk Tall had provided a response to the Town Council.

Members discussed the response received from Walk Tall, dated 7 February 2019, and also the independent valuations obtained for both facilities.

Members thanked officers for keeping them up to date on this issue and agreed that officers ensure that the resolution of the current use of the Town Council's facility did not incur a prolonged delay.

**RESOLVED:**

That the item be noted.

There being no further business to transact the Meeting closed at 8.00 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 27 FEBRUARY 2019 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 J A Hayes  
Councillor R J Lees  
Councillor A S Reach

**ALSO PRESENT:** Graham Blēw – Town Clerk

**ABSENT:**  
Councillor K M Kelly  
Councillor S J Ryan

**493/18-19. 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.

**494/18-19. APOLOGIES FOR ABSENCE.**

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

**495/18-19. SUBSTITUTES.**

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

**496/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor P M Harman declared a prejudicial interest regarding application DA/19/0270/VCON as he is a School Governor at Knockhall Academy.

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

**497/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**498/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2019**

**Recommended:** The Minutes of the meeting held on 6 February 2019 were confirmed and signed.

**499/18-19. ARRIVA BUS SERVICE CHANGES.**

Further to minutes 315/18-19 (*Planning, Major Developments, Transportation & the Environment Committee 28 November 2018*) and 351/18-19 (*full Council 13 December 2019*), Members were asked to consider the revised timetables/routes for the 484 service, supplied by Arriva.

- ❖ Also included with this item was the response from the developer regarding the commissioning of the new bus service linking Castle Hill.

To assist members the following information was attached:

- A. The revised timetables/routes for the 484 service;
- B. Minute 351/18-19;
- C. Correspondence with Henley Camland regarding the commissioning of the new bus service linking Castle Hill.

Councillor P M Harman paid tribute to Councillors Mrs S P Butterfill, Ms L M Cross and Ms L C Howes who, along with himself as KCC Member for Swanscombe and Greenhithe, had met with Arriva to try and get a better outcome for residents with regards the revised timetables/routes.

After discussion it was agreed;

**Recommended:** That the Town Council respond to Arriva advising that these amendments go some way to improving the service currently being provided to our residents and that the Town Council look forward to continuing to work with Arriva in the future.

**TOWN PLANNING:**

**500/18-19. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.**

DA/19/00189/TPO	Application to reduce height by 1.5 metres to the main break in the crown of 1 No. Lime tree subject to Tree Preservation Order No.3 1991.  3 St. Pauls Close, Swanscombe.
OBSERVATIONS:	The Town Council object to this application on the same grounds provided by the report from AllTree Consultancy Limited i.e. a reduction of the nature proposed by the application will leave an unacceptably large wound in the trunk that will be open to decay and may accelerate the loss of the tree or if subsequent branches be allowed to grow too large, failure of the regrow point of attachment.  The proposal will lead to potential harm to the tree.

DA/19/00190/TPO	<p>Application to reduce crown and pollard back to previous points of 1 No. Lime tree subject to Tree Preservation Order No.3 1991.</p> <p>3 St. Pauls Close, Swanscombe.</p>
OBSERVATIONS:	No objections.
EDC/18/0170 RE-CONSULTATION	<p>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 120 residential units (C3) and including details of streets, buildings and structures, materials, open space, landscaping, car parking, noise and drainage.</p> <p>Northfleet West Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council object to the application.</p> <p>The Phase 2C Parking Technical Note is again made as an attempt by the applicant to reduce the importance of the Dartford Borough Council Parking Standards SPD (2012). We note from previous applications that Dartford Borough Council state that the SPD should be adhered to unless firm justification is provided for lower provision. Parking surveys have been included with the application as justification however, this is a new development and we consider that the parking patterns are not yet established. The application ignores WSP Limited's own document, "Residential Car Parking Research," for the Department for Communities and Local Government which predicts a rise in car ownership up to 2036. We expect their predicted demand for this development could change over the next five, ten or twenty years. We can provide Ingress Park, Greenhithe as an example of this as in many ways, the developments are similar. Kent County Council decided there was no demand for the proposed school originally part of the Ingress Park development, but now, due to the demand, additional classes have been needed to be added to two other local schools. 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 also the additional demand for Visitor Parking Spaces for child carers. The situation in Ingress Park regarding parking and traffic management has reached such a point that it is the most common item for residents' complaints.</p>

	<p>The Town Council also have concerns that the amenity spaces proposed with the application are not of sufficiently high standard.</p>
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*Having already declared a prejudicial interest Councillor P M Harman left the chamber and took no part in the discussion or decision regarding the following application.*

<p>DA/19/00270/VCON</p>	<p>Application for variation of condition 2 (approved drawings) and removal of condition 8 (materials to match existing building) of planning permission DA/16/01698/FUL in respect of change of external materials to be used: Render system to be changed to a Plastisol Pre-finished steel external cladding system. Colours to match the existing application New Red and ivory.</p> <p>Knockhall Academy, Eynsford Road, Greenhithe.</p>
<p>OBSERVATIONS:</p>	<p>The Town Council object to the application.</p> <p>Replacing the render with a steel cladding system containing a leather texture and limited colour palette will never form a close visual match to the existing render. The nature of material is it is also a panelised system and will not match the continuous appearance of a rendered surface. The elevations provided do not show how the facades will be broken into panels.</p> <p><del>The reason for Condition 8 was "to ensure that the development does not harm the character and appearance of the existing building or visual amenity of the locality in accordance with Policy B1 of the adopted Dartford Local Plan".</del></p> <p><del>This proposal will harm the character of the existing building and the visual amenity of the locality.</del></p>

501/18-19. **GRANTED NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL /  
EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/19/00071/CDNA	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.  Empire Paper Mills Sports Ground, Rear Of 25 Knockhall Road, Greenhithe.
DA/18/01573/OUT (tabled at the meeting)	Outline application (with some matters reserved) for a maximum of 5 dwellings (consideration of access only).  Former Greenhithe Clinic, Knockhall Chase, Greenhithe.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 20 MARCH 2019 AT 7.00PM

**PRESENT:**

Councillor B R Parry (Chairman)  
Councillor K G Basson  
Councillor Ms L M Cross (substituting for Councillor B E Read)  
Councillor P M Harman (substituting for Councillor Dr J M Harman)  
Councillor J A Hayes  
Councillor Ms L C Howes  
Councillor A S Reach

**ALSO PRESENT:**

Graham Blew – Town Clerk

**ABSENT:**

Councillor K M Kelly  
Councillor S J Ryan

**4/18-19. 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.

**515/18-19. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Dr J M Harman, JP C Harris, R J Lees, D J Mote and B E Read.

**516/18-19. SUBSTITUTES.**

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

**517/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor P M Harman declared a prejudicial interest in application DA/19/00315/TPO as he is a Director on the Board of IPGM.

Councillor P M Harman declared a personal interest in application DA/18/01611/FUL as he is a patient at Eldeme Surgery.

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

**518/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**519/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 27 FEBRUARY 2019**

**Recommended:** The Minutes of the meeting held on 27 February 2019 were confirmed and signed.

**520/18-19. DRAFT STONE NEIGHBOURHOOD PLAN CONSULTATION.**

The Senior Policy Planner, Dartford Borough Council, had advised that Stone Parish Council were consulting on their Draft Neighbourhood Plan.

The closing date for comments was 5 April 2019.

Members went through the questionnaire responding to each question.

**Recommended:** That the response to the questionnaire be submitted.

**TOWN PLANNING:**

**521/18-19. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.**

<p>DA/18/01611/FUL</p>	<p>Erection of one and two storey buildings to provide a Neighbourhood Centre comprising of a mix of A1 (retail), A2 (financial and professional), A3 (restaurant/cafe), B1a (office) and D1 (medical centre/non-residential institution) uses with associated car parking, security fence and delivery space, provision of a Sports Club to comprise of football/sports pitches with clubhouse (use class D2) and associated car park, floodlights, enabling land level changes with retaining walls and security fencing, a new internal access road from London Road and the provision of recreational open space with accesses from London Road and Stone Place Road.</p> <p>Stone Pit 1, Atlas Park, London Road, Stone.</p>
<p><b>OBSERVATIONS:</b></p>	<p>Whilst the Town Council welcomes an additional new medical centre it objects to this application as it could result in the closure of x3 local doctors' surgeries which will obviously have a negative impact on the existing communities. It would also result in longer distances for local residents to travel to in order to get to the medical centre which, in turn, would increase the traffic movements and increase the already poor air quality in this area.</p> <p>The Town Council would ask that the consultation for this application is promoted to ensure the residents/patients using local doctors surgeries are aware of the implications and that they have an opportunity to respond/submit their comments.</p>

	If the closure of local doctors surgeries used by the existing communities is a possibility as a result of this proposal a wide ranging consultation process should take place that is targeted at the residents of Swanscombe, Greenhithe and Bean.
DA/19/00273/FUL	Demolition of existing conservatory for erection of a part two/part single storey rear extension and provision of a raised terrace to rear with privacy screen and additional window in side elevation of existing house.  14 Alexander Road, Greenhithe.
OBSERVATIONS:	The Planning Authority are requested to ensure that the materials proposed to be used are suitable in this location and that all neighbouring properties are consulted prior to the application being considered.
DA/19/00284/TPO	Application to remove leaning limbs and deadwood over footpath of 1 No. Ash Tree (T415) subject to Tree Preservation Order No 11 1990.  Opposite 34-42 Empire Walk, Greenhithe.
OBSERVATIONS:	The Planning Authority are requested to ensure that any permission granted for this application, and future tree management, includes a condition that works can only be undertaken outside of the bird nesting season.
DA/19/00287/TPO	Application to cut back all branches that overhang boundary 21 Watermans Way to the line of the boundary together with necessary shaping to the top of the tree and remove ivy to Sycamore tree (G2) subject to Tree Preservation Order No. 11 1990.  Communal Area rear of 21 Watermans Way, Greenhithe.
OBSERVATIONS:	The Planning Authority are requested to ensure that any permission granted for this application, and future tree management, includes a condition that works can only be undertaken outside of the bird nesting season.
DA/19/00299/FUL	Erection of a detached garage (retrospective application).  26 Gasson Road, Swanscombe.
OBSERVATIONS:	The Town Council are concerned that the application is not a garage due to its narrowness of the door and also the fact that it is shown on the drawings as being above the

	<p>ground. The building also appears to be unnecessarily high (over 3 metres) for a garage.</p> <p>Please ensure all neighbouring properties are consulted prior to this application being considered.</p>
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*Having already declared a prejudicial interest Councillor P M Harman left the chamber and took no part in the discussion or decision of the following application.*

<p>DA/19/00315/TPO</p>	<p>Application for continued maintenance programme for 34 Lime Trees (T215-T248) to allow crown lifting (up to 3m), pruning (to result in a finished radius for each tree of 3m minimum and reduction in height of the tree outside No. 54 by 1m together with reduction in height of all remaining trees to match this height to provide uniformity through the Boulevard, subject to the requirement that the trees shall not be reduced in height below the upper level of the balcony railing to No. 54 subject to Tree Preservation Order No. 1 1990.</p> <p>The Boulevard, Greenhithe.</p>
<p>OBSERVATIONS:</p>	<p>The Planning Authority are requested to ensure that any permission granted for this application, and future tree management, includes a condition that works can only be undertaken outside of the bird nesting season.</p>
<p>DA/19/00326/FUL</p>	<p>Provision of a dormer window and roof light in rear elevation and roof lights in front elevation and additional window in flank elevation in connection with providing additional rooms in the roof space.</p> <p>29 Robinson Way, Northfleet.</p>
<p>OBSERVATIONS:</p>	<p>The Town Council object to this application as the drawings indicate that this proposal creates a 4 bedroom house but it only has 1 parking space which is insufficient parking for a dwelling of this size and fails to meet the Dartford Borough Council Parking Standards (SPD 2012).</p> <p>Please ensure all neighbouring properties are consulted prior to this application being considered.</p>
<p>DA/19/00333/TPO</p>	<p>Application to cutting back of all branches that overhang the boundary of 21 Calcroft Avenue to the line of the boundary together with necessary shaping to the top of the tree of 1 No. Sycamore (G5) subject to Tree Preservation Order No. 11 1990.</p>

	Adjacent 21 Calcroft Avenue, Greenhithe.
OBSERVATIONS:	<p>The Town Council would ask that the Planning Authority seek professional advice to ensure the proposed works are essential.</p> <p>The Planning Authority are requested to ensure that any permission granted for this application, and future tree management, includes a condition that works can only be undertaken outside of the bird nesting season.</p>
EDC/19/0039	<p>Application for a proposed conservatory to the rear of property.</p> <p>17 Forrest Shaw, Castle Hill, Ebbsfleet Valley.</p>
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

**522/18-19. GRANTED NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

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>
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>

There being no further business to transact, the Meeting closed at 7.50 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 10 APRIL 2019 AT 7.00PM

**PRESENT:** Councillor B R Parry (Chairman)  
Councillor K G Basson  
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 R J Lees  
Councillor A S Reach

**ALSO PRESENT:** Graham Blew – Town Clerk

**ABSENT:** Councillor K M Kelly  
Councillor S J Ryan

**568/18-19. 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.

**569/18-19. APOLOGIES FOR ABSENCE.**

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

An apology for lateness was submitted by Councillor P M Harman.

**570/18-19. SUBSTITUTES:**

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

**571/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:**

Councillor P M Harman declared a prejudicial interest in application KCC/DA/0481/2018 as he is the Kent County Council Member for Swanscombe and Greenhithe.

Councillor P M Harman declared a non-prejudicial interest in application DA/19/00452/TPO as he is a Town Council representative on the Board of Directors for Ingress Park Greenhithe Management (IPGM).

Councillor P C Harris declared a non-prejudicial interest in application DA/19/00452/TPO as he is a Town Council representative on the Board of Directors for Ingress Park Greenhithe Management (IPGM).

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

**572/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**573/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 20 MARCH 2019**

**Recommended:** The Minutes of the meeting held on 20 March 2019 were confirmed and signed.

**TOWN PLANNING:**

**574/18-19. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.**

DA/19/00420/REM	Reserved matters relating to landscaping pursuant to condition 1 of outline planning permission DA/18/01002/OUT 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.  The Alma, 26 High Street, Swanscombe.
OBSERVATIONS:	The Town Council are concerned that the application drawing only appears to show sections, there are no elevations or plans to show the extents of the green wall and roof which should be an important consideration.  <i>On the drawing an annotation states ... "this detail ensures the green wall is within the alignment of the ground floor brick wall, all being within the client's legal title". Clarification is required as to whether this access to the green wall for maintenance is actually from the applicants' property or from land under a different title?</i>  Confirmation is also sought and required that maintenance of the green wall can be undertaken safely?
DA/19/00452/TPO	Application to cutting back all branches that overhang and encroach on the building of 25-29 Capability Way to the boundary line together with the necessary shaping to the top of the tree 1 No. Oak Tree (T333) subject to Tree Preservation Order No. 11 1990.  Outside 25-29 Capability Way, Greenhithe.



OBSERVATIONS:	<p>The tree report with the application suggests cutting back to give 2M clearance to building but the application is for cutting back to the boundary line? There does not appear to be any plan supplied with the application that shows the relationship between the building, the boundary and the tree?</p> <p>The Town Council request that any work approved under this application should only be undertaken outside of the bird nesting season to protect, and preserve, the local wildlife.</p>
DA/19/0454/FUL	<p>Erection of a single storey rear extension and front porch. 13 Munford Drive, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/19/00472/FUL	<p>Erection of a single storey rear extension. 22 Watermans Way, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
EDC/18/0195 RE-CONSULTATION	<p>Application for the approval of conditions 19 &amp; 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. Alkerden, Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council feel that the applicant should provide a clear and understandable list of the revisions as it seems unreasonable to expect consultees to identify all the changes in a 220 page document.</p>
EDC/18/0196 RE-CONSULTATION	<p>Application for the discharge of conditions 19, 20 &amp; 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. Ashmere (Western Village) Eastern Quarry Watling Street Swanscombe.</p>

<p><b>OBSERVATIONS:</b></p>	<p>The Town Council feel that the applicant should provide a clear and understandable list of the revisions as it seems unreasonable to expect consultees to identify all the changes in a 374 page document.</p> <p>The Town Council are also concerned that the original names for the area, selected after consultation, now seem to be being changed i.e. Western Village now being referred to as Ashmere.</p>
<p><b>EDC/19/0044</b></p>	<p>Application for the partial infilling of the site to form a Development Platform.</p> <p>Former Croxton &amp; Garry Site, Tiltman Avenue, Swanscombe.</p>
<p><b>OBSERVATIONS:</b></p>	<p>The application does not appear to show/indicate any information regarding access to the site for vehicles during the construction process? This information is required in order to judge the impact of vehicles entering and leaving the site on neighbouring roads which are all bus routes.</p> <p>The Town Council would ask that the Planning Authority insist on the following conditions:</p> <p>When any work begins it is essential that a wheel washing machine is on-site and used for all vehicles entering and leaving the site and that the developer provides regular street cleaning around the outside of the site to prevent incidents similar to those experienced at the neighbouring "Little Swanscombe" site on the other side of London Road;</p> <p>A sensible holding area is required for lorries whilst the whole of the works are being undertaken. This is to avoid queuing which endangers other vehicles and pedestrians;</p> <p>The Hours of Operation should not take place any earlier than 8.00am Monday to Friday as the area is heavily used by children walking to school;</p> <p>The Hours of Import and Export of Materials should be no earlier than 9.00am and no later than 3.00pm as the area is heavily used by children walking to and from school;</p> <p>There does not appear to be a Bat Mitigation Survey included with the application as part of this specific work, will this be supplied prior to commencement of any works?</p>

EDC/19/0048	<p>Application for the deconstruction of Alkerden Barn and retention of historic materials for future reuse, demolition of all other existing buildings.</p> <p>Alkerden Farm, Alkerden Lane, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council <b>strongly object</b> to this application.</p> <p>The Town Council do not believe that the building/archaeological survey undertaken is <del>not</del>adequate or detailed enough for such an historic building/materials.</p> <p>Whilst it is imperative that the building/materials should be protected it should also be recognised that a large part of the historic importance of the building is its iconic significance to the community and not just the bricks and mortar.</p> <p>The Town Council feel that it is well within the developers' gift to seek, and find, an alternative route for the access road rather than this proposal.</p> <p>Should the Planning Authority be minded to approve this application the Town Council would expect to see a Condition included which would require the applicant to complete the re-assembly of Alkerden Barn within 12 months of the completion of the access road.</p>

575/18-19. **PLANNING APPLICATIONS SUBMITTED BY KCC FOR MEMBERS OBSERVATIONS.**

*Having already declared a prejudicial interest Councillor P M Harman left the chamber and took no part in the discussion or decision of the following application.*

<p>KCC/DA/0481/2018</p> <p>EDC/18/0161</p>	<p>Operation of an aggregate recycling facility to accept 75,000 tpa of construction and demolition waste for a temporary period of 5 years.</p> <p>Site 3, Manor Way Business Park, Land between Galley Hill Road and Manor Way, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council feel that alternatives to HGV's should be considered as part of the Transport plan.</p> <p>It is disappointing that the revised documents do not satisfy the Town Councils previous objections to this application which still stand:</p>

Members strongly object to the application on the following grounds:

Firstly, members strenuously oppose the application because they are seriously concerned about the environmental impact this site would have on the local area.

Members also object to the application because it is in the vicinity of the proposed London Resort and could interfere with the needs of the resort which could in turn prejudice the objective of achieving a vibrant mixed use development on Swanscombe Peninsula and is contrary to Policy CS6 of the Planning Authorities adopted Core Strategy. From both Planning Statement and Design and Access Statement: *"the site falls within an area designated for future development (Thames Waterfront Priority Area) however, it is considered that a temporary aggregates recycling facility on this site would prejudice the realization of the redevelopment scheme"*.

Members are also concerned about the Heavy Goods Vehicles (HGVs) that will to and from form the site and the need for them to be directed away from the town's inner roads. Members request that, if planning were to be granted, that a condition should be made on the operator to only utilise the main roads to the site and not use the town's inner roads. Operators generally employ contracting firms that would not necessarily follow road signage stating "no HGVs" etc and therefore unless KCC is to marshal all of these roads, it must be made an obligation on the contractor to keep to the proper routes if there is a chance that the operator could lose its licence.

The detrimental impact this proposal would have on London Road and the local infrastructure would be extreme and unacceptable in an area that is already at full capacity. The transport assessment makes no mention of the impact of laden HGV's on the local road infrastructure. Over the last few years London Road has experienced several failures which have required extensive road works often with multiple traffic control over junctions causing frustrating delays for local residents and businesses/-These failures are in the main caused by excessive numbers of laden HGV's travelling over an old road with very old services under the surface. This road was not designed for the HGV traffic it is experiencing and the extra laden HGV loads from this proposal could quite easily cause more extensive failure. London Road has very narrow pavements and the additional HGV movements is undesirable due to it being a residential area with high pedestrian traffic including children walking to and from school.

Members do not feel that the proposed location of the facility is sustainable, particularly as all materials delivered is to arrive by road.

**576/18-19. GRANTED NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL /  
EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/19/00190/TPO	Application to reduce crown and pollard back to previous points of 1 No. Lime tree subject to Tree Preservation Order No.3 1991.  3 St. Pauls Close, Swanscombe.
DA/19/00110/FUL	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 in side elevation.  115 Milton Road, Swanscombe.

**577/18-19. REFUSED NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL /  
EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following refused decision notices were noted.

DA/19/00189/TPO	Application to reduce height by 1.5 metres to the main break in the crown of 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 8.05 pm.

Signed: \_\_\_\_\_  
(Chairman)

Date: \_\_\_\_\_

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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 21 MARCH 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 Ms L M Hall  
Councillor Dr J M Harman (substituting for Councillor Mrs A E D Barham)  
Councillor J A Hayes  
Councillor Ms L C Howes  
Councillor R J Lees (substituting for Councillor B E Read)  
Councillor D J Mote  
Councillor B R Parry

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

**ABSENT:** Councillor Mrs M B Kelly

**523/18-19. 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.

**524/18-19. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Mrs A E D Barham and B E Read.

An apology for lateness was submitted by Councillor Mrs J M Harman.

**525/18-19. SUBSTITUTES.**

Councillor Dr J M Harman substituted for Councillor Mrs A E D Barham.  
Councillor R J Lees substituted for Councillor B E Read.

**526/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor K G Basson declared a prejudicial interest in item 7.5 – Request to hire Broomfield Park for Fun Day and also free use of pitch for a Charity Football match, as he is Chairman of Swanscombe Tigers FC.

Councillor Ms L C Howes declared a prejudicial interest in agenda item 7.4 Alkerden Lane Allotments (New Burial Ground) – Rent Review, as she is a tenant.

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

**527/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**528/18-19. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 31 JANUARY 2019.**

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

**529/18-19. SENIOR GROUNDSMAN /GARDENER'S REPORT.**

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

Swanscombe Park, Broomfield Park, Eagles Road Play Area, Knockhall Park, Valley View, Vehicles/equipment and miscellaneous.

**Recommended:** That the report be noted.

**TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.**

**530/18-19. ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT.**

Members were forwarded the results of the Annual Playground Safety Inspection. Members were able to see that most of the risk criteria ratings are L (low) or VL (very low). Members will also see that, the amount of issues highlighted in the report has greatly reduced (due to the planning and investment made by the Town Council).

Due to the timescales involved the Town Clerk arranged for the works highlighted to be undertaken.

**Recommended:** That the report be noted and to endorse the actions taken by the Town Clerk in arranging for the highlighted works to be undertaken.



**531/18-19. SaFE - OLD FIRE STATION COMMUNITY CAFÉ.**

The Director, SaFE, had written to advise that they would be able to run an Advice Service from the Old Fire Station Community Cafe (every Wednesday) from 3 April 2019 onwards.

Further to minute 428/18-19 the Town Clerk updated members on the proposal, submitted on 19 March 2019, by the Citizens Advice North & West Kent for their Advice Services in Swanscombe (at the Old Fire Station Community Café).

**Recommended:**

1. To agree to SaFe running an Advice Service from the Old Fire Station Community Café on Wednesdays (10.30am to 12.30pm).
2. To agree to the Citizens Advice North & West Kent proposal to run a bespoke "triage" service from the Old Fire Station Community Café on Tuesdays (10.00am to 2.00pm) and Fridays (12.00pm to 2.00pm).

**532/18-19. CHILDREN'S SUMMER ENTERTAINMENT – 2019.**

Members were supplied with two packages for children's summer entertainment. The budget agreed in the estimates, and contained within Cost Centre 9, Cost Code 121, for this item was £2,000.00 with the Administration Team having successfully obtained an additional £1,500.00 (KCC Members Grant) and £300.00 (Asda Community Champion) external funding.

**Recommended:** That Option 1 be used for the Summer Entertainment - 2019.

**533/18-19. ALKERDEN LANE ALLOTMENTS (NEW BURIAL GROUND) – RENT REVIEW.**

As per the Lease of the site, the rent is reviewed every three years in line with the increase in the Retail Price Index. This has resulted in the rent increasing from £59.00 to £65.00 which the Town Clerk, on behalf of the Town Council, has signed a memorandum for.

**Recommended:** That the item be noted and the Town Clerks actions in dealing with this matter be endorsed.

*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.*

**534/18-19. VICE-CHAIRMAN COUNCILLOR P M HARMAN IN THE CHAIR.**

**535/18-19. REQUEST TO HIRE BROOMFIELD PARK FOR FUN DAY AND ALSO A FREE USE OF A PITCH FOR A CHARITY FOOTBALL MATCH – SWANSCOMBE TIGERS FC.**

Further to last year's request, minute 64/18-19, Swanscombe Tigers FC had submitted another request to hire Broomfield Park for a Fun Day on 14 July 2019 and also a free

use of a pitch for a Charity Football Match in Broomfield Park on Sunday 1 September 2019.

The Town Clerk informed members that the Chairman of Swanscombe Tigers FC had sent an email advising that the Club were happy to agree to the proposed Terms and Conditions that had been supplied by the Town Clerk.

**Recommended:**

1. That, in accordance with Section 19 (3) (a) of the Local Government (Miscellaneous Provisions Act 1976, the request for the use of a pitch for a Charity Football Match be granted.
2. That the request to hire part of Broomfield Park for a Fun Day be agreed, subject to the Terms and Conditions provided by the Town Council.

**536/18-19. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.**

Further to minutes 391/18-19 (FGP 10 January 2019), 436/18-19 (RLA 31 January 2019), 481/18-19 (full Council 14 February 2019) and 513/18-19 (Finance and General Purposes Committee 6 March 2019) members were asked to consider suitable/appropriate projects for this year's scheme.

**Recommended:** That the item be noted.

**537/18-19. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor R J Lees and seconded by Councillor D J Mote;

**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.

**538/18-19. INFORMAL MEETING WITH CAMLAND / EBBSFLEET FOOTBALL CLUB (EFC).**

Further to minute 202/18-19 (Recreation, Leisure & Amenities Committee 20 September 2018) a further informal meeting was held with Camland and a representative from EFC.

The confidential notes from this meeting, 19 February 2019, were attached for members' information.

There followed a lengthy discussion whereby members expressed their deep concerns about the suitability and viability of the proposal. Members were also concerned that the conservation and archaeological importance of the site should not be understated or lost to the community.

Members requested that officers seek clarification from Dartford Borough Council Planning regarding the possibility of amending the S106 Agreement to ensure it meets the needs of the current communities.

**Recommended:** That the item be noted.

539/18-19. **UPDATE – REQUEST FROM WALK TALL.**

Further to minutes 366/18-19 and 492/18-19 the Town Clerk updated members on the email exchanges that had taken place since 2 February 2019.

After a lengthy debate it was duly proposed, seconded and agreed;

**Recommended:** That Walk Tall be asked to formally respond, within 28 days, advising the Council of what their intentions are for both the Heritage Community Hall and also the Squash Courts.

There being no further business to transact, the Meeting closed at 8.25pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

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MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 6 MARCH 2019 at 7.00PM

**PRESENT:** Councillor Mrs S P Butterfill - Vice-Chairman in the Chair  
Councillor Ms L M Cross  
Councillor P M Harman  
Councillor P C Harris  
Councillor R J Lees (substituting for Councillor B E Read)  
Vacancy

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

**ABSENT:** Councillor K M Kelly

**502/18-19. 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.

**503/18-19. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Mrs A E D Barham, K G Basson, Ms L C Howes, D J Mote, B E Read and Mrs I A Read.

**504/18-19. SUBSTITUTES.**

Councillor R J Lees substituted for Councillor B E Read.

**505/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillors' Mrs S P Butterfill and PC Harris declared a prejudicial interest in agenda item 10 as they were both "arms length" members of Cambria Sea Scouts.

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

**506/18-19. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**507/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 10 JANUARY 2019.**

**Recommended:** The Minutes of the meeting held on 10 January 2019 were confirmed and signed as a true record.

**508/18-19. 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 December 2018 and January 2019, and verified by Councillor K G Basson, be noted.

**509/18-19. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in December 2018 and January 2019.

**Recommended:** That the bank transfers undertaken in December 2018 and January 2019 be approved.

**510/18-19. 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 December 2018 and January 2019.

**Recommended:** That the receipts and payments for December 2018 and January 2019, as per the annexed list, be approved.

**511/18-19. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 31 January 2019. Members were pleased to be advised that the recently appointed Data Protection Officer had complimented the Council on how transparent, and frequently published/readily accessible, the transactions of the Council were.

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

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

**512/18-19. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL.**

Members considered the applications and, after discussion, it was agreed that the following funding be awarded from the 2018 – 19 budget:

- Dartford Cambria Sea Scouts - £285.85
- Hi-Kent - £250

After discussion Members agreed that the application submitted by UKCMFL did not meet the criteria provided in the Guidance Notes for Applications and unfortunately therefore could not be considered.

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

**513/18-19. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.**

Further to minutes 391/18-19 (FGP 10 January 2019), 436/18-19 (RLA 31 January 2019) and 481/18-19 (full Council 14 February 2019) members were asked to consider suitable/appropriate projects for this year's scheme.

**Recommended:** That the item be noted.

There being no further business, the Meeting closed at 7.35 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

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MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 13 FEBRUARY 2019 at 7.00 PM

**PRESENT:** Councillor P C Harris - Chairman  
Councillor Mrs S P Butterfill  
Councillor Ms L M Cross  
Councillor B R Parry  
Vacancy

**ALSO PRESENT:** Martin Harding – Assistant Town Clerk/Responsible Financial Officer (ATC/RFO)  
Sgt Dan Horsley - Kent Police  
Rob Young – Police Community Support Officer (PCSO)  
Sarah Rawlinson (Youth & Community Engagement Officer, Diocese of Rochester)

**ABSENT:** Councillor P M Harman

**452/18-19. 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.

**453/18-19 TO ELECT A VICE-CHAIRMAN FOR THE REMAINDER OF THE 2018-2019 YEAR.**

Due to a Councillor resignation the Vice-Chairman position had become vacant.

It was proposed, duly seconded and agreed;

**Recommended:** That Councillor P M Harman be elected Vice-Chairman of the Committee for the remainder of the 2018-19 year.

**454/18-19. APOLOGIES FOR ABSENCE.**

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

Apologies were also received from Tony Henley (Dartford Borough Council (DBC) CSU), Martin Smith (DBC Parking Enforcement) and Billy Unsworth (KCC Community Warden).

**455/18-19. SUBSTITUTES.**

There were none.

**456/18-19. 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.*

**457/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**458/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 DECEMBER 018.**

**Recommended:** That the Minutes of the Meeting held on 5 December 2018 be confirmed and signed as a true record.

**459/18-19. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.**

Sgt Dan Horsley and PCSO Rob Young gave a brief update on current cases. They confirmed investigations were ongoing regarding shoplifting in Swanscombe High Street, nuisance vehicles across Swanscombe, groups of young people congregating around local community venues and anti-social behaviour from students of the local secondary school as they left the premises. Sgt Horsley confirmed that some arrests had been made outside of the Dartford area regarding thefts from motor vehicles. It was felt that these suspects could be connected to the recent incidents occurring throughout Swanscombe, Greenhithe and Stone.

**Recommended:** That the item be noted.

**460/18-19. KCC COMMUNITY WARDENS REPORT.**

As KCC Warden Unsworth had submitted his apologies for the meeting the ATC/RFO read out a brief report submitted prior to the meeting. This included work conducted on suspicious behaviour, reassurance visits, fly-tipping and anti-social behaviour.

**Recommended:** That the report be noted.

**461/18-19. COMMUNITY SAFETY LIAISON.**

Youth services / officers – Sarah Rawlinson gave an update on a new youth provision that would take place on Monday evenings at The Pavilion. This was being run by The Bridge for Young People and would commence in March 2019. The ATC/RFO confirmed that the Youth Club in the Heritage Hall would be starting on Thursday 28 February between 6.30pm and 8.30pm and that the youth provision that the Town Council had commissioned was hoped to begin in April and would operate on a Tuesday evening.

Ebbsfleet Development Corporation – The Chairman confirmed that he had been liaising with Ebbsfleet Development Corporation regarding the safety issues surrounding the development at the bottom of Craylands Lane. The issues of mud from construction lorries was also now being resolved.

Neighbourhood Watch – The Chairman advised that the importance of Neighbourhood Watch had been raised and discussed at the recent Dartford and Gravesham Community Safety Panel.

Community Speed Watch – The Chairman confirmed that the group had 3 new volunteers and had recently undertaken a Speed Watch session in Ingress Park and that another session was planned for later this month in Knockhall.

Dartford Borough Council (CSU) – The ATC/RFO updated members on the parking enforcement statistics for Swanscombe High Street which included that during the last 6 months 9 hours of enforcement had taken place which had resulted in 117 Penalty Charge Notices (PCN's) being issued.

**Recommended:** That the information be noted.

462/18-19. **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.

Sgt Horsley confirmed that a system anomaly had occurred between Kent Police and the Home Office resulting in incorrect crime statistics for November and December 2018

**Recommended:** That the item be noted.

463/18-19. **ANTI-SOCIAL PARKING – LOCAL SCHOOLS.**

Further to minute 132/18-19, 224/18-19 and 355/18-19 the Chairman gave a brief verbal update to members which included:

Two meetings had been held with school councils from all three schools and Action Plans were being drafted with ideas being put together by the children on improvements outside the school to prevent parking issues.

Surveys had been undertaken across each of the three schools and the results would be incorporated within the Action Plans. One student had written a letter to parents raising the concerns of the children. This had been sent to all parents from that school and was being considered for further circulation.

Members noted a recent article in the News Shopper highlighting the level of PCN's issued outside schools across Dartford.

**Recommended:** That the information be noted.

464/18-19. **FEEDBACK.**

Further to minute 333/18-19 members were again provided with an example of feedback issued by Kent Police, via there Twitter feed linking in the arrest of two men in the Greenhithe area for theft.

Members discussed this with the Police and felt that feedback was key to promoting further crime reporting as it was important that residents needed to know that something was being done if a report was filed.

**Recommended:** To discuss and advise accordingly.

There were no confidential items for discussion.

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

Signed

Chairman

Date

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on TUESDAY 2 APRIL 2019 at 10.45AM.

**PRESENT:** Councillor Mrs A E D Barham - Chairman  
Councillor R J Lees  
Councillor D J Mote

**ABSENT:** There were none

**ALSO PRESENT:** Graham Blew, Town Clerk

**559/18-19. 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.

**560/18-19. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Mrs S P Butterfill, P M Harman, B E Read and Mrs I A Read.

**561/18-19. 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.*

**562/18-19. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**563/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 9 AUGUST 2018.**

The Town Clerk advised the meeting that the agenda had incorrectly stated 9 September 2018 when it should have read 9 August 2018.

**Recommended:** That the minutes from the meeting held on 9 August 2018 be confirmed and signed.

**564/18-19. STAFF APPRAISALS 2018 - 2019.**

The Town Clerk had given all the appropriately experienced staff (ones that had passed their probationary periods), that reported to him, the opportunity to undertake an appraisal for the 2018 - 2019 period.

**Recommended:** That the item be noted.

**565/18-19. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor R J Lees and seconded by Councillor D J Mote;

**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.

**566/18-19. TOWN CLERKS APPRAISAL 2018 – 2019.**

As previously agreed, minute 119/15-16, the Chairman and Vice-Chairman of the Personnel Committee had been invited to undertake the Town Clerks appraisal on 1 March 2019. Members were asked to agree and finalise the appraisal.

During discussion of the appraisal Members thanked the Town Clerk for the standard of work and professionalism in which he applied himself and undertook his role.

**Recommended:** That the Town Clerks appraisal 2018 – 2019 be agreed and finalised.

**567/18-19. PAY CLAIM 2019 - 2020.**

As part of its Terms of Reference the Personnel Committee are required to:

*“Exercise functions of the Council on question of levels of pay and salary settlements for all staff employed by the Council.”*

The 2019 – 2020 estimates included the provision for awarding cost of living pay rises up to 2.5% and a 1 SP increase.

Any pay award would be dated from 1 April 2019.

Members acknowledged the efforts and commitment of all the Town Council staff and, after discussion it was proposed, duly seconded and unanimously agreed that a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2019.

**Recommended:** That a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2019.

There being no further business, the Meeting closed at 11.05am.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(CHAIRMAN)

MINUTES of the MEETING of the HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 2 APRIL 2019 at 10.00 AM

**PRESENT:**  
Councillor Ms L C Howes - Chairman  
Councillor Mrs A E D Barham  
Councillor Ms L M Hall  
Councillor R J Lees  
Councillor D J Mote

**ALSO PRESENT:**  
Shirley Fahy – Friends of Swanscombe Heritage Park (FOSHP)  
Lynn Keys - FOSHP  
Martin Harding, Assistant Town Clerk & RFO

**ABSENT:** There were none

**547/18-19. 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.

**548/18-19. APOLOGIES FOR ABSENCE**

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

**549/18-19. SUBSTITUTES**

There were none.

**550/18-19. 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.*

**551/18-19. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**552/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15 JANUARY 2019.**

**Recommended:** That the Minutes of the meeting held on 15 January 2019 be confirmed and signed as a true record.

**553/18-19. 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 had attended the Heritage Watch Conference on 6 February 2019. It was confirmed at the conference that the Heritage Asset logo's going forward would be the yellow previously selected by the Sub-Committee.

Funding work had been ongoing for pond improvements with Bluewater agreeing to fund the pathway improvements and the application with Kent Community Foundation for the fence and dipping platform being pending. The ATC/RFO confirmed that he was receiving support from the Funding For All organisation for further potential heritage funding applications.

The ATC/RFO confirmed that the liner for the new pond had been damaged but a repair kit had been received and the repairs work would be undertaken prior to the pond being filled. North Kent Countryside Partnership planned to undertake both the planting and a community event in early May to promote conservation volunteers.

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

**554/18-19. NATURAL ENGLAND – SWANSCOMBE SKULL SITE NATIONAL NATURE RESERVE (NNR) AND SITE OF SPECIAL SCIENTIFIC INTEREST (SSSI) - VISUAL MANAGEMENT PLAN/LEASE.**

The ATC/RFO confirmed that he had met with Natural England on site to discuss the INQUA dig scheduled for 21 July 2019.

A stipulation had been placed that the consent for the dig would not be given by Natural England without an agreement that community engagement be undertaken. With this in mind the ATC/RFO had been liaising with INQUA, and their proposal was due this month.

**Recommended:** That the item be noted

**555/18-19. FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.**

Shirley Fahy provided an update that the next event would be the Easter Egg Hunt on Wednesday 17 April 2019.

It was confirmed that FOSHP had recently had some new volunteers.

**Recommended:** That the item be noted.



**556/18-19. 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.

**557/18-19. ANY OTHER ITEMS RELATED TO HERITAGE.**

Shirley Fahy asked whether an alternative could be considered for the coloured light that used to shine on the flint statue in the entrance to the Heritage Park. The ATC/RFO agreed to consider the options and the associated costs.

The Chairman asked whether a further reptile survey could be considered in the future for the Heritage Park to assess the impact of the migration work undertaken last year. The ATC/RFO confirmed that this would be added to the list of potential future projects.

**558/18-19. DATE OF NEXT MEETING.**

**Recommended:** That the next meeting be scheduled for Tuesday 4 June 2019 at 10.00am.

There being no further business to transact, the meeting closed at 10.30 am.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

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MINUTES of the MEETING of the LEASES & LEGAL SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 21 MARCH 2019 at 8.30PM

**PRESENT:** Councillor P M Harman (Vice-Chairman in the Chair)  
Councillor Mrs S P Butterfill (substituting for Councillor Mrs I A Read)  
Councillor J A Hayes  
Councillor R J Lees (substituting for Councillor B E Read)

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

**ABSENT:** Councillor Mrs M B Kelly

**540/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Vice-Chairman in the Chair explained the arrangements and constraints relating to the filming or recording of a meeting.

**541/18-19. APOLOGIES FOR ABSENCE.**

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

**542/18-19. SUBSTITUTES**

Councillor Mrs S P Butterfill substituted for Councillor Mrs I A Read.  
Councillor R J Lees substituted for Councillor B E Read.

**543/18-19. 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.*

**544/18-19. ITEMS AS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**545/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 26 OCTOBER 2017.**

**Recommended:** The Minutes of the meeting held on 26 October 2017 were confirmed and signed.

**545/18-19. EXCLUSION OF PRESS AND PUBLIC.**

MOVED BY Councillor R J Lees 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 item of business.

**546/18-19. INGRESS PARK COMMUNITY CENTRE.**

Further to minutes 367/18-19 (Town Council 13 December 2018), 251/18-19, 201/18-19 and 72/18-19 the Planning Manager (Crest Nicholson Eastern), had provided the attached draft Transfer for the Ingress Park Community Centre (including 11 parking spaces) plus 7 additional parking spaces.

Members went through the draft Transfer page by page highlighting sections requiring clarification by the Town Council's Solicitors.

**Recommended:** That the draft Transfer be agreed subject to approval by the Town Council's Solicitors.

There being no further business, the Meeting closed at 9.10pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

(A)

AGENDA ITEM 6  
TC 25/4/19

# SWANSCOMBE & GREENHITHE TOWN COUNCIL

General Data Protection Regulation  
(GDPR)

## BREACH NOTIFICATION POLICY

# SWANSCOMBE & GREENHITHE TOWN COUNCIL BREACH NOTIFICATION POLICY

## 1. SCOPE

- 1.1. This procedure applies in the event of a personal data breach under Article 33 Notification of a personal data breach to the supervisory authority, and Article 34 Communication of a personal data breach to the data subject of the GDPR.
- 1.2. The GDPR draws a distinction between a 'data controller' and a 'data processor' in order to recognise that not all organisations involved in the processing of personal data have the same degree of responsibility. Therefore, each party should establish whether it is data controller or a data processor for the same data processing activity; it must be one or the other.

## 2. RESPONSIBILITY

- 2.1. All users (whether Employees/Staff, contractors or temporary Employees/Staff and third-party users) and Councillors of Swanscombe & Greenhithe Town Council are required to be aware of and to follow this procedure in the event of a personal data breach.

## 3. PROCEDURE – BREACH NOTIFICATION DATA PROCESSOR TO DATA CONTROLLER

- 3.1. Users and Councillors of Swanscombe & Greenhithe Town Council shall without undue delay report any personal data breach to the Parish Clerk who shall pass details to the Data Protection Officer (GDPR-Info Ltd).
- 3.2. GDPR-info Ltd shall confirm receipt of details to its contact within the Parish Office and instruct the contact to record the breach in the Internal Breach Register.
- 3.3. Notifications may be made by email or phone call.
- 3.4. Confirmations of this information shall be sent by email

## 4. PROCEDURE – BREACH NOTIFICATION DATA CONTROLLER TO SUPERVISORY AUTHORITY

- 4.1. GDPR-Info Ltd shall notify the supervisory authority [ICO], without undue delay, of a personal data breach.
- 4.2. GDPR-Info Ltd shall assess whether the personal data breach is likely to result in a risk to the rights and freedoms of the data subjects affected by the personal data breach.
- 4.3. If a risk to the aforementioned is likely, GDPR-Info Ltd shall report any personal data breach to the supervisory authority without undue delay, and where feasible within 72 hours. Where data breach notification to the supervisory authority is not made within 72 hours, it shall be accompanied by the reasons for the delay.
- 4.4. Swanscombe & Greenhithe Town Council shall provide the following information to the supervisory authority on a Breach Notification Form:
  - A description of the nature of the breach

- The categories of personal data affected
  - Approximate number of data subjects affected
  - Approximate number of personal data records affected
  - Name and contact details of GDPR-info Ltd
  - Likely consequences of the breach
  - The information relating to the data breach, which may be provided in phases.
- 4.5. GDPR-info Ltd shall notify its contact within the supervisory authority, which is recorded in the Internal Breach Register
- 4.6. Notification may be made by email, phone call, etc.
- 4.7. Confirmation of receipt of this information shall be made by email.

## 5. PROCEDURE – BREACH NOTIFICATION DATA CONTROLLER TO DATA SUBJECT

- 5.1. Where the personal data breach is likely to result in high risk to the rights and freedoms of the data subject Swanscombe & Greenhithe Town Council shall notify the affected data subjects without undue delay, using the Breach Notification Form or in accordance with GDPR-info Ltd.'s recommendations.
- 5.2. The notification to the data subject shall describe in clear and plain language the nature of the breach including the information specified in 4.4 above.
- 5.3. Swanscombe & Greenhithe Town Council shall take appropriate measures to render the personal data unusable to any person who is not authorised to access it, such as encryption.
- 5.4. Swanscombe & Greenhithe Town Council shall take subsequent measures to ensure as far as possible that the threats to the rights and freedoms of the data subjects are no longer likely to materialise.
- 5.5. If the above measures would require a disproportionate amount of effort, there shall be a public communication or similar measure whereby the data subject is informed in an equally effective manner.
- 5.6. Where the supervisory authority considers the likelihood of a personal data breach would result in high risk. It may require Swanscombe & Greenhithe Town Council to communicate the personal data breach to the data subject.

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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## SUBJECT ACCESS REQUEST POLICY

### 1. Scope

All personal data processed by Swanscombe & Greenhithe Town Council is within the scope of this procedure. This procedure excludes personal data that is asked for as a matter of routine by data subjects

Data subjects are entitled to ask

- Whether Swanscombe & Greenhithe Town Council is processing any personal data about that individual and, if so, to be given:
  - a description of the personal data;
  - the purposes for which it is being processed; and,
  - details of who will be allowed to see the personal data.
- To be given a copy of the information and to be told about the sources from which Swanscombe & Greenhithe Town Council derived the information; and
- Where appropriate, logic involved in any automated decisions relating to them.

### 2. Responsibilities

GDPR-*info* Ltd are responsible for the application and effective working of this procedure, and for reporting to the Town Clerk on Subject Access Requests (SARs).

GDPR-*info* Ltd is assisting the Town Council with all SARs.

### 3. Procedure

- 3.1 Subject Access Requests must be made using our web page <https://gdpr-info.com/data-protection-contact-form/>
- 3.2 The data subject must provide evidence as to identity.
- 3.3 The data subject must identify the data that is being requested and where it is being held and this information must be shown on the SAR application form. Note that the data subject is entitled to ask for all data that Swanscombe & Greenhithe Town Council holds, without specifying that data.
- 3.4 The date by which the identification checks, and the specification of the data sought must be recorded; Swanscombe & Greenhithe Town Council has one month from this date to provide the requested information. There are no circumstances in which an extension to that one month will be provided, and failure to provide the requested information within that one month is a breach of the GDPR.
- 3.5 The SAR application is immediately forwarded to GDPR-*info* Ltd, who will ensure that the requested data is collected within the time frame.

Collection will entail either:

- 3.5.1 Collecting the data specified by the data subject, or
  - 3.5.2 Searching all databases and all relevant filing systems (manual files) in Swanscombe & Greenhithe Town Council, including all back up and archived files, whether computerised or manual, and including all e-mail folders and archives. The Town Clerk maintains a data map that identifies where all data in Swanscombe & Greenhithe Town Council is stored.
- 3.6 GDPR-info Ltd maintains a record of requests for data and of its receipt, including dates. Note that data may not be altered or destroyed in order to avoid disclosing it.
- 3.7 GDPR-info Ltd is responsible for reviewing all provided documents to identify whether any third parties are identified in it and for either excising identifying third party information from the documentation or obtaining written consent from the third party for their identity to be revealed.
- 3.8 If the requested data falls under one of the following exemptions, it does not have to be provided:
- 3.8.1 Crime prevention and detection.
  - 3.8.2 Negotiations with the requester.
  - 3.8.3 Management forecasts.
  - 3.8.4 Confidential references given by Swanscombe & Greenhithe Town Council (not ones given to Swanscombe & Greenhithe Town Council).
  - 3.8.5 Information used for research, historical or statistical purposes.
  - 3.8.6 Information covered by legal professional privilege.
- 3.9 The information is provided to the data subject in electronic format unless otherwise requested and all the items provided are listed on a schedule that shows the data subject's name and the date on which the information is delivered.
- 3.10 The electronic formats used for responses to SARs are:
- 3.10.1 .CSV file



# SWANSCOMBE & GREENHITHE TOWN COUNCIL DATA PROTECTION TRAINING POLICY

1. Swanscombe & Greenhithe Town Council ensures that those with day-to-day responsibility for enabling the demonstration of compliance with the General Data Protection Regulation (GDPR) and good practice are able to demonstrate competence in their understanding of the GDPR and good practice, and how this should be implemented within Swanscombe & Greenhithe Town Council.
2. The Clerk keeps records of the relevant training undertaken by each person who has this level of responsibility.
3. Swanscombe & Greenhithe Town Council also ensures that these staff members remain informed about issues related to the management of personal information, where appropriate, by contact with external bodies. Swanscombe & Greenhithe Town Council maintains a list of relevant external bodies, the most important of which is the Information Commissioner's Office ([www.ico.gov.uk](http://www.ico.gov.uk))
4. Swanscombe & Greenhithe Town Council ensures that all staff understand their responsibility to ensure that personal information is protected and processed in accordance with Swanscombe & Greenhithe Town Council's procedures, taking into account any related security requirements.
5. All employees/staff are given training to enable them to process personal information in accordance with Swanscombe & Greenhithe Town Council's procedures. This training is relevant to the role that each employee performs within Swanscombe & Greenhithe Town Council
6. The Clerk is responsible for organising relevant training for responsible individuals and staff generally, and for maintaining records of the attendance of staff at relevant training at appropriate times across Swanscombe & Greenhithe Town Council's business cycle.

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# Swanscombe & Greenhithe Town Council

## Data Retention and Disposal Policy

## **1 Introduction**

1.1 The guidelines set out in this document supports the Council's Data Protection Policy and assists us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation & The Data Protection Act 2018 and other associated legislation.

1.2 It is important that the Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However it is important to note that this is a live document and will be updated on a regular basis.

1.3 The Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

## **2 Aims and Objectives**

2.1 It is recognised that up to date, reliable and accurate information is a vital to support the work that the Council do and the services that it provides to its residents. This document will help us to:-

- Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
- Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the General Data Protection Regulation, the Data Protection Act 2018 and the Environmental Information Regulations 2004.
- Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily. This will assist them as they carry out their daily duties, or if searching for information requested under the Freedom of Information Act.
- Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

## **3 Scope**

3.1 For the purpose of this Strategy, 'documents' includes electronic, microfilm, microfiche and paper records.

3.2 Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

## **4 Standards**

4.1 The Council will make every effort to ensure that it meets the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A. This document provides a framework for good practice requirements for retaining information.
- Personal information will be retained in locked filing cabinets within the Clerk's Office and/or the Senior Assistant's office, access to these documents will only be by authorised personnel.
- Disclosure information will be retained in a locked cabinet in the Clerk's Office.
- Appropriately dispose of information that is no longer required.
- Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
- Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes e.g. Equalities data.
- Wherever possible only one copy of any personal information will be retained and that will be held within the Clerk's Office or the Senior Assistant's Office.

## **5 Breach of Policy and Standards**

5.1 Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy and Standards may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

## **6 Roles and Responsibilities**

6.1 The Clerk has overall responsibility for the policy.

6.2 The Clerk is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.

6.2 Other delegated staff are responsible for ensuring their records are kept and destroyed in line with this policy.

6.3 The Clerk responsible for ensuring that the guidelines set out in this policy are adhered to and to ensure that any documents disposed of are done so in accordance with their 'sensitivity' (i.e. whether they are normal waste or 'Confidential Waste')

## **7 Confidential Waste**

7.1 Fundamentally any information that is required to be produced under the Freedom of Information Act or Environmental Information Regulations, is available on the website or is open to public inspection should NOT be treated as confidential waste.

7.2 However, any information that is protected by the Data Protection Act or as Confidential under the Councils Constitution should be treated as confidential waste for disposal purposes.

7.3 Examples of what constitutes confidential waste:

- Exempt information contained within committee reports.

- Files containing the personal details of an individual and files that predominantly relate to a particular individual or their circumstances. For example completed application forms and letters.
- Materials given to us on a 'confidential' or on a limited use basis e.g. material provided by contractors or the police.

#### 7.4 Examples of what does not constitute confidential waste:

- Documents that are available to the public via our web site or by submitting an appropriate search request to ourselves for general information.
- All reports and background papers of matters taken to Committee in public session unless specifically exempt

### **8 Disposal of Documentation**

8.1 Confidential waste which clearly shows any personal information or information which can be identified using the parameters set out in 7.3 will be shredded within the council buildings.

### **9 Retention**

9.1 Timeframes for retention of documents have been set using legislative requirements and the Chartered Institute of Personnel and Professional Development (CIPD) guidelines.

9.2 Throughout retention the conditions regarding safe storage and controlled access will remain in place.

9.3 Disclosure information appertaining to Disclosure and Barring Checks must be kept securely in a locked cabinet. Only those entitled to see it in the course of their duties should have access. The security and confidentiality of all Disclosure information is closely registered under the Police Act 1997.

9.4 Disclosure information must not be retained for a period of more than six months and must be destroyed in a secure manner using the shredder in the Reception office.

9.5 Any unauthorised employee accessing or attempting to access Disclosures or Disclosure information or personnel records will be dealt with under the Council's disciplinary procedures.

9.6 The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by those officers responsible for the management of these particular documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix'

### **10 Storage and Access**

10.1 Disclosure information is kept separately from personnel files and in securely lockable, non-portable cabinet with access strictly controlled and limited to the Clerk, and/or the Senior Assistant.

### **11 Handling**



11.1 The Council complies with s124 of the Police Act 1997, so that Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. The Council maintains a record of all those to whom Disclosures or Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

11.2 Personal information will only be available to those who are authorised officers.

11.3 Customers details and information will be kept up to date and reviewed annually by an authorised officer.

## **12 Usage**

12.1 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's/employee's consent has been given. Disclosure Information will be shared between different areas of the Council, if necessary.

12.2 Where Disclosure information is shared with anyone other than the Clerk, the Senior Assistant and the direct Manager the employee must be given a reason why this information is being shared.

## APPENDIX A

### Recommended Document Retention Timescales

The retention period should be the number of years specified plus the current financial period (i.e. three years plus the current period, therefore at least three years documentation will always be retained at any given point in time).

This list is not exhaustive; if you are unsure about any document contact the Parish Clerk or the Senior Assistant for clarification.

### Document Retention Period

#### Finance

Document	Retention Period
Financial Published Final Accounts	Indefinitely
Signed Audited Accounts	Indefinitely
Final Account working papers	5 years
Records of all accounting transactions held by the Financial Management System	At least 5 years
Cash Books (records of monies paid out and received)	6 years
Purchase Orders	6 years
Cheque Payment Listings (Invoices received)	6 years
Payment Vouchers Capital and Revenue (copy invoices)	6 years
BACS listings	6 years
Goods received notes, advice notes and delivery notes	3 years
Copy receipts	6 years
Petty cash vouchers and reimbursement claims	6 years
Debtors and rechargeable works records	6 years
Expenses and travel allowance claims	6 years
Asset Register for statutory accounting purposes	10 years
Journal Sheets	5 years
Ledger / Trial Balance	10 years
Year end ledger tabulations – ledger details and cost updates	5 years
Published Budget Books	Indefinitely Medium Term
Financial Plan	Indefinitely
Budget Estimates – Detailed Working Papers and summaries	3 years
Bank Statement (Disk Space) and Instructions to banks	6 years
Bank Statements (Hardcopy)	6 years

Banking Records including Giro cheques, bills of exchange and other negotiable instruments	6 years
Prime evidence that money has been banked	6 years
Refer to Drawer (RD) cheques	2 years
Cancelled Expenditure cheques	2 years
Bank Reconciliation	3 years
Cheques presented / drawn on the Council bank accounts	3 years
Prime records that money has been correctly recorded in the Councils financial systems	3 years
Grant/Funding Applications & Claims	5 years
Precept Forms	Indefinitely
Internal Audit Plans/ Reports	3 years
Fees and Charges Schedules	5 years
Time sheets and overtime claims	6 years
Payroll and tax information relating to employees	6 years
Payroll costing analysis	2 years
Records of payment made to employees for salaries / wages (including intermediate payslips)	6 years
Statutory end of year returns to Inland Revenue and Pensions Section	Indefinitely
Loans and Investment Records; temporary loan receipts and loan tabulations	6 years (after redemption of loan)
VAT, Income Tax and National Insurance Records	6 years
Current and expired insurance contracts and policies indefinitely Insurance records and claims	6 years
Capital and contracts register	Indefinitely
Final accounts of contracts executed under hand	6 years from completion of contract
Final accounts of contracts executed under seal	12 years from completion of contract
All Other reconciliations	3 years

## Personnel

Unsuccessful application forms	6 months
Unsuccessful reference requests	1 year
Successful applications forms and CVs	For duration of employment + 5 years
References received	For duration of employment + 5 years
Statutory sick records, pay, calculations, certificates etc.	For duration of employment + 5 years
Annual leave records	For duration of employment + 5 years
Unpaid leave/special leave	For duration of employment + 5 years
Annual appraisal/assessment records	Current year and previous 2 years
Time Control Records	2 years
Criminal Records Bureau Checks	6 months

Personnel files and training records	5 years after employment ceases
Disciplinary or grievance investigations - proved -Verbal -Written -Final warning - Anything involving children	6 months 1 year 18 months permanently
Disciplinary or grievance investigations - unproven	Destroy immediately after investigation or appeal
Statutory Maternity/Paternity records, calculations, certificates etc	3 years after the tax year in which the maternity period ended
Wages/salary records, overtime, bonuses, expenses etc	6 years

### Corporate

Minutes and reports of Committee meetings	Indefinitely
Minutes and reports for Special Committee meetings	Indefinitely
Minutes and reports of sub-committees	Indefinitely
Notes and reports of working groups	Indefinitely
Policies and procedures	Until updated or reviewed
Asset Management records	Indefinitely
Asset management reports	Indefinitely
Internal audit records	3 years
Internal audit fraud investigation	7 years from date of final outcome of investigation
Risk register	Indefinitely
Risk management reports	Indefinitely
Performance reports	Indefinitely
Equalities data	Indefinitely
Questionnaire data	Indefinitely
Details regarding burials	Indefinitely
Drivers log books and mileage	6 years
Vehicle maintenance and registration records (all necessary certificates, MOT certificates, test records and vehicle registration documents etc)	2 years after vehicle disposed of
Fuel usage records	3 years
Allotment application forms	Length of Tenancy + 2 years
Allotment agreements	Length of Tenancy + 2 years
Show health & safety statements	2 Years
Show application including caterers, displays, competition entrants	1 year
Services and equipment quotations – show	1 year
Contacts for show	1 year
Show stalls database inc handcraft and horticulture entrants' details	1 year
trips tenders for coach hire	1 year
Trip database of applicants Coach Tours	1 year
Paper application	1 year

Pre-tender qualification document Summary list of expression of interest received Company contacts A summary of any financial or technical evaluation supplied with the expressions of interest Initial application	1 year
Successful tender documentation Life of contract	6 years
Unsuccessful tender documentation	Until final payment is made
Deeds of land and property	Indefinitely
Land and property rental agreements	6 years after expiry of the agreement
Property evaluation lists	Indefinitely
Lease agreements, variation and valuation queries	6 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years
Booking diaries	3 years
Electronic booking information Is held in the system indefinitely due to the need to gather statistical information	
Premises License applications	Indefinitely

## Health & Safety

Health and Safety Accident books	3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within
Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999	40 years from the date of the last entry
Medical examination certificates	4 years from date of issue
Records relating to accidents person over 18 years	3 years from date of accident
Records relating to accidents person under 18 years	Until 21st birthday
Asbestos records for premises/property including survey and removal records	40 years
Parks and play area inspection reports	5 years
All inspection certificates (Gas Safe, FENSA etc)	2 years
Repairs job sheets	2 years
Periodic machinery inspection tests (PAT, equipment calibration etc)	2 years
Warranties	10 years
Documents relating to the process of collecting, transporting and disposal of general waste	3 years
Documents relating to the process of collecting, transporting and disposal of hazardous waste	10 years
Plant and equipment testing	2 years
Risk Assessment Forms	2 years
Unusual Incident Forms	3 years
Manual Handling Assessment Forms	3 years



T/C 25/4/19

Graham Blew

**From:** Tim Sams <Tim.Sams@dartford.gov.uk>  
**Sent:** 12 March 2019 18:41  
**To:** 'beanparishcouncil@btinternet.com'; 'clerk@stoneparishcouncil.com'; Graham Blew; 'Ian Armitt'; 'darentparishcouncil@btinternet.com'; 'Longfield Parish'; 'Southfleetpc@aol.com'; 'Sutton-at-Hone & Hawley Parish Council'  
**Subject:** Parish Member Allowances - draft recommendations  
**Attachments:** Parish IRP.pdf; Indicative recommended allowances.xlsx  
**Importance:** High

Dear all,

Thank you for your earlier responses to my request for information about parish allowances. The feedback was that most parishes do not pay any allowances. One pays a small member allowance and three pay allowances for the chairman role.

As I said previously the DBC Independent Remuneration Panel is currently reviewing Dartford Council's member allowances and would like to make recommendations on Parish Council allowances alongside this review as per the The Local Authorities (Members' Allowances) (England) Regulations 2003  
<http://www.legislation.gov.uk/ukxi/2003/1021/contents/made>.

Any recommendations are up to Parish and Town Council's to consider. They do not need to be followed but there are publicity requirements as you will see in the regulations.

We have located previous advice given to parishes in 2003 (attached) which outlined the following:

- Levels of recommended travel allowances
- Subsistence allowances
- A Basic allowance for members at 50p multiplied by the total electorate of the parish divided by the number of seats on the parish.

The Parish Remuneration panel have carried out an initial review of allowances paid, other schemes in existence, allowance levels at neighbouring district councils and are currently minded to recommend the following:

- Travel allowances should only be paid outside the parish boundaries and the panel would recommend these at levels commensurate with the Dartford Member allowance scheme/HMRC guidelines.
- Subsistence allowances should only be claimed for duties outside the parish area and again be at levels commensurate with the Dartford Member allowance scheme/HMRC guidelines
- The basic allowance for each councillor should be updated to 'Up to 70p, multiplied the total electorate of the parish divided by the number of seats on the parish.'
- An additional allowance for the Chairman role be recommended as an additional 50% of the basic rate.

I've attached a document which shows these recommended allowance levels on this basis per parish/town council.

The panel would welcome additional evidence/views from all parishes but especially those where the current allowances are higher than the draft recommendation in order that the panel can understand the current position. Please send all responses by the end of April.

Regards

Tim Sams  
Financial Services Manager

## **The Local Authorities (Members' Allowances) (England) Regulations 2003.**

### **Publicity.**

**16.—(1)** An authority shall, as soon as reasonably practicable after the making or amendment of a scheme, make arrangements for its publication by—

- (a) ensuring that copies of the scheme are available for inspection by members of the public at the principal office of the authority, at all reasonable hours; and
- (b) publishing in one or more newspapers circulating in its area, a notice which—
  - (i) states that the authority has made or amended a scheme and specifies the period of time for which the scheme has effect;
  - (ii) describes the main features of the scheme and specifies the amounts payable in respect of each allowance mentioned in the scheme;
  - (iii) describes any responsibilities or duties specified in the scheme in accordance with regulations 5(1) and 8(1) in relation to special responsibility allowance and travelling and subsistence allowance;
  - (iv) confirms that in making or amending the scheme, the authority complied with any duty arising under regulation 19 to have regard to the recommendations of an independent remuneration panel;
  - (v) describes the main features of that panel's recommendations and specifies the recommended amounts of each allowance mentioned in its report for that authority;
  - (vi) states that copies of the scheme and copies of a record kept in accordance with regulation 15(1) and (2) are available at the principal office of the authority for inspection by members of the public at such times as may be specified by the authority in the notice; and
  - (vii) specifies the address of the principal office of the authority at which such copies are made available.
- (2) An authority shall ensure that a notice in the form required under sub-paragraph (b) is published in one or more newspapers circulating in its area as soon as possible after the expiration of twelve months after the previous publication of such a notice, irrespective of whether the scheme has been amended during that twelve month period.
- (3) An authority shall supply a copy of the scheme to any person who requests a copy and who pays to the authority such reasonable fee as the authority may determine.



## REPORT OF THE PARISH REMUNERATION PANEL

To

**Longfield and New Barn Parish Council**  
**Stone Parish Council**  
**Swanscombe and Greenhithe Town Council**

December 2003

### 1. Introduction

The Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 changed the allowances that can be paid to members of parish councils.

From 1 January 2004 parish councils can only pay the following allowances:

A basic allowance  
Travel allowances  
Subsistence allowances

If a parish council wants to pay such allowances it can only do so after it has established a scheme following a report from the Parish Remuneration Panel (the Panel).

The parishes and town council to whom this report is addressed have requested that the Panel makes recommendations on the level of allowances to be paid.

When deciding on what allowances to pay, parishes must have regard to the report from the Panel.

### 2. Recommendations

#### *Travel Allowances*

2.1 That for travel within the parish boundary an annual allowance is paid at the same rate as the band A travel allowance of the borough council scheme (currently £51.50, subject to annual review).

2.2 That for travel outside the parish boundary, allowances are paid in accordance with the borough council scheme. The borough council scheme is based on the Inland Revenue guidelines. The current allowances are:

Cars and vans (all engine sizes) - 40p per mile for first 10,000 miles  
- 25p per mile over 10,000

Motor cycles - 24p per mile

Bicycles - 20p per mile

### ***Subsistence Allowances***

2.3 That subsistence allowances be payable at the same rate as the borough council scheme. The following rates currently apply and are subject to annual review.

Breakfast	up to	£5.32
Lunch	up to	£7.34
Tea	up to	£2.91
Dinner	up to	£9.10 (after 8.00pm only)

Note: Only either the tea allowance or the dinner allowance may be claimed.

Subsistence allowances can only be claimed for duties outside the parish area.

### ***Basic Allowance***

2.4 That a basic allowance be payable to each councillor at the following rate:

**Up to 50p**, multiplied by the total electorate of the parish, divided by the number of seats on the parish.

## **3. Background Information**

When considering the requests of the parishes and town, the Panel looked at the current national rates payable; comments received; information from the Society of Local Council Clerks, and discussions with the two parish clerks. The Panel considered the recommendations that had been made to the borough council for similar allowances. The Panel also considered extracts from a report by a panel from another area.

## **4. Considerations and Recommendations of the Panel**

### ***4.1 Travel allowance***

The Panel considered that the same principles applied to travel for parish councillors as for borough councillors. For journeys made outside of the parish area the panel concluded that it should recommend the same scheme as adopted by the borough council.

For journeys made within the parish area, the Panel concluded that an annual allowance should be paid and that the amount of the allowance should be the same as the band A allowance in the scheme adopted by the borough council. This allowance will be reviewed annually by the borough council.

### ***4.2 Subsistence Allowances***

Again the Panel believed that the principles that applied to the borough council also applied to the parish and therefore recommends that the same scheme is adopted.

#### **4.3 Basic Allowance**

The Panel had been asked to consider a basic allowance for all councillors and therefore did not consider a different allowance for the chairman. The Panel heard that most allowances and subscriptions payable by parishes are based on electorate and considered that this was an appropriate method on which to base allowances to councillors. The Panel considered a scheme recommended by a panel from another area that was based on electorate and a percentage of the borough basic allowance.

The Panel recommends that each councillor be entitled to receive a basic allowance of up to 50p for each elector in the parish, divided by the number of parish seats. It is for the parish to decide the actual amount. The number of electors, for any year, should be determined by reference to the number at 1 January in that year year.

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Parish Council	Number of Parish /		Chariman	
	Electorate	Town councillors	Member Allowance	Allowance
Bean Parish Council	1,239	7	£124	£186
Darenth Parish Council	2,814	9	£219	£328
Longfield and New Barn Parish Council	4,148	12	£242	£363
Southfleet Parish Council	892	6	£104	£156
Stone Parish Council	8,338	12	£486	£730
Sutton-at-Hone and Hawley Parish Council	3,015	9	£235	£352
Swanscombe and Greenhithe Town Council	9,281	13	£500	£750
Wilmington Parish Council	5,297	9	£412	£618

\* CURRENT TOWN MAYOR'S ALLOWANCE = £1,500-00

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## 8. REVIEW OF DEPOSITS REQUIRED FOR COMMUNITY HALL HIRES.

### Current Position.

At present the Town Council charge a £100 cash refundable deposit, this secures against any damages or breaches of the Terms and Conditions of hire.

### Reason for the Review.

Over the last 12 months we have had several occasions where all, or part, of the refundable deposit has had to be retained due to breaches of the Terms of Conditions of hire. An analysis has been undertaken of the bookings involved and the following findings have been identified:

- The named individual who made the booking has been different on each occasion;
- The bookings have been social bookings (ranging from baby naming ceremonies to 65<sup>th</sup> birthdays);
- Each of these types of bookings has lasted all if not most of the day (in excess of 5 hours with most being 10 hours long) and ending at the final cut off time allowed for hall hires.

The breaches of Terms and Conditions experienced have included:

- Not vacating the hall at the end of the booking time;
- Activities causing a nuisance on local residents (including excessive noise levels);
- Halls not being left in a reasonable and clean condition;
- Refuse not being taken away;
- Equipment / furniture being used that was not permitted;
- Damage to equipment.

It has become increasingly obvious that these bookings mean that the cost to the Town Council of rectifying and dealing with the issues has exceeded the £100 cash deposit retained.

### Proposed Change.

That a two level deposit system be brought in for social bookings across all the Town Councils Community Halls.

1. Any social booking expected to last less than 5 hours would be required to pay a £100 cash refundable deposit.
2. Any social booking expected to last 5 hours, or greater, would be required to pay a £250 cash refundable deposit.

### **Recommended:**

To agree, and adopt, the proposed deposit levels for Community Hall hires.

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I am pleased to report to Members of the Town Council that I have carried out an interim internal audit of the Town Council's records for 2018-19.

Members should be aware that the audit tests that I undertook during the interim audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Town Council's internal control procedures.

Members will be pleased to know that I did not find anything major in the audit to report and that I found the record keeping to be of a good standard and the Town Council's approach to the management of risks to be sound.

I would like to take this opportunity to thank your Clerk and Finance Officer for the assistance given to me in the conduct of the audit that took place on 13 February 2019.

**PREVIOUS AUDITS:**

**External Audit Certificate 2017-18:**

The External Audit Certificate for 2017-18 was qualified with the auditor reporting errors which adjusted boxes 6-8 by a net £3.8k. The auditor e-mailed the report (dated 27 September 2018) to the Council but it was not received. Subsequently the report has now been received and it has been considered at the Council's meeting on 13 February 2019.

The qualification for errors which means changes of £3.8k in relation to a turnover of over £650k is in my view misplaced. The error is not material in the context of activity and instead of a qualification an "except for" note would have been appropriate.

**Internal Audit 2017-18:**

No matters to follow up.

**NOTES FROM THIS VISIT:**

During the visit I tested the accounting records including the cashbook, bank statements and bank reconciliations. I also reviewed the minutes.

I found all the financial records to be accurate and up to date. There were no unexplained entries in the bank reconciliations.

The Finance Officer discussed with me changes to the Council following the governance review. Arising from these will be the need for new signatories to the payment approval and review processes.

We also discussed whether the Allotment Association could take over deposits, to which the answer is yes with the agreement of relevant allotment holders, whose consent is needed under General Data Protection Regulations.

I note that the Council at its meeting on 10 January 2019 in adopting the budget and precept for 2019-20 also carried a resolution to "set the Council Tax Base at ...". I feel obliged to observe that the resolution is a nullity since the decisions to set the tax base and the level of Council Tax relating to the Council's precept demand are made by Dartford Borough Council.

I have nothing further to report

**Lionel Robbins**  
**Independent Internal Auditor**  
**6 March 2019**

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## Kent Association of Local Councils

# NEWS

February 2019

## ELECTIONS 2019

IN FOCUS  
THIS MONTH:

### IT'S YOUR SHOUT...

KALC has been busy rolling out its Election Campaign material for this year's Local Elections which are taking place in many parts of the county.



As members will be aware, local councils are led by democratically elected councillors from the local community. Of course, that means you! Our local councils are currently encouraging residents to stand for election: its a mammoth task for some, but knowing that you may recruit someone who is passionate about their community is always worthwhile.

Never underestimate the power of your Parish Notice Board or your website and make sure that you keep both updated in the coming weeks.

We will be launching our Dynamic Councillor training modules county-wide in June. We have set aside fifteen different venues for freestanding events that should give all our delegates a chance to attend. We will also run two identical sessions at our Councillors' Conference in July. Look out for our advertisements in the near future and keep checking our website for further updates.



We are here to support both your council and your future new councillors too! We have produced a range of promotional material to help encourage people to stand for election, including YouTube clips, Facebook, Instagram posts. Additionally, we have produced leaflets and posters

too. We have a public-facing section on our Home Page: "Becoming a Local Councillor" and have additional papers for member councils in the Members Section of the website under "Election Material" which can be found here:

[https://www.kentalc.gov.uk/Election\\_Material\\_22728.aspx](https://www.kentalc.gov.uk/Election_Material_22728.aspx)

The National Association of Local Councils has also produced promotional material which can be accessed from their website here:



<https://www.nalc.gov.uk/our-work/elections>

# Leading Your Learning

## Learning and Development News and Opportunities at KALC



- **8 March, 22 March and 5 April 2019 - Preparing for CILCA Workshops.** Lenham Community Centre
- **15 March 2019 - Planning Conference.** Lenham Community Centre - *including Planning Workshop in the afternoon*
- **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
- **12 October 2019 - Finance Conference,** at Lenham Community Centre
- **October/November 2019 Transport Conference** Date and venue to be agreed.

Our learning and development programme is up and running for 2019. Our Chairmanship Conference in December went very well and we continued that theme with another workshop on 21 February at New Romney Town Council. We have our Annual Planning Conference on 15 March at Lenham Community Centre. At the present time, places are being filled very quickly.

Spring brings with it our CILCA preparation course, so if you are intent on submitting your portfolio this year, then those sessions are tailored for you.

In the meantime, we expect that you will be busy with election. We wish you luck with that, and don't forget to check out our website for up-to-date downloads.

## Post Election Training: Dynamic Councillor Events

**Saturday 1 June. Lenham Community Centre, Morning Event**

**Wednesday 26 June. Herne Centre, Morning Event**

**Tuesday 2 July . Stone Pavilion, Afternoon Event**

**Tuesday 23 July. Dover Town Council, Afternoon Event**

**Thursday 29 August. Meopham Cricket Pavilion, Evening Event**

**Saturday 7 September. Ditton Community Centre, Morning Event**

**Thursday 12 September. Kent Fire and Rescue, Rochester. Afternoon Event**

**Tuesday 24 September. Sevenoaks Town Council, Evening Event**

**Tuesday 1 October. Hythe Sports Pavilion, Evening Event**

**Saturday 19 October. Faversham Community Centre, Morning Event**

**Tuesday 22 October. Minster Pavilion, Afternoon Event**

**Saturday 9 November. Kings Hill Community Centre, Evening Event**

**Tuesday 12 November. Langton Green Sports Pavilion, Speldhurst. Evening Event**

**Saturday 23 November. Lenham Community Centre, Morning Event**

**Thursday 5 December. Cranbrook and Sissinghurst, Afternoon Event**





### **Kent secures £1.3m to tackle gangs and youth violence**

Kent has secured £1.3m from the Government's Supporting Against Youth Crime Fund to help prevent young people becoming involved in gangs and youth violence.

The award will enable a partnership of Kent County Council (KCC), Medway Council, Kent Police, Met Police and the Kent Police and Crime Commissioner to deliver a collaborative two-year project to reduce the impact of gang activity in north Kent and Medway and protect children at risk of criminal exploitation.

Kent will use the funding to provide support for vulnerable people across the county through peer mentoring and community support workers, linking up services for those who may otherwise become involved in knife crime and gang violence. By educating young people on the dangers of joining a gang and by providing peer mentors for young people at risk, communities will become more resilient and able to resist gang involvement.

Police will also receive more resources to better use intelligence to counter county lines drug trafficking and exploitation, while funds will also be allocated to provide training sessions for multi-agency staff, young people, parents throughout Kent and Medway to raise awareness on the risks of criminal child exploitation.

Roger Gough, cabinet member for children, young people and education: "I am delighted Kent County Council was able to lead a successful bid for this funding and I am grateful for the support provided by our partners throughout this process.

"The exploitation of some of Kent's most vulnerable young people by criminals is a serious issue and one which cannot be tackled by organisations working in isolation.

"By working closely with Kent Police and other authorities across Kent, we have created a good framework for tackling this issue in the form of the Kent and Medway Gangs Strategy. This funding will help us continue to take a collaborative approach to protecting Kent's young people."

Communities Secretary, Rt Hon James Brokenshire MP, added: "Carrying a knife should never be a rite of passage. For too long, it has been normalised behaviour for too many teenagers in our communities.

"Every violent incident, every injury, every young life lost is a tragedy that has devastating consequences for all involved.

"The early intervention strategies set out by the projects we are funding offer real alternatives to children and young people who may otherwise become involved in gang crime."

The funding will be channelled through the Troubled Families programme, which helps vulnerable families with a wide range of problems including absence from school, adults out of work and families affected by domestic violence.

The key aims for the Supporting Families Against Youth Crime project are:

- To reduce the risk of criminal exploitation for children and young people.
- To improve the wellbeing and resilience of vulnerable young people.
- To increase the quantity and quality of trusted relationships between young people and adults.
- To increase community resilience and responses to county lines.

**For further information about the Kent County Council Communications Office contact David Gazet on 03000 422589 or email [david.gazet@kent.gov.uk](mailto:david.gazet@kent.gov.uk). Visit [www.kent.gov.uk/news](http://www.kent.gov.uk/news) or**

**[www.twitter.com/kent\\_cc](https://www.twitter.com/kent_cc) for news from Kent County Council.**



# The Latest from...

## The Office of Kent's Police And Crime Commissioner

### Matthew Scott talks local policing with local representatives 28 Jan 2019

Police and Crime Commissioner Matthew Scott has met with other elected officials as part of his ongoing discussions with people across Kent and Medway.

On January 24, he was in Ditton with Kent Police Assistant Chief Constable Nikki Faulconbridge to speak to 16 representatives of parish councils from across the county. The councillors talked about local policing issues, welcomed improvements to Kent Police's 101 non-emergency service and discussed Mr Scott's proposal to invest additional council tax receipts in enabling the Chief Constable to recruit another 180 full-time warranted police officers in 2019/20.

Mr Scott said:

'I have made 101 a priority and so it was good to be able to assure councillors that taxpayers' money I invested in more call-handlers for the Kent Police Force Control Room last year has had the desired effect. The force receives in excess of 30,000 non-urgent calls via 101 a month yet the average waiting time to speak to a member of police staff is down to around 90 seconds.

'Where possible, I continue to encourage people to go online as many routine contacts with Kent Police do not even require a phone call. More and more people are choosing to visit the force website to have their policing questions answered and to report non-urgent crimes.'



Two days earlier, Mr Scott had been in Westminster where he heard the views of six Kent MPs. The PCC added:

'It was good to catch up with Tracey Crouch, Charlie Elphicke, Sir Michael Fallon, Helen Grant, Damian Green and Helen Whatley over the course of the morning. These are really useful opportunities to discuss local constituency issues and wider matters such as police funding, county lines, rural crime, town centres, visible policing and the ongoing recruitment campaign. All those I met with were pleased to hear that Kent Police now

has around 270 more police officers than when I came into office, and that the force's 300 Police Community Support Officers (PCSOs) are being retained. But still, the message I heard loud and clear was that people want to see even more visible policing in their communities. My proposal around the council tax will help meet that request, and ensure Kent Police has the resources it needs to keep our communities safe.'<sup>1</sup>

<sup>1</sup> This article is used with kind permission from the office of the Kent Police and Crime Commissioner

## THE LATEST FROM OUR NATIONAL ASSOCIATION

Spring Conference 11 February, London



A new report has been issued by Rural England, the independent research, networking and information exchange for England. It highlights the state of rural services and presents the most recent evidence for the provision of services and residents who are in rural communities.

It draws attention to the particular difficulties that currently beset rural households. Accessing services such as broadband and public

transport are key subjects, but healthcare and services for young people also hit the list for concern.

The report seems to underline the worry that rural areas are sometimes left behind, and are becoming increasingly dependent on voluntary activities at a local level.

It is acknowledged that much of the key role is played by local councils and other bodies who support and facilitate rural areas through the management of services, grants and publicity of opportunities. There have been many examples of the increasing involvement of local councils, who regularly have input into the provision of community transport, youth provision and

supporting village commerce.

The recent NALC publication "Points of Light 2019" exhibits many examples of the local council sector "stepping up" in rural communities, and it is hoped that there will be further research into how local councils in rural areas help to address some of the issues that the State of Rural Services report highlights.

Read the report here: <https://ruralengland.org/state-of-rural-services-report-2018/>

Tracey Crouch MP calls on Local Councils to help in the Battle Against Loneliness...

NALC's Spring Conference was delighted to have Tracey Crouch MP as its keynote speaker. Whilst she is no longer Minister for Loneliness, it is clear that the subject is very close to her heart and this was evident in her engaging speech. She highlighted the issues that loneliness plays in society, and said that it affects around nine million in Britain today. Contrary to popular opinion, it is not just older people who live with loneliness, but is a widespread issue across many sectors in our communities.

She emphasised the role that local councils have to play in the battle, and applauded the work currently being done by our tier including: the Rural Coffee Caravan in Suffolk and Kent's own community - led transport schemes.

Likewise, she acknowledged that much of this kind of work must be done in partnership with Government, and that would involve parish and town councils too.

Ms Crouch was thankful for the work already being done by our sector. NALC is currently working in collaboration with the Local Government Association and the The Campaign Company to prepare a guide on tackling loneliness which will, of course, help in the future.

In the meantime, her message was clear: keep up the good work and long may it continue!

### NALC CALL ON LOCAL COUNCILS, AS 1% OF COUNCILLORS ARE BELOW 25

The National Association of Local Councils' (NALC) Councillor Census Survey found that of the 100,000 councillors serving local (parish and town) councils, there are only 700 councillors (0.7%) aged 25 or below. NALC has challenged local councils to be more representative of the communities they serve

and get closer to the national average, which sits at 10.2%. NALC's election campaign aims to help local councils engage with young people to encourage them to stand for election in May 2019. Cllr Sue Baxter, chairman of NALC, said: "There is a clear challenge for the sector when it comes to

making local politics appealing to youngsters. We want local councils to get better at engaging with them by making the process of getting involved easier and more accessible. We believe this will help make the next generation of community champions rise to the challenge and make a difference locally."



## INDEPENDENT ADVISORY BODY BACKS NALC'S CALL TO STRENGTHEN STANDARDS REGIME



A year long Parliamentary inquiry into ethical standards in local government was published on 30 January 2019. It has backed calls from the National Association of Local Councils (NALC) for the reform of the current regime, that is aimed at improving behaviour in 10,000 local (parish and town) councils.

NALC has campaigned for a range of measures to be introduced to support high standards of conduct by its 100,000 local councillors, including the re-introduction of sanctions, greater emphasis on training and development, and a single code of conduct for all tiers of local government based on NALC's own model code.

However, NALC has issued a plea to the Government to address the report's failure to recommend and promote more councillor training and development. NALC has been pressing for greater encouragement and support for induction and regular refresher training for local councillors on standards, coupled with a new investment in a national training programme.

Cllr Sue Baxter, chairman of NALC, said: "NALC is fully committed to promoting and supporting the highest standards of conduct by local councillors and officers in the first tier of local government, which is increasingly playing a bigger role in communities including the delivery of public services and community facilities.

"Whilst the present regime is not fundamentally flawed, it does require some strengthening, therefore I am pleased the Committee on Standards in

Public Life has listened to the concerns of NALC, county associations of local councils, and local councils themselves.

"The Committee rightly acknowledges it is a minority of local councillors who engage in bullying or harassment or another highly disruptive behaviour, therefore NALC is delighted the Committee agrees with our proposal for the regime to have more teeth through the re-introduction of sanctions for breaches of the code.

"However, NALC is bitterly disappointed at the report's failure to support local councillors by helping them develop a better understanding of the standards regime through councillor training such as induction and regular refresher training. That is why I am urging the government to go further and work with NALC to encourage and support training for local councillors, and to provide investment to support a national training programme comprising a range of initiatives including a member development charter. Such investment could come from existing funding into local government improvement.

"We support the recommendation to develop an updated model code of

conduct to reflect the proposed changes but given over half of the local councils and many principal authorities use NALC's model code of conduct, this should be the foundation for the development of the updated model code of conduct for all tiers of local government. NALC looks forward to furthering dialogue and engagement with the Committee and the government overtaking forward the report's recommendations."<sup>1</sup>

<sup>1</sup>This article appeared recently on the NALC website



The National Association of Local Councils will once again ask its local council members to get involved with the now annual Great British Spring Clean, launched by the Keep Britain Tidy campaign in January 2019.

The initiative runs from 22 March to 23 April 2019, and aims to build on the resounding success of last year's drive to help Keep Britain Tidy.

#### HOW DOES OUR COUNCIL TAKE PART?

Take a look at the official website and sign up:

[HTTPS://WWW.KEEPBRITAIN TIDY.ORG/USER/REGISTER](https://www.keepbritaintidy.org/user/register)

There is plenty of information regarding how local authorities can join in. Otherwise, contact Kent County Council via their dedicated webpage here: <https://www.kent.gov.uk/about-the-council/campaigns-and-events/keep-kent-clean>



The "Keep Britain Tidy" Campaign began as a National Federation of Women's Institutes initiative in 1954. The TidyMan logo began to appear in the 1960s and went some way to encourage our citizens to take better care of our society and clean up their rubbish. The campaign went from strength to strength, and there was a huge impact on the attitudes of the public by the 1970s. By this point, people really were striving to Keep Britain Tidy, helped along by celebrity campaigners which continues to this day.

The Keep Britain Tidy ethos has remained the same since its inception, but has now diversified considerably. It is no longer just a case of litter picking on a Sunday morning. The campaign also encourages our young citizens to understand what litter actually is, what can be recycled for further use, and how to avoid the issue in the first place.

The campaign has certainly moved with the times, and has been an integral part of making our country a cleaner place to be: whether that is a campaign over the Olympics, being "Clean for The Queen", or part of the Great British Spring Clean.

We can all do our part locally, and that is why the National Association is keen to promote the good work of so many. Get involved this year...over 374,000 people did in 2018!

# Missing from Your Inbox

What you might just  
need to know...

Ministry of Housing, Community  
and Local Government launches  
"Local Government  
Brexit Preparedness"  
Bulletins

The Ministry of Housing, Community and Local Government (MHCLG) has launched a new weekly local government Brexit bulletin, which will include the latest updates from the Local Government EU Exit Team. It will also include announcements, new guidance, parliamentary activity and upcoming events which will be relevant to our tier.



You can sign up to the bulletin by emailing [lgengagement@communities.gov.uk](mailto:lgengagement@communities.gov.uk) and you might find that visiting the dedicated [webpage](#) of use to you. Like

most things Brexit, things are by no means set in stone and there will be many changes and alterations in the coming weeks, but it is always opportune to be up to date with those changes!

## Your Council Email Address and GDPR

### Came and Company Statement

"For insurance purposes, we would recommend that councillors use Council email addresses as this is proven to reduce claims under the Libel and Slander section. It has been known for a Councillor to type an email which may or may not express the Council views. The email becomes public knowledge due to the email being sent via a personal address book and causes offence. If the Councillor was using a Council email address, the address book would be limited to Councillors which means there is less chance of any email entering the public domain.

Under GDPR, no sensitive information relating to Council business should be kept on personal email addresses. Councils have spent a lot of time and Council money on the deletion of this information from email addresses and this action should be carried out on ex-Councillors personal addresses if they were used. In relation to Freedom of Information requests, where the information is held on a personal email address and the request has meant that the Councillors whole email database has needed to be reviewed."

January 2019,  
Came and Company  
Local Council Insurance.



# Missing from Your Inbox

What you might just  
need to know...

## Government announces plans to tackle illegal traveller sites

*The Home Secretary has announced plans to give police tough new powers to crackdown on illegal traveller sites.*

Sajid Javid set out draft measures aimed at making it easier for officers to intervene and remove travellers from land they should not be on.

The Home Secretary will also consider making it a criminal offence to set up such camps. It is currently defined in law as trespassing, a civil matter.

In addition, the Ministry for Housing, Communities and Local Government (MHCLG) announced it will provide local authorities with practical and financial support to handle unauthorised encampments.

Home Secretary Sajid Javid said:

“The vast majority of travellers are law-abiding citizens - but illegal sites often give an unfair, negative image of their community and cause distress and misery to those who live nearby.

There is a widespread perception that the law does not apply to travellers and that is deeply troubling.

The result of our initial consultation was clear - people want to see greater protection for local communities and for the police to be given greater power to crack down on trespassers.”

Communities Secretary Rt Hon James Brokenshire MP said:

“During our consultation, we have heard accounts of needless and unacceptable noise, abusive and threatening behaviour and extensive litter and waste from illegal traveller sites.

Only a small minority of people are causing this distress, but it’s right that

police are given extra powers to step in.

We are committed to working with councils to help them deal with these challenging cases, while also ensuring travellers have good access to legal sites.”

The plans follow an initial consultation by the government to look at how to strengthen the response from police and local authorities, following calls for robust measures to protect landowners and those living close by.

The consultation response was clear problems are caused for communities by travellers moving from place to place – so councils will be reminded of their existing obligation to provide enough “transit sites” to reduce the risk of communities seeing illegal sites set-up on their doorstep and to identify suitable sites, so problems are not simply shifted on to neighbouring areas.

MHCLG has committed to give councils up to £1.5 million of extra funding to help them enforce planning rules and tackle unauthorised sites, with funding also available under the £9 billion Affordable Homes Programme to help pay for legal pitches.

Alongside this, the department has given £250,000 to support projects working with Gypsy, Traveller and Roma communities to tackle discrimination, improve integration, healthcare and education.

As part of the measures announced today, ministers will consider making data available on where legal sites are so it is clear which authorities are not offering their fair share of traveller facilities. Under new guidance to be published, the Communities Secretary will step in and review cases where

there are concerns raised there are too many authorised traveller sites in one location.

Additionally, the Home Office will launch a review into whether it should criminalise the act of trespassing when setting up an encampment. A change in the law may allow the police to respond quicker and take tougher action.

The Home Office will also consult on proposals to amend the Criminal Justice and Public Order Act 1994 to:

- lower the number of vehicles needed to be involved in an illegal camp before police can act from 6 to 2
- give the police powers to direct travellers to sites in neighbouring local authorities. Currently they can only direct trespassers to sites in the same area
- allow officers to remove trespassers from camping on or beside a road
- increase the time - from 3 months to a year - during which travellers are not allowed to return to a site they have already been removed from.

# County Matters



## **'Stay Alive' app helping people in Kent and Medway**

A ground-breaking suicide prevention app, Stay Alive, is now available for people in Kent and Medway. With lots of useful information and tools to help individuals stay safe in a crisis, Stay Alive can help both people who may be having thoughts of suicide and those concerned about someone else.

As well as useful advice on how to help people stay safe in the moment, crucially, the Stay Alive app contains features which people can customise to help them at moments of crisis, such as:

- a mini safety plan where they can note actions they will take and people they will call if they feel they cannot stay safe from suicide
- a LifeBox to which they can upload photos from their phones, reminding them of their reasons to stay alive
- details of people who can help if they are having thoughts of suicide, contactable direct from their device
- a wellness plan to support recovery, with a place for positive thoughts, inspirations and ideas.

The app was put together by a charity, Grassroots Suicide Prevention, with input from young people and adults with mental health problems and from mental health professionals. It is funded locally by the Kent and Medway Sustainability and Transformation Partnership (STP) which has ensured it includes local information, including on Release the Pressure.

Lauretta Kavanagh, Stop The Pressure (STP) Mental Health Programme Director, said: "We all know how important phones have become in modern life. This app will give local

people who are having suicidal thoughts easy access to their personal safety plan and reasons to stay alive, round the clock and wherever they are. And so, it will help them to stay safe through difficult times or a moment of crisis."

Professor Catherine Kinane, STP Clinical Lead for Mental Health, said: "Statistics show how suicide across the UK are a leading cause of death among young people aged between 20 and 34 and the highest suicide rate for the UK is for men aged between 45 and 49. As one of the many projects we have established across the county to help prevent suicide and raise awareness, we hope this app will go towards helping our most vulnerable when they really need it. It is also an invaluable tool for anyone who is worried about a family member or a friend. Take a look and let us know what you think."

West Kent resident, Simon T Jones, added: "There is always another option – and the Stay Alive app gives helpful info, friendly and easy to follow suggestions to finding a brighter way."

The free app is available to download from the Apple App Store and the Android Google Play.

## **KCC introduces new bus feedback scheme**

An opportunity for passengers to tell Kent County Council about their experiences of using bus services has been launched.

KCC's new Bus Feedback Portal is available at [www.kent.gov.uk/busfeedback](http://www.kent.gov.uk/busfeedback) and allows people to provide details on their experiences of the services they use.

This information can then be used by the council to try and improve services

through its Quality Bus Partnerships and conversations with bus operators. Contact information and details as to how and who to complain on various bus matters is also available at the site.

KCC cabinet member for transport Mike Whiting said: "One of the things that came up during our recent Big Conversation bus meetings was that people had a lot of views on their local bus services.

"We decided to act on that and created the opportunity that allows our constituents to voice any concerns they have and know that we will bring them to the table.

"Although private companies run bus services, we have a good relationship with them and we very much welcome feedback to help ensure we can have a fast and reliable bus network in Kent." Since 1985, the operation of bus services has been in the hands of private companies, not public bodies. The Transport Act 1985 privatised and deregulated bus services throughout Great Britain.

Since this change, KCC has had no regulatory powers over where services run and does not have the ability to alter changes made by private companies running the buses – nor do they need to notify KCC.

This is the case right across the UK, though bus services in London were not deregulated and so Transport for London still specify its routes, fares, and the number of services.

KCC can subsidise bus routes but only has a small budget with which to do so. In a bid to better support rural bus services, KCC recently launched two consultations proposing new bus pilots in Maidstone and West Malling.

Other pilots are also been proposed for Dover, Sevenoaks and Tenterden. KCC is currently developing these alongside parish councils.

To take part visit

<http://consultations.kent.gov.uk>

## Kent History and Library Centre: A mine of Information

All history is local, apparently. Many would go along with that statement and it would appear that local history buffs are aplenty in Kent. There has, of course, been a renaissance in looking for one's past in recent years, thanks to the popularity of genealogy programmes on television. Likewise, people want to know from whence they came. That might be on the basis of a DNA report, but it might also be in terms of claiming a nationality, or culture, as one's own. Kent's own local history network is wide and diverse. The county has many resources for both residents and others available, and the flagship venue is the History and Library Centre...



Imagine a place where you can access most of Kent's archives and history in one spot. A place that holds Parish Registers for births, death and marriages, and personal letters and diaries of prominent Kent residents.

A place you can explore the transcripts and tithe records of clergy but also look in depth at the lives of landed gentry.

That place is Kent History and Library Centre, which is situated at

James Whatman Way,  
Maidstone, Kent.  
ME14 1LQ.

The centre has been open for some years now, having been moved to a brand new building with proper facilities for its ever growing archive. It has a comprehensive IT support system to make research easier, and all public areas have wireless access for all who need it. The centre is a welcoming place to all and is, above all, a mine of information.

You may want to visit the venue as an individual but the Centre also offers tours and visits to groups who might like

to know more about the Kent Archive and its importance within our county.

The tours take up to ten people on a first come first served basis and they are held on the first Wednesday of every month between 2 and 3 pm.

You can book via the email address here:  
[archives@kent.gov.uk](mailto:archives@kent.gov.uk)

To find out more about the Archive, and what it has to offer, visit their website:

<https://www.kentarchives.org.uk/>

