

TOWN COUNCIL
15 FEBRUARY 2018

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 15 FEBRUARY 2018 at 7.00 PM

PRESENT:

Councillor Ms L M Cross (Town Mayor)
Councillor Mrs A E D Barham (Deputy Town Mayor)
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Hall
Councillor P M Harman
Councillor R J Lees
Councillor D J Mote
Councillor B R Parry
Councillor A S Reach
Councillor B E Read
Councillor Mrs I A Read
Councillor S J Ryan

ALSO PRESENT:

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

ABSENT:

There were none

471/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' P C Harris, Dr J M Harman, J A Hayes, Ms L C Howes, Mrs L Manchester, K M Kelly and Mrs M B Kelly.

Apologies for lateness were received from Councillors' K G Basson and S J Ryan.

472/17-18. 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.

473/17-18. MINUTES OF THE MEETING HELD ON 14 DECEMBER 2017 AND THE SPECIAL MEETING HELD ON 11 JANUARY 2018.

RESOLVED:

That the Minutes of the Meeting held on 14 December 2017 and the Special Meeting held on 11 January 2018 be confirmed and signed as a true record.

474/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

475/17-18. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 20 DECEMBER 2017 AND 17 JANUARY 2018.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 20 December 2017 and 17 January 2018 be confirmed and the recommendations made therein be adopted.

476/17-18. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 1 FEBRUARY 2018.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 1 February 2018 be confirmed and the recommendations made therein be adopted.

477/17-18. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 11 JANUARY 2018.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 11 January 2018 be confirmed and the recommendations made therein be adopted.

478/17-18. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 6 DECEMBER 2018.

RESOLVED:

That the minutes of the Community Safety Committee meeting held on 6 December 2017 be confirmed and the recommendations made therein be adopted.

479/17-18. MINUTES OF THE HERITAGE SUB-COMMITTEE MEETING HELD ON 16 JANUARY 2018.

RESOLVED:

That the Minutes of the Heritage Sub-Committee meeting held on 3 October 2017 be confirmed and the recommendations made therein be adopted.

480/17-18. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND (LGBCE) – DRAFT RECOMMENDATIONS FOR DARTFORD.

Members considered the draft recommendations for Dartford and discussed the best way for the Town Council to collate a response before the 9 April 2018 deadline.

Members agreed that the previous Working Group should formulate a draft response for consideration by full Council at a Special Town Council meeting to be held at 7pm, and prior to the Recreation, Leisure & Amenities Committee meeting, on 22 March 2018. The Working Group membership is: Councillor Mrs S P Butterfill, Councillor P M Harman, Councillor B E Read and Councillor S J Ryan.

RESOLVED:

That the Working Group, as detailed above, formulate a draft response for consideration by full Council at a Special Meeting to be held at 7pm on 22 March 2017.

481/17-18. DARTFORD BOROUGH COUNCIL – COMMUNITY GOVERNANCE REVIEW.

Members discussed the letter received from the Electoral Services Manager (DBC), dated 15 January 2018.

After consideration it was agreed the Working Group also tasked with producing a draft response to the LGBCE Draft Recommendations for Dartford (minute 480/17-18) be tasked with formulating a draft submission to Stage 1 of the process for consideration by full Council at a Special Town Council meeting to be held at 7pm, and prior to the Recreation, Leisure & Amenities Committee meeting, on 22 March 2018. The Working Group membership is: Councillor Mrs S P Butterfill, Councillor P M Harman, Councillor B E Read and Councillor S J Ryan.

RESOLVED:

That the Working Group, as detailed above, formulate a draft submission to Stage 1 of the process for consideration by full Council at a Special Meeting to be held at 7pm on 22 March 2017.

482/17-18. LOCAL COUNCIL AWARD SCHEME – FOUNDATION AWARD.

Members were pleased to be informed that the Councils application for accreditation had been successful and that the accreditation lasted for a 4 year period (December 2021).

Members requested that the hard work and diligence of the Administration Team be acknowledged.

RESOLVED:

That the item be noted.

483/17-18. STAFF / MEMBER TRAINING - UPDATE.

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

ATC/RFO	Heritage Watch Conference – Historic England – Leeds Castle	7 February 2018
Cllr Ms L M Cross	Governance, Procedure & Transparency Conference – KALC – Ditton	8 February 2018
Cllr Ms L M Cross	Annual Planning Conference – KALC – Lenham	16 March 2018
Cllr B R Parry	Annual Planning Conference – KALC – Lenham	16 March 2018
Cllr P C Harris	Annual Planning Conference – KALC – Lenham	16 March 2018
Cllr P M Harman	The General Data Protection Regulations – DBC	10 April 2018
Town Clerk	The General Data Protection Regulation (GDPR) – KALC – Lenham	5 February 2018
Town Clerk	The General Data Protection Regulations (GDPR) – DBC	20 March 2018
Town Clerk	Society of Local Council Clerks (SLCC) Regional Conference – Uckfield	21 March 2018

RESOLVED:

That the item be noted.

484/17-18. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

Members were supplied with the December 2017 edition of the Parish News.

RESOLVED:

That the item be noted.

485/17-18. EXTERNAL AUDITORS CERTIFICATE AND OPINION 2016 – 2017.

Further to minutes 165/16-17, 1952/16-17 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.

486/17-18. INSURANCE CLAIM/S – UPDATE.

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

Claim Ref: 27170000393 – damaged play equipment at The Heritage Park, this claim incurred a £100.00 excess.

RESOLVED:

That the item be noted.

487/17-18. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL) – FUTURE APPLICATIONS.

Further to minutes 405/17-18 and 446/17-18 Members were asked to begin considering suitable/appropriate projects for this year's scheme.

RESOLVED:

That the item be noted.

488/17-18. 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.

Bluewater Forum (BF).

The Town Mayor is the Town Council representative on BF. As previously agreed the agenda for the 25 January 2018 meeting was available in the Chamber for inspection.

SureStart Swanscombe U1R Children's Centre Committee – Dartford Advisory Board (DAB).

Councillor R J Lees is the Town Council's representative on the SureStart Swanscombe U1R Children's Centre. As previously agreed the agenda and minutes from the 23 January 2018, including the minutes from the 28/29 November 2017 meeting were available in the Council Chamber for inspection.

After a lengthy discussion Councillor D J Mote kindly agreed to find out more details regarding the SureStart policy, which begins on 5 March 2018, for Childminders accessing their facilities.

Borough and Parish Council Forum (BPCF).

The Town Mayor and Town Clerk are the Town Councils representative on the BPCF. As previously agreed, the agenda for the 16 January 2018 meeting was available in the Council Chamber for inspection.

Kent Association of Local Councils (KALC) – AGM.

Councillors' Mrs S P Butterfill and Ms L C Howes are the Councils representatives on the KALC County Area Committee and as such attend the KALC AGM. As previously agreed the minutes from the 70th AGM, 18 November 2017, were available in the Council Chamber for inspection.

Ingress Park Greenhithe Management Limited (IPGM).

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

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

Councillor P M Harman updated members which included:

Further to the inspections that had been undertaken regarding the flooding of the play area on the waterfront the metal plates at the bottom of the fence had been removed and relocating the play area was now being investigated.

The next meeting was scheduled to be held on 22 February 2018 with the AGM scheduled to be held on 14 March 2018.

489/17-18. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman confirmed his recent attendance at the 13 February 2018 Kent & Medway Fire Authority Board meeting and advised that their budget was being increased by 2.9% with a 1% pay increase for all staff.

Kent County Council were scheduled to hold their budget meeting on 20 February 2018.

RESOLVED:

That the item be noted.

490/17-18. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

The Draft proposals for the LGBCE and the Terms of Reference for the Community Governance Review had both been recently discussed.

RESOLVED:

That the item be noted.

491/17-18. SEALING OF DOCUMENTS.

There were none.

492/17-18. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor confirmed that she would be holding the following events:

- 24 March 2018 – Sunday Lunch at The George and Dragon
- 21 April 2018 – Civic Night at the Swanscombe Leisure Centre.

493/17-18. QUESTIONS.

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

494/17-18. EXCLUSION OF PRESS AND PUBLIC

MOVED BY Councillor P M Harman and seconded by Councillor R J Lees.

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.

495/17-18. GROVE CAR PARK MANAGEMENT.

Further to minute 380/17-18, and in accordance with Standing Order 21 a) the documents had been signed and sealed by the Town Mayor and Town Clerk, in the presence of another member, and returned to the Town Councils Solicitors (12 January 2018). Members were informed of the officer meeting with DBC, held on 15 January 2018, and the scheduled "go-live" date.

RESOLVED:

That the item be noted.

496/17-18. EAGLES ROAD PLAY AREA.

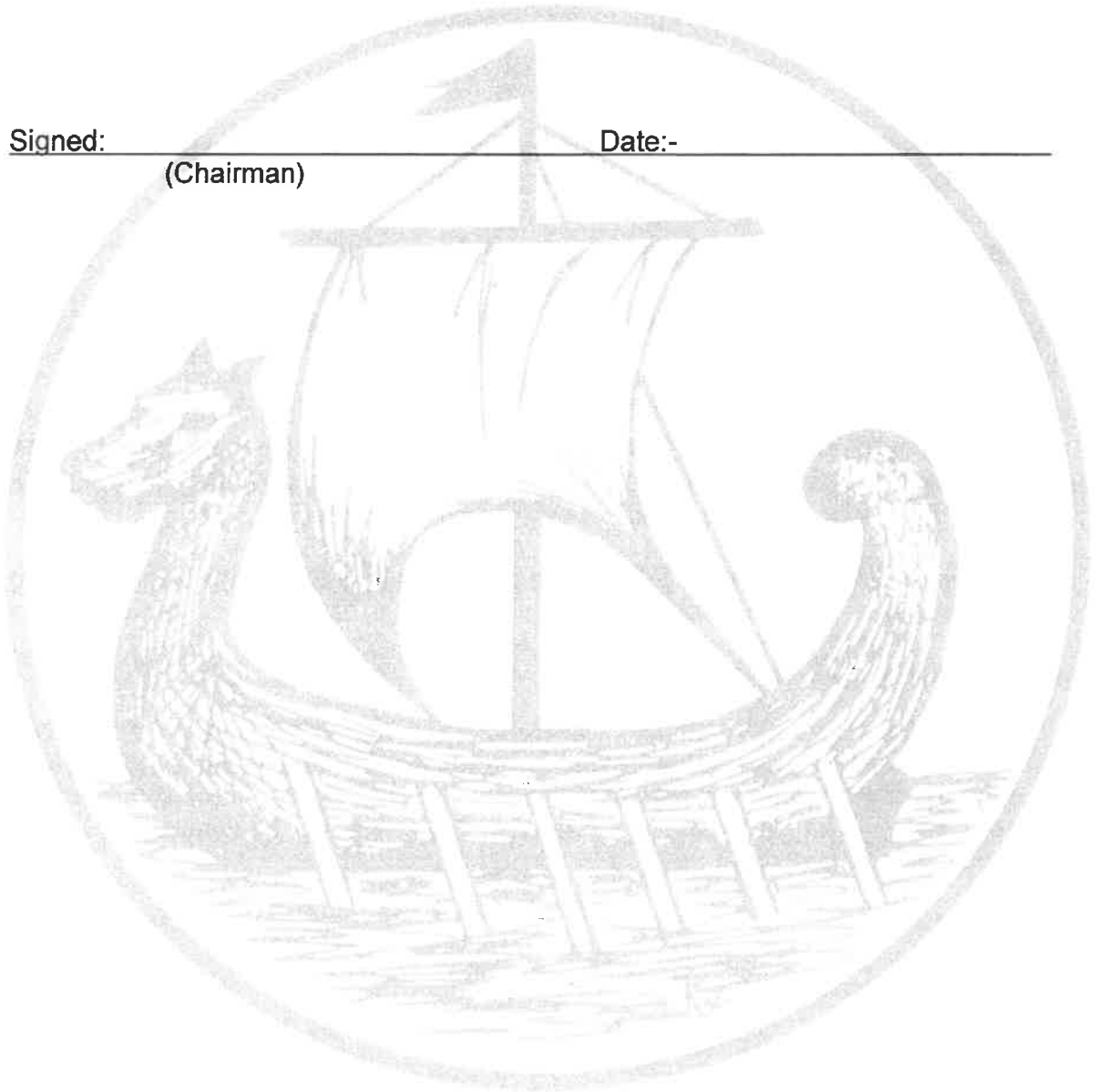
Further to minute 381/17-18, and in accordance with Standing Order 21 a) the documents had been signed and sealed by the Town Mayor and Town Clerk in the presence of another member, and returned to the Town Councils Solicitors (29 January 2018).

RESOLVED:

That the item be noted.

There being no further business to transact the Meeting closed at 8.20 pm.

Signed: _____ Date: - _____
(Chairman)



MINUTES of the SPECIAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 22 MARCH
2018 at 7.00PM

PRESENT:

Councillor Ms L M Cross (Town Mayor)
Councillor Mrs A E D Barham (Deputy Town Mayor)
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Hall
Councillor P M Harman
Councillor P C Harris
Councillor J A Hayes
Councillor Ms L C Howes
Councillor Mrs L Manchester
Councillor D J Mote
Councillor B R Parry
Councillor A S Reach
Councillor B E Read

ALSO PRESENT:

Graham Blew - Town Clerk
Martin Harding – Assistant Town Clerk/RFO
Sandra Kelleher – Administration Assistant
1 x member of the public

ABSENT: Councillor S J Ryan

555/17-18. The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

556/17-18. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Dr J M Harman, K M Kelly, Mrs M B Kelly, R J Lees and Mrs I A Read.

557/17-18. **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.

Mr G Baker advised members that he did not have any questions but wanted to raise a point of information and that following his recent correspondence regarding planning application EDC/18/006, Alkerden Farm, he had approached Historic England to submit an application for the buildings to be listed.

The Chairman thanked Mr Baker for the interest and work he had put in regarding this issue and welcomed his information

558/17-18. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND (LGBCE) – DRAFT RECOMMENDATIONS FOR DARTFORD (p).

Further to minutes 480/17-18 members considered the suggested response, formulated by the Working Group. Upon being put to a vote it was agreed by x13 members, with Councillor D J Mote abstaining:

RESOLVED: That the Town Council's response to this stage of the consultation be finalised as per the Working Groups proposal.

559/17-18. DARTFORD BOROUGH COUNCIL – COMMUNITY GOVERNANCE REVIEW (p).

Further to minutes 481/17-18 members considered the suggested submission, formulated by the Working Group. Upon being put to a vote it was agree by x13 members, with Councillor D J Mote abstaining:

RESOLVED: That the Town Council's submission to Stage 1 of the process be finalised as per the Working Groups proposal.

There being no further business to transact the Meeting closed at 7.10 pm.

Signed: _____ Date: _____
(Chairman)

TC 26/4/18

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 7 FEBRUARY 2018 AT 7.00PM

PRESENT:
Councillor B R Parry (Chairman)
Councillor P C Harris
Councillor J A Hayes
Councillor D J Mote
Councillor A S Reach

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT:
Councillor K M Kelly
Councillor Mrs L Manchester

450/17-18. APOLOGIES FOR ABSENCE.

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

451/17-18. SUBSTITUTES.

There were none.

452/17-18. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

The Town Clerk declared a prejudicial interest on behalf of members of the Town Council regarding application DA/18/00026/TPO as the Town Council were the applicant.

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

453/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

454/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 17 JANUARY 2018

Recommended: The Minutes of the meeting held on 17 January 2018 were confirmed and signed.

TOWN PLANNING:

**455/17-18. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL /
EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS'
OBSERVATIONS.**

DA/18/00002/FUL	Raising height of roof to create first floor accommodation to form 4 bedroom detached dwelling together with associated alterations to elevations. Glenwood 32B London Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/00005/FUL	Erection of a two storey rear extension and rear conservatory. 18 The Crescent, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/00012/LDC	Application for a Lawful Development Certificate for proposed provision of a dormer window with Juliette balcony in rear elevation and roof lights on front elevation in connection with providing additional rooms in the roof space 20 Hasted Close, Greenhithe.
OBSERVATIONS:	The Town Council has concerns that the proposal will result in the neighbouring gardens being overlooked resulting in a loss of privacy. Please ensure all neighbouring properties are consulted prior to the decision of the application.

The Town Clerk having already declared a prejudicial interest on behalf of the Town Council no discussion or observations/comments were made on the following application.

DA/18/00026/TPO	Application to carry out works as per tree survey to trees within the area are a mix of sycamore, ash and hawthorn to trim the trees back to a height of 12-15ft (i.e. Pollard) subject to Tree Preservation Order No.17 1991 Children's Play Area, Valley View, Greenhithe.
OBSERVATIONS:	No observations.
DA/18/00053/FUL	Excavation of front garden to create parking area.

	8 Knockhall Chase, Greenhithe.
OBSERVATIONS:	The Town Council are concerned that the proposal will result in vehicles parking on the other side of the road which will have visibility/safety implications and were this application to be approved a dangerous precedent would be set for the neighbouring properties. Please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/00073/COU	Change of use of property from residential to mixed residential with hair salon in outbuilding. 14 Hasted Close, Greenhithe.
OBSERVATIONS:	Members would seek confirmation from the Planning Authority that there was sufficient parking provision for the proposal. Please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/00103/FUL	Erection of a two storey side extension and single storey rear extension incorporating demolition of existing detached garage. 15 Pentstemon Drive, Swanscombe.
OBSERVATIONS:	From the details provided with the application members were unable to identify where the site boundary was, it appears to pass through the centre of the double garage but, Google Street View appears to show that the double garage is wholly in the ownership of No. 15? The application form also states that there is no change to the parking arrangements but the proposal is to demolish the garage? The Planning Authority are requested to provide clarification/confirmation on these matters prior to the application being decided. Please ensure all neighbouring properties are consulted prior to the decision of the application.
EDC/16/0067	Mixed use development comprising 151 residential units (16x one bed apartments, 115 x 2 bed apartments, 6 x 3 bed houses and 14 x 4 bed houses), 832.19 square meters floorspace - use class A3/A4; 187.5 square meter training centre (use class D1); development platform and slipway; boat trailer park; permanent diversion of Public Right of Way DS1; sustainable urban drainage systems; and associated landscaping, open space, infrastructure and engineering/earthworks.

	Ingress Park Site, Ingress Park Avenue, Greenhithe.
OBSERVATIONS:	The Town Council have no additional comments to those already/originally submitted to the EDC for this application (25 August 2016).
EDC/17/0135 RE-CONSULTATION (DA/18/00100/EDCON)	<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 3 development of 205 residential units (C3) and including details of streets, buildings and structures, materials, open space, landscaping, car parking, noise and drainage.</p> <p>Former Northfleet West Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	<p>Unfortunately, since the Town Councils original response to this application (29 November 2017) there are still concerns regarding insufficient parking provision. Although the 238 resident's spaces for the houses meets the Dartford Borough Council Parking Standards Supplementary Planning Document (SPD) requirement for the houses.</p> <p>The residents spaces to the apartments does not with the drawing contained in the application showing 78 spaces and the SPD lists a requirement of 1.2 spaces per dwelling which indicates that 94 spaces should be provided.</p> <p>The Design & Access Statement quotes the quotes the "Parsons Brinkerhoff" van survey as used in other applications to the EDC, as evidence that van parking is not a necessary requirement. However, this opinion has been disputed by both Dartford Borough Council and Kent County Council on previous applications. The Dartford Borough Council Parking Standards (SPD) indicates a requirement of 21 van spaces would be needed for this application but the drawings with the application still shows only 2 van spaces despite KCC having suggested a compromise of 8 van spaces.</p> <p>The Design & Access Statement also states that there is a minimum of 5% disabled parking spaces but the drawings with the application still only indicates the parking spaces as the same size which would not meet the standards for disabled parking spaces.</p>
EDC/18/0006	Application for the approval of conditions 6, 7, 8, 9 & 10 attached to planning permission reference no. EDC/17/0039

	<p>relating to details of the surface water drainage scheme, hard & soft landscaping, details of retaining structures to the western boundary of the site, and full details of the location of dropped kerbs and tactile paving.</p> <p>Northfleet Embankment East, Crete Hall Road, Northfleet.</p>
OBSERVATIONS:	No observations.
<p>EDC/18/0009 (DA/18/00091/EDCCON)</p>	<p>Application for the approval of Reserved Matters pursuant to outline planning permission reference number 20150155 relating to the erection of 172 residential dwellings in Phase 3 of Springhead Quarter, along with associated changes to existing ground levels, the provision of car parking, servicing, utilities, landscaping, boundary treatments and the provision of open space (including the provision of allotments, play space and extension of Linear Park).</p> <p>Land West Of Springhead Road (Springhead Park Phase 3), Springhead Road, Northfleet.</p>
OBSERVATIONS:	No observations.
<p>EDC/18/0013</p>	<p>Application for non-material amendment to Reserved Matters permission reference no. EDC/17/0025 to allow a change to the car parking layouts for Blocks A and B, materials for 6 no. garages, landscaping and minor layout changes to the cycle store, road alignment, garages, the provision of a pedestrian access, and to allow substitution of relevant drawings.</p> <p>Parcel A, Phase 2, Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
<p>EDC/18/0014</p>	<p>Application for approval of condition 6 attached to outline planning permission reference number 14/01689/OUT relating to details of an Affordable Housing Strategy.</p> <p>Land at London Road and Craylands Lane, Craylands lane, Swanscombe.</p>
OBSERVATIONS:	No observations.

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

Signed: _____ Date: _____
(Chairman)



MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 28 FEBRUARY 2018 AT 7.00PM

PRESENT: Councillor B R Parry (Chairman)
Councillor J A Hayes
Councillor Ms L C Howes
Councillor R J Lees (substituting for Councillor B E Read)
Councillor A S Reach
Councillor S J Ryan

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor K M Kelly

497/17-18. 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.

498/17-18. APOLOGIES FOR ABSENCE.

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

499/17-18. SUBSTITUTES.

Councillor R J Lees substituted for Councillor B E Read.

500/17-18. 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.

501/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

502/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2018

Recommended: The Minutes of the meeting held on 7 February 2018 were confirmed and signed.

503/17-18 **HIGHWAYS ENGLAND (HE) – A2 BEAN AND EBBSFLEET JUNCTION IMPROVEMENT SCHEME (p).**

The Senior Project Manager (HE) has written advising of the Public Information events and the consultation that is running from 21 February 2018 to 4 April 2018.

The Chairman asked that the item be deferred to the 21 March 2018 meeting to enable Members to have the opportunity of attending the Highways England Public Exhibition events being held up to 17 March 2018. Members noted that the incorrect questionnaire had been provided (18 January to 1 March 2017).

Recommended: That the item be deferred to the 21 March 2018 meeting.

TOWN PLANNING:

504/17-18. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.**

DA/18/00105/FUL	Demolition of existing front porch and erection of a new porch and continuation of pitched roof over front bay window. 1 Orchard Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/00124/FUL	Conversion of rear part of garage into habitable room with storage at front (retrospective application). 14 Bevans Close, Greenhithe.
OBSERVATIONS:	The Town Council has concerns that this proposal will result in the loss of an off road parking provision which would have a detrimental effect on the provision of parking in the vicinity and would be likely to result in undesirable on-street parking in an area with limited on street parking provision.
DA/18/00145/FUL	Erection of single storey side extension, demolition of existing rear conservatory and front porch, erection of single storey rear extension, erection of front porch and replacement of precast concrete panels with traditional blocks. 32 Mounts Road, Greenhithe.

OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/00147/PDE	Determination pursuant to Schedule 2, Part 1 (Class A.1 (g) of the Town and Country Planning (General Permitted Development) (England) Order 2015 as to whether prior approval is required for the erection of a single storey rear extension. 28 Childs Crescent Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/00165/FUL	Erection of a rear conservatory. 63 Ames Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
EDC/17/0154	Submission of Reserved Matters for Phase 2 Infrastructure works pursuant to Conditions 2 and 19 of outline planning permission EDC/16/0045 for the Spine Road, site levels and site wide cut and fill isopachytes. Former Northfleet West Sub Station Southfleet Road Swanscombe.
OBSERVATIONS:	No observations.
EDC/18/0004	Application for the approval of conditions 4 and 5 attached to planning permission reference no. EDC/16/0083 relating to details of energy reduction, lighting & television receivers, street lighting & furniture, external lighting and a Public Art specification. Former Northfleet West Sub Station, Southfleet Road, Swanscombe.
OBSERVATIONS:	The Town Council are disappointed that the Public Art Working Group does not appear to have any residential representation which, if correct, seems to be a lost opportunity.
EDC/18/0016 DA/18/00221/EDCCON	Demolition of Alkerden Farm Buildings and Associated Structures including vegetation clearance. Alkerden Farm, Alkerden Lane, Swanscombe.

<p>OBSERVATIONS:</p>	<p>The Town Council object to this application on the following grounds :-</p> <p>It is disappointing that there is an application for demolition without any assessment of historic/archaeological interest of the buildings and the site (including below ground). Members seek clarification as to the protection of any underground parts of the buildings if these were to have historic/archaeological value.</p> <p>The Programme of Works supplied with the application is completely out of date to such a degree that it is now meaningless.</p> <p>The Bat Survey provided with the application (June 2017) includes under recommendation 4 that the site should work to enhance the area for bats, principally by providing roosts but there does not seem to be any evidence within the application that the developer is going to take any action to enhance this provision ?</p> <p>There does not appear to have been any reptile or amphibian survey undertaken by the applicant.</p> <p>Under Question 13 (Impact on Wildlife) of the survey included in the application the applicant has ticked No as an answer in all the boxes. This is clearly not accurate as the Town Council is aware of the existence of amphibians, and probably reptiles, on the site as these are already known to inhabit the Swanscombe Heritage Park which is adjacent to the site. The Town Council would request that a full survey is undertaken on the site.</p> <p>Hedge rows are protected and have the potential to be bio-diversity assets and as such confirmation/clarification is sought that the application has taken this into account and adheres to any/all required legislation in this regard.</p>
<p>EDC/18/0027 DA/18/00201/EDCCON</p>	<p>Application for the variation of condition 2 attached to planning permission reference no. EDC/17/0146 (Variation of condition 7 of planning permission 14/01689/OUT (Outline application for residential development for up to 110 mixed tenure units, including a new vehicular access to Craylands Lane, including emergency access and creation of a development platform and associated works including the demolition of existing buildings) to update the requirements for a reptile mitigation strategy) to allow revisions to the parameter plans.</p>

	Land at London Road and west of Craylands Lane Swanscombe.
OBSERVATIONS:	The Town Council have concerns with the application as this further attempt to update the requirements for a reptile mitigation strategy raises concerns that the reptile/wildlife on the site are given proper regard in any strategies to protect the vulnerable/important wildlife.
EDC/18/0029	Creation of side access to No.139 Springhead Parkway, revisions to car parking layout and surfacing of adjoining Eastgate car park, and installation of boundary fencing and landscaping. Eastgate Car Park And No. 139 Springhead Parkway, Springhead Park, Northfleet.
OBSERVATIONS:	No observations.
EDC/18/0033 DA/18/0020/EDCCON	Reserved matters application (matters relating to appearance, scale, layout and landscaping) for the erection of 103 dwellings together with associated infrastructure including details of a surface water drainage scheme and noise attenuation measures, being details pursuant to outline permission reference DA/14/01689/OUT as varied by permission reference EDC/17/0146 and EDC/18/0027. Land at London Road and west of Craylands Lane, Swanscombe.
OBSERVATIONS:	The Town Council objects to this application due to the fact that the parking provisions contained in the application are x2 van parking spaces less than the required parking standards recommend and there is no provision for disabled parking bays contained in the application.
EDC/18/0034	Application for the approval of condition 4(ii) attached to planning permission reference no. 15/01881/ECREM relating to hard surfacing materials. Phase 3A, Castle Hill, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.

EDC/18/0036	Listed Building Consent for the dismantling, relocation, and reassembly of Bevan's War Memorial and creation of open space, landscaping and ancillary works. Former Northfleet Works, The Shore, Northfleet.
OBSERVATIONS:	No observations.

505/17-18. **GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/17/02049/FUL	Erection of a front porch. 17 Starboard Avenue, Greenhithe.
DA/17/02087/FUL	Erection of a first floor side extension, single storey rear extension and alterations to existing rear conservatory to provide single storey rear extension. 97 Caspian Way, Swanscombe.

There being no further business to transact, the Meeting closed at 8.00 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 21 MARCH 2018 AT 7.00PM

PRESENT:

Councillor B R Parry (Chairman)
Councillor B E Read (Vice-Chairman)
Councillor K G Basson
Councillor Ms L M Cross (ex-officio)
Councillor P M Harman (substituting for Councillor Dr J M Harman)
Councillor P C Harris
Councillor J A Hayes
Councillor Ms L C Howes
Councillor D J Mote
Councillor A S Reach
Councillor S J Ryan

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor K M Kelly

545/17-18. 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.

546/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Dr J M Harman and Mrs L Manchester.

Apologies for lateness were received from Councillors' K G Basson and S J Ryan.

547/17-18. SUBSTITUTES.

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

548/17-18. 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.

549/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

550/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 28 FEBRUARY 2018

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

551/17-18 HIGHWAYS ENGLAND (HE) – A2 BEAN AND EBBSFLEET JUNCTION IMPROVEMENT SCHEME (p).

The Senior Project Manager (HE) has written advising of the Public Information events and the consultation that is running from 21 February 2018 to 4 April 2018.

To assist members a copy of the questionnaire is attached.

As per minute 503/17-18 this item was deferred from the previous meeting (28 February 2018).

Members went through the consultation questionnaire and formulated responses.

Recommended: That the response to the questionnaire be submitted.

TOWN PLANNING:

552/17-18. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.

DA/18/00229/REM	Reserved matters relating to appearance and landscaping pursuant to planning permission DA/13/01522/OUT for demolition of existing dwellings and erection of 66 flats with provision of 110 parking spaces and an additional 6 for residents of Flint Cottage. 1A, 1B & 1C Knockhall Road, Greenhithe.
OBSERVATIONS:	The landscape drawing indicates bay windows whereas the approved plans and submitted elevations show deeper balconies/terraces. Clarifications is sought as to which is correct. There are also concerns that no disabled access to the car park and landscaped seating are from the western block appears to be provided.
DA/18/00243/CDNA	Submission of details relating to archaeological watch brief pursuant to condition 3 of planning permission DA/17/00507/FUL for erection of 1 No. detached two storey house, including alterations to external curtilage,

	<p>and associated parking (revisions to previously approved planning permission DA/16/01545/FUL in respect of relocation house further back and further away from side boundary with No. 34 Valley View).</p> <p>Adj. 34 Valley View Greenhithe.</p>
OBSERVATIONS:	No observations.
DA/18/00245/CDNA	<p>Submission of details relating to contaminated land assessment pursuant to condition 4 of planning permission DA/17/00507/FUL for erection of 1 No. detached two storey house, including alterations to external curtilage, and associated parking (revisions to previously approved planning permission DA/16/01545/FUL in respect of relocation house further back and further away from side boundary with No. 34 Valley View).</p> <p>Adj. 34 Valley View Greenhithe.</p>
OBSERVATIONS:	No observations.
DA/18/00246/FUL	<p>Demolition of existing garage and erection of a detached 4 bed dwelling house.</p> <p>Land adjacent 115 Milton Road, Swanscombe.</p>
OBSERVATIONS:	<p>The previous propose development of x2 No. 2 bed and x1 No. 1 bed apartments was refused primarily on the grounds of inappropriate garden development (amenity space). The Local Plan is committed to retaining residential properties with large gardens and therefore the proposal appears to be contrary to Policy DP7.</p> <p>There does not appear to be any provision for visitor parking and this, along with the fact that the parking which is accessed from the rear of the property may be difficult, could lead to pressure on street parking in an area which already encounters problems.</p> <p>The level of the proposed buildings is felt to be out of character with the surrounding properties.</p>
DA/18/00247/CDNA	<p>Submission of details relating to proposed ground levels and finished heights (condition 5), boundary fence and treatment (condition 6), surface water and foul drainage (condition 7), external materials (condition 9) and landscaping scheme (condition 10) pursuant to planning permission DA/17/00507/FUL for erection of 1</p>

	<p>No. detached two storey house, including alterations to external curtilage, and associated parking (revisions to previously approved planning permission DA/16/01545/FUL in respect of relocation house further back and further away from side boundary with No. 34 Valley View).</p> <p>Adj. 34 Valley View Greenhithe.</p>
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/00259/EDCCON EDC/18/0031	<p>Application for the part-approval of condition 35 (Part 2 & 3 only) attached to planning permission reference no. 12/01451/EQVAR relating to contaminated land in respect of the site investigation and site investigation report for the Western & Central Village of Eastern Quarry.</p> <p>Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
DA/18/00283/FUL	<p>Erection of a single storey side extension and two storey rear extension.</p> <p>20 Ingress Park Avenue, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council have concerns that the description of the parking contained in the application is not an accurate assessment of the reality.</p> <p>Please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/18/00299/FUL	<p>Erection of detached double garage.</p> <p>Heron House, Station Road, Greenhithe.</p>
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
EDC/17/0145 RE-CONSULTATION	<p>Retrospective application for the erection of 36no. signage boards and 52no. flags at Ebbsfleet Green.</p> <p>Former Northfleet West Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	No observations.

<p>EDC/18/0016 RE-CONSULTATION</p>	<p>Demolition of Alkerden Farm Buildings and Associated Structures including vegetation clearance.</p> <p>Alkerden Farm, Alkerden Lane, Swanscombe.</p>
<p>OBSERVATIONS:</p>	<p>The Town Council object to this application on the following grounds:-</p> <p>It is disappointing that there is an application for demolition without any assessment of historic/archaeological interest of the buildings and the site (including below ground). Members seek clarification as to the protection of any underground parts of the buildings if these were to have historic/archaeological value.</p> <p>The Programme of Works supplied with the application is completely out of date to such a degree that it is now meaningless.</p> <p>The Bat Survey provided with the application (June 2017) includes under recommendation 4 that the site should work to enhance the area for bats, principally by providing roosts but there does not seem to be any evidence within the application that the developer is going to take any action to enhance this provision ?</p> <p>There does not appear to have been any reptile or amphibian survey undertaken by the applicant.</p> <p>Under Question 13 (Impact on Wildlife) of the survey included in the application the applicant has ticked No as an answer in all the boxes. This is clearly not accurate as the Town Council is aware of the existence of amphibians, and probably reptiles, on the site as these are already known to inhabit the Swanscombe Heritage Park which is adjacent to the site. The Town Council would request that a full survey is undertaken on the site.</p> <p>Hedge rows are protected and have the potential to be bio-diversity assets and as such confirmation/clarification is sought that the application has taken this into account and adheres to any/all required legislation in this regard.</p> <p>The Town Council feels this is in an area where historic buildings have already been lost and a highly significant value building (as identified, building A, in the applicants</p>

	<p>Heritage Report, undertaken by Cotswold Archaeology) should not be considered for demolition without a full survey being undertaken and completed as thus far it has not been surveyed adequately.</p> <p>The flint structure of the other building (B) is also of great significance locally.</p> <p>This application appears to be being submitted in isolation to something being done on the site after demolition and if it is going to be part of a school then the Town Council would like the buildings to be preserved as they would lend themselves to being an educational link.</p>
EDC/18/0030	<p>Application for approval of condition 7 and 9 attached to reserved matters planning permission reference no. 15/01881/ECREM relating to submission of soft landscaping management & maintenance plan, details of cycle parking to apartments and benches within the neighbourhood green.</p> <p>Phase 3A, Castle Hill, Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/18/0039	<p>Application for a non-material amendment to planning permission reference no. 13/01528/MCON; to allow amendments to the layout of the North South Road and the target highway speed limit of the Southern Loop Road.</p> <p>Land at Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/18/0041	<p>Application for approval of conditions 3, 4, 5, 6, 7, 8, and 9 (part) attached to planning permission reference no. EDC/17/0010 relating to construction code of practice, details and samples of external materials and hard landscaping, details of the green roof system, location of lighting bollards, details of marker posts, and details of soft landscaping.</p> <p>Eastgate, 141 Springhead Parkway, Northfleet.</p>
OBSERVATIONS:	No observations.

553/17-18. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/18/00013/FUL	Erection of a single storey rear extension. 7 Park Cliff Road, Greenhithe.
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554/17-18. REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.

The following refused decision notices were noted.

DA/17/00215/FUL	Erection of a first floor rear extension. 6 Pacific Close, Swanscombe.
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There being no further business to transact, the Meeting closed at 8.10pm.

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 11 APRIL 2018 AT 7.00PM

PRESENT: Councillor B E Read (Vice-Chairman in the Chair)
Councillor K G Basson
Councillor Mrs S P Butterfill (substituting for councillor B R Parry)
Councillor Ms L M Cross (ex-officio)
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 Mrs L Manchester
Councillor D J Mote
Councillor A S Reach

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor K M Kelly

584/17-18. 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.

585/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' B R Parry, Dr J M Harman and S J Ryan.

586/17-18. SUBSTITUTES.

Councillor Mrs S P Butterfill substituted for Councillor B R Parry.
Councillor P M Harman substituted for Councillor Dr J M Harman.

587/17-18. 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.

588/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

589/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 21 MARCH 2018

Recommended: The Minutes of the meeting held on 21 March 2018 were confirmed and signed.

TOWN PLANNING:

590/17-18. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.

DA/18/00002/FUL	Raising height of roof to create first floor accommodation to form 4 bedroom detached dwelling together with associated alterations to elevations. Glenwood, 32B London Road, Greenhithe.
OBSERVATIONS:	Clarification is sought that adequate off-road parking facilities are provided for the development. Please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/00342/FUL	Erection of a single storey side extension 14 Vine Cottages, Betsham Road, Swanscombe
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/00372/FUL	Erection of a first floor rear extension 6 Pacific Close, Swanscombe.
OBSERVATIONS:	Members are aware that a recent and similar application for this site (DA/17/02115/FUL) was refused on the grounds that <i>"the proposed development by virtue of its size and proximity to No.8 Pacific Close, would result in loss of outlook and have an overbearing effect to an unacceptable degree to the detriment of the amenities of the occupier at No.8, contrary to policies DP2 and DP7 of Dartford Development Policies Plan (2017)"</i> and would seek confirmation from the Planning Authority that this new application has addressed these issues. Please ensure all neighbouring properties are consulted prior to the decision of the application.

DA/18/00387/VCON	<p>Application for variation of conditions 1 (expiry time of permission) and 6 (use of buildings) of planning permission DA/17/01402/COU to move main brewing operations into main garage and continue to use this space as a tap room, current brewery would remain a pilot brewery and conditioning room/storage/office.</p> <p>No Frills Brewery, 50 Wakefield Road, (Rear of 20 to 20A Knockhall Road), Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
EDC/17/0135 DA/18/00389/EDCCON	<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 3 development of 205 residential units (C3) and including details of streets, buildings and structures, materials, open space, landscaping, car parking, noise and drainage.</p> <p>Former Northfleet West sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	<p>No observations.</p>
EDC/18/0042	<p>Application for a non-material amendment to Reserved Matters permission reference no. EDC/17/0067, to allow amendments to window and balcony alignment on the eastern elevation, removal of external window panels, removal of mezzanine floor from Block B, removal of an escape stair and second lift to make use of resulting floorspace to convert 4no. 1-bed flats to 2-bed flats, and to allow substitution of relevant drawings.</p> <p>Castle Hill Neighbourhood Area Eastern Quarry Watling Street Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council have concerns that an escape stair and second lift are proposed to be removed and seek confirmation that the required Health & Safety regulations would be met by this application and would also request that Kent Fire and Rescue Services are consulted prior to the decision of this application.</p>
EDC/18/0043	<p>Application for approval of condition 8 attached to reserved matters planning permission reference no. EDC/16/0097 relating to details of a Management Strategy.</p>

	Village Green Castle Hill Eastern Quarry Watling Street Swanscombe.
OBSERVATIONS:	No observations.

591/17-18. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/18/00073/COU	Change of use from residential (c3a) to mixed-use residential (c3a) with hair salon (A1) in part of converted garage. 14 Hasted Close, Greenhithe.
DA/18/00105/FUL	Demolition of existing front porch and erection of a front porch and continuation of pitched roof over front bay window. 1 Orchard Road, Swanscombe.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 22 MARCH 2018 at 7.30PM

PRESENT: Councillor K G Basson (Chairman)
Councillor P M Harman (Vice-Chairman)
Councillor Mrs A E D Barham
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor Ms L M Hall
Councillor J A Hayes
Councillor Ms L M Howes
Councillor D J Mote
Councillor B R Parry
Councillor B E Read

ALSO PRESENT: Councillor A S Reach
Graham Blew - Town Clerk
Martin Harding – Assistant Town Clerk/RFO
Sandra Kelleher – Administration Assistant
1 x member of the public

ABSENT: There were none

560/17-18. The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

561/17-18. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillor Mrs M B Kelly.

562/17-18. **SUBSTITUTES.**

There were none.

563/17-18. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor K G Basson declared a prejudicial interest in item 8.2 – Football Pitch Allocation Policy, as he is Chairman of Swanscombe Tigers FC.

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

564/17-18. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

565/17-18. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 1 FEBRUARY 2018.

Recommended: That the Minutes of the Meeting held on 1 February 2018 were approved and signed as a true record.

566/17-18. GROVE CAR PARK MANAGEMENT.

Further to Minute 495/17-18 the Town Council published (12 February 2018) advance notice of the trial.

In response to face book entries Town Councillor P M Harman had arranged a Public Meeting at the Pavilion on 15 March 2018.

The Town Council received, and had acknowledged, a letter from Swanscombe & Greenhithe Labour on 12 March 2018.

Members discussed the correspondence received along with the validity of a petition that had also been submitted by the authors of the letter. In response to a member enquiry the meeting was informed that, from the limited information contained with the petition, it appeared that over 50% of the people included were from outside of Swanscombe and Greenhithe and that some of the names appeared more than once.

Members felt that a lot of work had been undertaken before the decision had been made and that the importance of undertaking the project was underpinned by the need to promote safer parking for shoppers using the High Street.

Members unanimously agreed that the trial continue as planned and that the contents of the letter, along with any other comments received from residents and local businesses, be considered during the planned review period.

Recommended: That a response be sent to the letter confirming that the trial will proceed and that the contents of the letter, along with any other comments received from residents and local businesses, be considered during the planned review period.

567/17-18. PARKS – STAFFING UPDATE.

The Town Clerk updated members on the current staffing situation including the fact that the recruitment process for the replacement Groundsman / Gardener had been concluded and the successful applicant was scheduled to begin on 26 March 2018.

Recommended: That the report be noted.

568/17-18 ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT

Members considered the results of the Annual Playground Safety Inspection and noted that most of the risk criteria ratings were L (low) or VL (very low).

The amount of issues highlighted in the report had greatly reduced (due to the planning and investment made by the Town Council). One item members considered was the replacement of the Link Non Bump See-Saw on Wetpour at Broomfield (page 1 of 4). This had been highlighted as Medium risk and provision had been made in the estimates for this item.

Recommended:

- 1 That the Annual Playground Safety Inspection Report be noted and responsibility be delegated to the Town Clerk to have the highlighted works undertaken during the forthcoming year.
- 2 To replace the Link Non Bump See-Saw at Broomfield with an appropriate piece of play equipment.

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.

VICE-CHAIRMAN, COUNCILLOR P M HARMAN IN THE CHAIR.

569/17-18. FOOTBALL PITCH ALLOCATION POLICY.

Members were asked to agree a mechanism for the allocation of football pitch hires each season where the amount of requests exceeded the availability.

To assist members the current system/ times frames were provided as follows:-

Deadline for applications to hire pitches = last Friday in May.

Applications are submitted to RLA = June meeting.

Any new teams submitting an application are required to provide a £50.00 cash deposit with their application. This is returned if their application is unsuccessful or this is deducted from the hire fee if their application is successful.

Pitch hire fee payments are due = last Friday in July.

Town Council football season starts = second weekend in September.

A suggestion from officers was for the current hirers to take preferences with applications and new applications being located on a first come first served basis should any vacancies arise.

Members agreed that this suggestion was logical and the Town Clerk was delegated authority to allocate the pitch hire accordingly with the decisions reported to the June RLA meeting for noting.

Recommended: That the proposed Policy be used for future football pitch allocations.

570/17-18. CHILDREN'S SUMMER ENTERTAINMENT – 2018

Members had been provided with 3 packages, put together by the Administration Team, 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 £1,000.00 (KCC Members Grant) and £260.00 (Asda Community Champion) external funding.

Recommended: That Option 1 be selected for the Children's Summer Entertainment Programme 2018.

571/17-18. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.

Further to minutes 405/17-18, 446/17-18 and 487/17-18 Members were asked to consider suitable/appropriate projects for this year's scheme.

One option members considered was the purchase of a new parks vehicle to assist with reaching the new recreational facilities that were due to come on board in areas further away from the Parks Yard than those facilities currently managed.

Recommended: That the purchase of a new parks vehicle be taken forward as the Town Councils project for the Capacity Building Fund 2018.

572/17-18. EAGLES ROAD PLAY AREA – UPDATE.

Members were informed that, further to minutes 381/17-18 and 496/17-18, the signed Lease has been returned by the landowner, dated 23 February 2018, and arrangements had been made for the Town Council to take over the management of the agreed site from 1 April 2018.

Recommended: That the item be noted.

There being no further business to transact, the Meeting closed at 8.05 pm

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 8 MARCH 2018 at 7.00PM

PRESENT: Councillor R J Lees (Chairman)
Councillor Ms L C Howes (Vice-Chairman)
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P C Harris
Councillor D J Mote

ALSO PRESENT: Martin Harding – Assistant Town Clerk/RFO

ABSENT: Councillor Mrs L Manchester

520/17-18. 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.

521/17-18. APOLOGIES FOR ABSENCE.

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

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

522/17-18. SUBSTITUTES.

There were none.

523/17-18. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Ms L C Howes declared a prejudicial interest in item 10 B – Applications for funding from the Town Council, as she is a Member of the Swanscombe & Greenhithe Allotment Association.

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

524/17-18. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

525/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 11 JANUARY 2018.

Recommended: The Minutes of the meeting held on 11 January 2018 were confirmed and signed as a true record.

526/17-18. 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 January and February 2018, and verified by Councillor K G Basson, be noted.

527/17-18. BANK TRANSFERS.

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

Recommended: That the bank transfers undertaken in January and February 2018 be approved.

528/17-18. 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 January and February 2018.

Members asked that it be recorded that, as was normal practice, each page of the finance statements and accounts was scrutinised.

Members raised a query regarding memberships and subscriptions. It was agreed that a list of memberships and subscriptions be placed on the next agenda for consideration.

Recommended:

1. That the receipts and payments for January and February 2018, as per the annexed list be approved.
2. That the ATC/RFO prepare a list of memberships and subscriptions for scrutiny at the next meeting of this Committee.

529/17-18. **SUMMARY OF ACCOUNTS.**

Members were provided with details of the Summary of Accounts, balanced to 28 February 2018.

Members briefly discussed the position of payments to regular contractors within the Cost Centres. It was agreed that a list of contractor payments be placed on the next agenda for consideration.

The Chairman raised a query regarding the manner in which the Summary of Accounts is presented. Members briefly discussed and agreed that a small Working Group be formed to meet once to consider the current report and alternatives from the Town Councils current accounting system in order to provide any recommendations for the next Committee meeting.

It was agreed that, to ensure the impact on officer time was minimised, this work should be member led and the Working Group membership was agreed as follows:

1. Councillor Mrs S P Butterfill
2. Councillor Ms L C Howes
3. Councillor P C Harris
4. Councillor R J Lees.

Recommended:

1. That the receipts and payments for January and February 2018, as per the annexed list be approved.
2. That the ATC/RFO prepare a list of regular contractor payments for scrutiny at the next meeting of this Committee.
3. That a Working Group be formed to review the summary of accounts provided to this committee.
4. That the Working Group membership be as detailed above.

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

530/17-18. 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 2017 – 18 budget:

- Hi-Kent - £300.00
- Swanscombe and Greenhithe Allotment & Garden Association - £300.00

Members considered the application from The Pavilion Community Sports & Social Club and, after discussion, it was agreed that the existing application was not specific enough regarding what the amount being requested would be spent on to enable a decision at this point.

It was requested that the ATC/RFO correspond with The Pavilion Community Sports & Social Club for more information regarding what specific items the requested amount would be spent on. This could then be considered during the next round of funding.

Members also recommended that a change be made to question 6 within the application form to request the number of Local Residents who will benefit from the funding award.

Recommended:

1. That the funding, as detailed above, be awarded
2. That question 6 within the application form be amended to request the number of local residents who will benefit from the funding award.

531/17-18. INTERIM INTERNAL AUDITORS REPORT.

Members considered the interim report from the Town Councils internal auditor.

Recommended: That the item be noted.

532/17-18. LIGHTNING MAINTENANCE PROTECTION CONTRACT (5 YEARS).

Members considered the information provided regarding the contract renewal for lightning maintenance protection.

Recommended: That the report be noted and the actions of the officers be endorsed.

533/17-18. CENTENARY COMMEMORATIVE BENCHES.

Members considered the design examples and quote provided for benches to commemorate the centenary of World War I.

Members felt that this was appropriate and that the two benches replace the existing benches overlooking the war memorial in Swanscombe Park. Members briefly discussed how the final designs should be chosen. Members agreed that a public survey be undertaken on which design or both be used for the benches and that the consultation run for one month, with sufficient time for the benches to be delivered and installed before the 11 November 2018.

Recommended:

1. That two benches be ordered to replace the benches that overlook the memorial in Swanscombe Park.
2. That the final designs be decided by public consultation.

534/17-18. DEBIT / CREDIT CARD TRANSACTIONS.

Members considered the information provided for the Town Council to accept debit & credit card transactions.

Members briefly discussed how this could benefit the Town Council and its potential impact on revenue.

It was agreed that the ATC/RFO should source a debit / credit card service to begin from April 2018 and its effective be reviewed after 12 months

Recommended: That a debit / credit card service be sourced to be operational from April 2018, and reviewed after 12 months.

535/17-18. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.

Further to minutes 405/17-18, 446/17-18 and 487/17-18 Members were asked to begin considering suitable/appropriate projects for the forthcoming year's scheme (2018-2019).

Recommended: That the item be noted.

There being no further business, the Meeting closed at 8.35 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 14 FEBRUARY 2018 at 7.00 PM

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

ALSO PRESENT: Martin Harding - ATC/RFO
Sergeant Nick Grainger - Kent Police
Geena Beddoes - PCSO

ABSENT: There were none

456/17-18. 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 and B E Read.

Apologies for absence were also received from Billy Unsworth – KCC Community Warden.

457/17-18. SUBSTITUTES.

There were none.

458/17-18. 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.

459/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

460/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 DECEMBER 2017.

Recommended: That the Minutes of the Meeting held on 6 December 2017 be confirmed and signed as a true record.

461//17-18. A VIEW FROM A MAGISTRATE.

Councillor Ms L M Cross gave a short briefing on her duties and experiences as a Magistrate.

Recommended: That Councillor Ms L M Cross be thanked for her time and the information provided.

462//17-18. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

Sergeant Grainger briefly introduced himself as the new Sergeant for the area. He explained his background and what steps he had taken to learn more about the Town

Sergeant Grainger and PCSO Beddoes gave an update on current known issues with dangerous parking, anti-social behaviour on Tiltman Way. Updates were also provided on wider issues across Dartford and Kent including money laundering and the potential increased Police resources following the agreed PCC budget for 2018-19.

Recommended: That the report be noted and Sergeant Grainger and PCSO Beddoes be thanked for their attendance

463//17-18. KCC COMMUNITY WARDENS REPORT.

KCC Community Warden for Swanscombe, Billy Unsworth was unable to attend the meeting but had provided the meeting with a detailed report on items that he had dealt with since the last meeting.

Recommended: That the report be noted.

464//17-18. COMMUNICATION.

Members briefly discussed existing routes of communication regarding community safety and methods in which these could be improved.

Sergeant Grainger explained some of the ways in which the Police gather information and the use of Twitter to provide feedback and results. Sergeant Grainger confirmed that the important message to be issued was for members of the public to keep reporting everything which enabled the Police to build up intelligence. Sergeant Grainger was also happy to have information, that may help to build up patterns of incidents, passed directly to himself

Recommended: That the information be noted.

465/17-18. COMMUNITY SAFETY LIAISON.

Members briefly discussed the best methods of information gathering / liaison between the Community Safety Committee and outside organisations.

Members felt that an informal arrangement where relevant information could be fed into the Committee would be appropriate. This would form a standing item on future agendas for this Committee.

Recommended: That 'Community Safety Liaison' form a standing item on future agendas of the Community Safety Committee.

466/17-18. 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.

Sergeant Grainger confirmed that crime statistics, although accurate, are misleading to the public as each incident reported can result in several crimes being recorded, and the classifications may not match what the public would expect.

Recommended: That the item be noted.

467/17-18. KENT POLICE & CRIME COMMISSIONERS ANNUAL POLICING SURVEY.

Members were provided with the January 2018 edition of the Kent Police and Crime Commissioner Newsletter.

Recommended: That the item be noted.

468/17-18. CURRENT UNRESOLVED ISSUES.

Members felt that some of the major concerns had already been raised and answered during the earlier Police Community Support Officers Report.

Councillor B R Parry enquired as to whether any follow up had been made on the Neighbourhood Watch Meetings held in Greenhithe during 2017. The Chairman confirmed that the Co-Ordinator for Neighbourhood Watch for North Kent had recently changed and he would ask for an update in his role as a member of the North Kent Neighbourhood Watch Committee.

Recommended: That the update on the current unresolved issues be noted.

469/17-18. EXCLUSION OF THE PRESS AND PUBLIC.

It was proposed by Councillor P M Harman and seconded by Councillor Mrs S P Butterfill.

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

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

470/17-18. CONFIDENTIAL AGENDA ITEMS.

No confidential items were discussed.

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

Signed

Chairman

Date

MINUTES of the MEETING of the HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 6 MARCH 2018 at 10.00 AM

PRESENT: Councillor Ms L C Howes (Chairman)
Councillor Mrs A E D Barham (Vice-Chairman)
Councillor Mrs S P Butterfill
Councillor Ms L M Cross (ex-officio)
Councillor Ms L M Hall
Councillor R J Lees (substituting for Councillor B E Rad)

ALSO PRESENT: Martin Harding, Assistant Town Clerk & RFO

ABSENT: Councillor D J Mote

506/17-18. 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.

507/17-18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor B E Read.

508/17-18. SUBSTITUTES

Councillor R J Lees substituted for Councillor B E Read.

509/17-18. 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.

510/17-18. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

511/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 16 JANUARY 2018.

Recommended: That the Minutes of the meeting held on 16 January 2018 be confirmed and signed as a true record.

512/17-18. HERITAGE PARK IMPROVEMENTS.

The ATC/RFO gave an update on the progress of the Digital Heritage Trail Project. Members were informed that a further meeting had been held with representatives from the software company and Ebbsfleet Development Corporation had been contacted in order to start the process of a formal bid.

Correspondence had been received from North Kent Countryside Partnership (NKCP) regarding both the Pond and Kent Meadow areas. A quotation had been received for both and NKCP were actively seeking funding in order to undertake the works. Should funding allow it NKCP would also be organizing two public events to raise the profile of the park and the activities being undertaken.

The ATC/RFO explained he had attended a Heritage Watch Conference at Leeds Castle on 7 February 2018, this allowed for contacts to be made with other heritage professionals and also to start the process of a Heritage Watch Group being set up for the Town.

Recommended:

1. That the ATC/RFO continue working on the current funding projects.
2. That the ATC/RFO contact Friends of Swanscombe Heritage Park (FOSHP) to make them aware of the work being undertaken with NKCP and link both organisations into any proposed public consultation events.

513/17-18. **NATURAL ENGLAND – SWANSCOMBE SKULL SITE NATIONAL NATURE RESERVE (NNR) AND SITE OF SPECIAL SCIENTIFIC (SSSI) – VISUAL MANAGEMENT PLAN/LEASE.**

Members were informed that the Lease was now with Natural England's solicitor pending a finalised site plan. Once all put together it will be returned to the Town Council for endorsement.

Natural England had provided a finalised Visual Management Plan as per the feedback from the Sub-Committee.

Recommended: That the item be noted.

514/17-18. **ADOPT A KIOSK**

Members were informed that the ATC/RFO had made contact with both the Town Councils insurance company and British Telecom (BT). An insurance quotation has been provided should the Town Council consider adopting the kiosk. BT had responded with a request for information which was in the process of being gathered.

Recommended:

1. That the ATC/RFO continue liaising with BT to confirm the usage and maintenance costs for this kiosk.
2. That the ATC/RFO collate a draft public consultation document for consideration at the next Sub-Committee meeting

515/17-18. **REPTILE SURVEY RECEPTOR SITE.**

Members were provided with the results from the recent Reptile Survey undertaken by Middlemarch Environmental in 2017. The ATC/RFO explained that a request had been received from Middlemarch Environmental for the Swanscombe Heritage Park to be a receptor site for reptiles to be relocated from developing areas within Eastern Quarry.

The ATC/RFO provided members with additional information regarding licencing requirements for the relocation of reptiles.

Members discussed the survey findings and felt that the site would be appropriate as a receptor site subject to the appropriate licencing being obtained. Members felt it also appropriate to make the developers aware of the Town Councils plans for the site and how these may affect relocation or could be supported by the developer.

Members felt it important to have a policy decision that all future requests for environmental or ecological surveys of our sites be accepted subject to the results being shared with the Town Council.

Recommended:

1. That the Town Council agree to the Swanscombe Heritage Park being a receptor site for reptiles from Eastern Quarry subject to the correct licencing being obtained and the developers being made aware of the Town Councils plans for the site.
2. That the Town Councils policy regarding future environmental and ecological surveys be to accept subject to the results being shared with the Town Council.

516/17-18. **FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.**

Unfortunately no member of the FOSHP was in attendance and there had been no report submitted prior to the meeting.

Recommended: That the item be noted.

517/17-18. **HERITAGE PARK WEBSITE**

This item reminded everyone that any items to be included on the website needed to be forwarded to the ATC/RFO.

Members discussed the future for the website and how a refresh of the website could be brought in alongside the proposed changes to the site. This would be dependent on whether the Town Council owned the domain for the website.

Recommended: That the ATC/RFO ascertain whether the Town Council own the domain name for the Swanscombe Heritage Park website.

518/17-18. **ANY OTHER ITEMS RELATED TO HERITAGE.**

The ATC/RFO confirmed that the closing date had expired on both the photography and heritage logo competitions. Entries would be collated and the panel called together to judge during English Heritage Week.

Further to minute 422/17-18 Councillor R J Lees confirmed that he had been in touch with Dartford Borough Council (DBC) regarding the chapel within Swanscombe Cemetery. The response confirmed that the site was closed due to subsidence but that DBC had no objections to the Local History Group investigating / surveying the building.

The Chairman wanted to bring to the Sub-Committees attention the recent planning application submitted for the demolition of the farm buildings at Alkerden Lane Farm. Members briefly discussed the site and the history regarding planning applications for the site.

519/17-18. **DATE OF NEXT MEETING.**

Recommended: That the next meeting be scheduled for Tuesday 1 May 2018 at 10.00am.

There being no further business to transact, the meeting closed at 11.20 am.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the ALLOTMENTS & CEMETERIES SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on TUESDAY 13 MARCH 2018 at 10.00AM

PRESENT: Councillor B E Read (Chairman)
Councillor Mrs S P Butterfill (Vice-Chairman)
Councillor Mrs A E D Barham
Councillor P M Harman
Councillor J A Hayes
Councillor R J Lees

ALSO PRESENT: Martin Harding – Assistant Town Clerk/ RFO
Christine Abrehart - Allotment Association

ABSENT: There were none.

536/17-18. 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.

537/16-17. APOLOGIES FOR ABSENCE.

There were none.

538/16-17. SUBSTITUTES.

There were none.

539/16-17. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor J A Hayes declared a prejudicial interest in item 6 – Proposed changes to plot holder's agreements, as he resides with the Chairman of the Allotment & Garden Association.

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

540/16-17. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

541/16-17. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9 MARCH 2017.

Recommended: That the Minutes of the Meeting held on 9 March 2017 be confirmed and signed as a true record.

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

542/16-17. PROPOSED CHANGES TO ALLOTMENT PLOT HOLDERS CONTRACT.

Members considered the proposed changes to the plot holder agreements, effective from April 2018, along with the guidance supplied by the National Allotment Society.

Members considered each amendment individually and following a lengthy discussion and vote agreed that:

- Changes to paragraphs 3.1 and 8.1.6 be refused and remain as per the current agreement.
- Change to paragraphs 3.2, 4.1, 8.1.8 and 11.2 be agreed as proposed.
- Changes to paragraphs 6.8 and 8.1.1 require further information before future consideration for inclusion within the document.
- Changes to paragraphs 8.1.7, 11.1, 11.5 and Schedule 5.4 be agreed subject to minor wording amendments.

Recommended: That the proposed plot holders agreement be accepted subject to the agreed amendments.

543/16-17. ANNUAL ALLOTMENT SITE INSPECTION.

Members considered the information from the site visit undertaken on 4 January 2018 by the ATC/RFO, Councillor R J Lees and the Chairman of the Allotment Association. (Ms L M Hall).

Members noted the great work being undertaken by both the Association and plot holders to ensure the allotments sites are maintained and well worked.

Recommended: That the contents of the report be noted.

544/16-17. BEST KEPT ALLOTMENT 2018.

Further to minute 419/17-18 Members were provided with the information for the upcoming Best Kept Allotment Competition 2018.

Recommended: That the item be noted.

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

Signed _____
Chairman Date

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on WEDNESDAY 11 APRIL 2018 at 11.00 AM.

PRESENT: Councillor Ms L M Cross (Chairman)
Councillor Mrs L Manchester (Vice – Chairman)
Councillor Mrs A E D Barham
Councillor B E Read

ABSENT: There were none

ALSO PRESENT: Graham Blew, Town Clerk

573/17-18. 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.

574/17-18 APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' R J Lees, D J Mote and Mrs I A Read.

575/17-18. 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.

576/17-18. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

577/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 26 OCTOBER 2017.

Recommended: That the minutes from the meeting held on 26 October 2018 be confirmed and signed.

578/17-18. STAFF ISSUES.

The Town Clerk reported that employee 64 had resigned, with a last day of service being 9 February 2018. The recruitment process had been carried out with the successful applicant having begun on 26 March 2018.

Employee 7 had undergone an operation and to minimise the effect of this unexpected absence a contractor had been employed to undertake the site checks/litter picks.

Recommended: That the item be noted.

579/17-18. STAFF APPRAISALS 2017 - 2018.

The Town Clerk confirmed that annual appraisals had been undertaken and completed for all eligible staff.

Recommended: That the item be noted.

580/17-18. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read and seconded by Councillor Mrs L Manchester;

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.

581/17-18. TOWN CLERKS APPRAISAL 2017 – 2018.

As per minute 119/15-16, the Chairman and Vice-Chairman of the Personnel Committee had undertaken the Town Clerks Appraisal, 13 March 2018.

Recommended: That the Town Clerks Appraisal 2017 – 2018 be agreed and finalised.

582/17-18. PAY CLAIM 2017 – 2018.

The report clarified that the 2017 – 2018 estimates included the provision for awarding a cost of living pay rise up to 2.5% and a 1 Spinal Point Increase.

Members acknowledged the efforts and commitment of all the Town Council staff and, after discussion Members unanimously agreed that a 2.0% pay increase be awarded to all the Town Council staff with effect from 1 April 2018.

Recommended: That a 2.0% pay increase be awarded to all the Town Council staff with effect from 1 April 2018.

583/17-18. SPINAL POINT (SP) INCREASES.

The Town Clerk re-iterated that all SP increases, detailed in the confidential report, were within the budget agreed and set out by the Town Council and were also within the Salary Bands of each of the Employees concerned.

As per minute 520/16-17 the Town Clerk reported the SP increases awarded.

Members considered the details of the confidential report and the rationale behind the increases.

Whilst the Town Clerk left the room, and in consideration of the contents of the appraisal, members discussed, and agreed, that the Town Clerk be awarded a Spinal Point increase.

Recommended:

- 1 That the SP increases detailed in the confidential report be noted and endorsed.
- 2 That the Town Clerk be awarded a Spinal Point increase.

There being no further business, the Meeting closed at 11.25 am.

Signed: _____ Date: _____
(CHAIRMAN)

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21 DECEMBER 2017

L10-17 | DATA PROTECTION OFFICER

Introduction

Legal briefings L04-17 and L06-17 confirmed that parish councils and parish meetings in England and community councils in Wales are required, under the General Data Protection Regulation (effective on 25 May 2018) and new UK legislation expected next year, to appoint a Data Protection Officer ("DPO").

The purpose of this briefing is to provide more information about (i) a DPO's responsibilities and (ii) the person appointed as DPO.

i) The DPO's responsibilities:

The DPO's responsibilities are as follows.

- to understand the nature, scope, context and purposes of the council's or parish meeting's processing activities and associated risks;
- to be involved in the council's or parish meeting's decisions/activities which have data protection law implications;
- to inform, advise and make recommendations to the council or parish meeting in respect of data protection law compliance;
- to monitor and audit the council's or parish meeting's compliance with data protection law;
- to raise awareness of data protection law with councillors and staff in a council or with the chairman and staff, if any, of a parish meeting.
- to directly report to the "highest management level" (for a council, this would be full council and for a parish meeting, this would mean its chairman);
- to assist the council or parish meeting in carrying out privacy impact assessments when these are necessary;
- to be the contact point for the Information Commissioner's Office (ICO) and for data subjects and
- to be consulted by council or parish meeting if a data breach has occurred.



Notwithstanding the remit of the DPO's responsibilities, GDPR confirms that the council or parish meeting is responsible for compliance with data protection law, not the DPO.

ii) The person appointed as the DPO

L04-17 confirms that the DPO may be an internal or external appointment. In other words, the DPO may be a member of staff or appointed under a service contract. A single DPO may be designated for more than one public authority, taking account of their organisational structure and size. This means a group of councils and parish meetings (or other public authorities such as principal authorities) would be permitted to commission the services of the same DPO or DPO business, provided that a DPO is assigned to each organisation. Leaving the issue of costs aside, a DPO who is a member of staff may be more beneficial than an external appointment, not least because he will be more accessible to the organisation and able to respond to issues as they arise.

The DPO must be appointed on the basis of professional qualities and, in particular, expert knowledge of data protection law and practices and the ability to perform the responsibilities described in (i) above .

Although a DPO is allowed to have functions or responsibilities additional to those arising from his DPO role, those other tasks and duties must not conflict with the performance of his DPO responsibilities. This means, in particular, that the DPO cannot hold a position which determines the purposes and the means of the processing of personal data. The need to ensure that a DPO can work without conflict of interests is closely linked to the requirement for the DPO to act in an independent manner.

The Article 29 Working Party, which is made up of the regulatory bodies for data protection law which operate in EU member states (and includes the ICO), has produced useful guidance about the DPO. The guidance states:

"As a rule of thumb, conflicting positions may include senior management positions (such as chief executive, chief operating, chief financial, chief medical officer, head of marketing department, head of Human Resources or head of IT departments) but also other roles lower down in the organisational structure if such positions or roles lead to the determination of purposes and means of processing."

Can clerks or RFOs be DPOs?

Based on the drafting of GDPR and the guidance from the Article 29 Working Party, it is NALC's view that most clerks and RFOs cannot be designated as a council's DPO. This is because although they may satisfy some requirements of the job, they will not satisfy all of them which are summarised below.

- an absence of conflicts of interests (which may arise from responsibilities as a clerk/ RFO and may include processing activities);
- independence;
- expert knowledge of data protection law and practices and related professional ethics to effectively advise and influence full council and
- adequate time to perform DPO role (many clerks/ RFOs work part-time).

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Polite reminder for Childminders

Our new
Childminding Group
will start on:-

**Monday 5th March, 9.30 am –11.00 am at
Maypole Children's Centre, Franklin Road,
Dartford, DA2 7UZ.**

In return we will be expecting that from
Monday 5th March, Childminders will no longer
use any other Stay and play, Baby or Music
groups, in the Dartford district to allow
families who do not have access to
early year's education to attend.

If you would like to discuss this matter, please contact your
Prospects Quality Adviser, Kirsty Hillocks on
07917 071234 or kirsty.hillocks@prospects.co.uk
and / or the Children's Centre Delivery Manager,
Faye Newman on 03000 417922 or faye.newman@kent.gov.uk



488/17-18. **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.

Bluewater Forum (BF).

The Town Mayor is the Town Council representative on BF. As previously agreed the agenda for the 25 January 2018 meeting was available in the Chamber for inspection.

SureStart Swanscombe U1R Children's Centre Committee – Dartford Advisory Board (DAB).

Councillor R J Lees is the Town Council's representative on the SureStart Swanscombe U1R Children's Centre. As previously agreed the agenda and minutes from the 23 January 2018, including the minutes from the 28/29 November 2017 meeting were available in the Council Chamber for inspection.

After a lengthy discussion Councillor D J Mote kindly agreed to find out more details regarding the SureStart policy, which begins on 5 March 2018, for Childminders accessing their facilities.

T/C 25/4/18



KENT ASSOCIATION OF LOCAL COUNCILS NEWS

February 2018

The last issue of our Newsletter came out just before Christmas 2017. Hard to believe, but that was only just over six weeks ago, and we now find ourselves well and truly in a new calendar year. Lots has happened internationally, nationally and throughout our regions and the work that local councils do carries on as normal!

Our own work also carries on and it is very much "Business As Usual". There have been some more improvements made to our website and we hope that you find the altered "look and feel" easier to navigate. Likewise, we are currently refreshing our Learning and Development brochures and programmes and hope to have a new and improved corporate logo in the near future.

We have renamed our newsletter as above, so that it reflects our whole membership, and have made minor adjust-

ments to the layout so that it is easier to read.

We would encourage everyone to take advantage of all our resources that are now held online. Our event booking should be done via our website where possible but of course if you have a problem doing this, we can assist you.



Members will be acutely aware that the new General Data Protection Regulations (GDPR) will come into force on 25 May 2018.

KALC set up four events on the subject and these were very well received by the many who attended the sessions in various

parts of our county. In response to your feedback, we have dedicated a page on our website so that our Councils are kept abreast of the latest news regarding the implementation of the GDPR.

If you need to access information, you can find relevant documents, briefings and so on by following this link:

<http://www.kentalc.gov.uk/Information-Law/Data-Protection>

You will also find a quick guide on page 3 that should help you with the Guiding Principles of the Regulations on an "everyday basis".

We will, naturally, update you with any future publications that help with the process as soon as we have them.

Kent Association Of Local Councils

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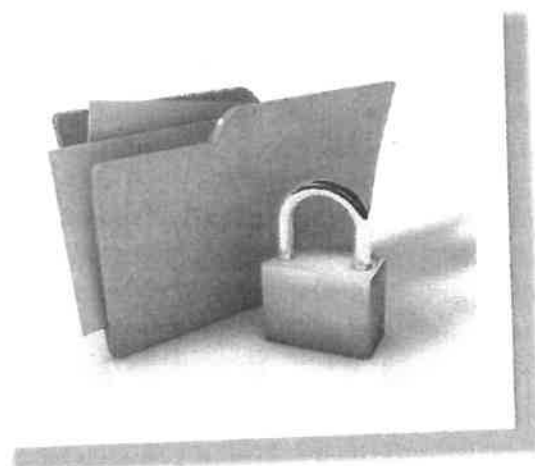
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IMPORTANT



You Need
To
Know...

Don't forget!
General Data Protection
Regulations

(GDPR)
come into effect on
25 May 2018

Guiding Principles
For
Processing Personal Data
(Article 5, GDPR)

Personal data must be:

- 1. Processed lawfully, fairly and in a transparent manner in relation to the individual/data subject;***
- 2. Collated for specified, explicit and legitimate purpose(s);***
- 3. Adequate, relevant and limited to the purpose(s) for which they are processed;***
- 4. Accurate and kept up to date; inaccurate data shall be erased or rectified without delay;***
- 5. Kept for no longer than is necessary for the purpose(s) for which it was processed;***
- 6. Secure, using appropriate technical or organisational measures.***

See the further information available at our dedicated webpages on our website here: [Kent Association of Local Councils GDPR Information](#)

Data Protection Act 2018 (GDPR) ~ Encryption: Part 1

Those of you who have recently attended one of the excellent presentations by *Satswana*, hosted by KALC on the General Data Protection Regulation (GDPR), would have heard reference to *Encryption*.

What I hope to achieve in this short article is to give you an understanding about what encryption is all about, a simple guide to how it will work in practice, and how to put some form of encryption on to your hard drive.

Firstly, however, let me pose the question: "*Why do we need encryption anyway? My computer is password protected.*" Sadly, this is not enough. If your computer is stolen, the thief only needs to remove the hard drive, attach it to another computer, and simply read the data stored within it. Encryption stops the drive being read without the correct code.

If you are either a Clerk or a Councillor, you will likely have information stored on your computer that can be classified as 'data' relating to your Town or Parish Council: for example, personal '*identifiers*' such as name, address and email. This data is 'owned' by the person it refers to and, as such, Councils and Councillors must store it in a secure manner, ensuring that '*third-parties*' cannot gain access to that data: something that criminal gangs are increasingly targeting.

So, encryption makes it very difficult for anyone, apart from the most determined or, say, the Authorities, from reading the contents of a hard drive or specific folder. It is not 100% guaranteed, as my previous sentence alludes to, but, and here is the important point, it does mean that you have made it as difficult as possible for those not privy to the data to access it. As *Satswana* say, it is your '*get out of jail card!*'

Not protecting the data you store, to the best of your ability, is not a problem until there is a data breach! Then, without showing you have tried to protect that data, such as encryption as well as other measures, you are potentially open to a fine from the Information Commissioner's Office (ICO).

It is important, at this stage, before we get on to the nitty-gritty of encryption, to briefly cover a couple of other related points: sending files from an encrypted drive or folder to the Clerk and Councillors; the subject of emails themselves. In other words, how we communicate between ourselves and, of course, with those outside the Council.

Encrypting a hard drive or folder does not mean that the data within it, when sent via email, copied to a USB memory stick or external hard drive, remains encrypted. Unless the external devices also have an encrypted area, itself essential in my view, and the email is encrypted by default (which depends upon your provider), then the data you have stored carefully suddenly becomes readable to anyone who can intercept it, or, for example, who finds your USB memory stick in a coffee shop. Incidentally, a coffee shop or other public Wi-Fi system is not secure and should not be used: criminals can hack-in by various means, even if you are just connected and not sending emails or browsing the web at the time. I will pick up on emails in my next article ☺

Data Protection Act 2018 (GDPR) ~ Encryption: Part 1

So, back to encryption! *Satswana*, quite rightly, said that *Windows 10 Professional* is the best Operating System (OS) to use, as it has the encryption program 'Bit Locker' already contained within it. This is true but, as always, there is a caveat.

Recent computers, that are delivered with Windows 10 Professional OS, often have a hardware device within them: a "Trusted Platform Module" or TPM. It's a chip on your computer's motherboard that helps enable tamper-resistant full-disk encryption without requiring extremely long passphrases. Conversely, if you were to pay for an upgrade to Windows 10 Pro OS, using an existing laptop or desktop computer, it is quite likely that there will be no TPM present and so using Bit Locker becomes more complicated to set up, albeit not impossible.

There is a solution, however, and one that I use myself. Let me explain.

My HP laptop is used solely for *KALC* and for *New Romney Town Council*. That means, should the authorities ever need to investigate a data breach, they can remove the said laptop and it will not affect my 'home' laptop and desktop usage.

I don't have two laptops, one for each organisation, as my HP laptop is my own and my pension is not that great! Clerks really need a separate computer for each Council they service. It shouldn't be their own home computer as others have, potentially, access to that computer and, of course, if there is a data breach, then the authorities are likely to remove the family computer. Also, if something were to happen to the Clerk, such as fall ill or leave suddenly, a shared computer becomes a nightmare to manage between the Councils involved!

I digress, however! My Council and KALC laptop is used solely for just that. It came with Windows 10, as so many laptops do, and not Windows 10 Professional OS. It does not, to the best of my knowledge, have a TPM fitted onto the main circuit board, so even if I was to pay a lot of money to upgrade to Windows 10 Pro, accessing a hard drive encryption would be more difficult. I could use a separate USB memory stick 'key' to unlock the encryption, but that brings forth other issues: where to store it, what happens if it fails, etc. Not insurmountable, but fiddly!

So, what I have done, and I have found this to be very successful over the years, is to set up two encrypted folders on my desktop: *KALC & New_Romney_TC* ☺ Any files, like this Word Document I am working on, is stored in the appropriate encrypted folder, where nobody can gain access to it without the passphrase. It is like the password you use to access your Council computer, but for the folder concerned.

I use the FREE program VeraCrypt: <https://www.veracrypt.fr/en/Home.html> which is 'Open Source' and is maintained by security conscious coding geniuses across the computing community. It is very well respected, quite easy to use, and effective! Setting it up can be a little puzzling for first time users, however (see below).

The beauty of an encrypted folder is that you can copy and paste it to an external Hard Drive or USB stick and it remains encrypted. Great for backups!

Data Protection Act 2018 (GDPR) ~ Encryption: Part 1

Of course, before you use such an encrypted folder, you do have to open it with your passphrase, but this is no big deal. I do that straight after I have logged into the computer itself. It is a habit you quickly get used to, and it soon becomes second nature. A bonus is that should you lose an external drive, or it is stolen from your premises, it is not possible for the encrypted folder you have copied to it to be read by those without permission.

After the folder is unlocked, so to speak, and therefore open like any other folder you may have on your computer, you can just save and/or load files in the normal way. It is worth remembering, however, that these files, like this Word document, are not encrypted in themselves: copying a file to the Desktop, for example, from the encrypted folder would mean anyone could read that new file. Only files in the closed encrypted folder are protected.

Otherwise, the way you work with those files, once the encrypted folder has been unlocked with the passphrase, is the same as you are already used to. Pretty straightforward 😊

So, how do you put some form of encryption onto your hard drive?

It could be confusing to newbies, but there is a very helpful guide available for you here: <https://www.veracrypt.fr/en/Beginner%27s%20Tutorial.html>

Now I am sure most of you will be able to follow that illustrated guide but, without trying to belittle the situation in any way, most people generally like someone to guide them through this process for their first time. I am happy to do that but, obviously, it is totally impractical for me to visit every Parish and Town Council across Kent & Medway, if anyone wants my support in the first place, of course!

If there is demand for this support, then might I suggest you do one of two things: ask your KALC Area Committee to arrange a practical session for all interested Clerks and Councillors; or contact Clive adviser@kentalc.gov.uk to see if any training drop-in sessions can be organised? Laptops would need to be brought to each session, but internet access would not be required. That way I can support you loading the software and creating your first encrypted folder.

Just a thought

I hope this whistle-stop guide is of some use to you all? I can be contacted, as usual, at: president@kentalc.gov.uk

Cllr John Rivers

President

LEADING YOUR LEARNING...



- 28 February 2018 - Introduction to Planning at Hever Parish Council
- 10 March 2018- Introduction to Planning Chilham Parish Council
- 16 March 2018 - Annual Planning Conference at Lenham Community Centre
- 10 April 2018 Preparing for your Audit at Faversham Community Centre
- 13 April, 27 April and 11 May 2018 CILCA Preparation Lenham Community Centre
- 18 April 2018 Preparing for your Audit at Langton Green Village Hall
- 24 April 2018 An Introduction to Planning at The Phoenix Centre, Sandwich



Our Learning and Development programme is well and truly underway for 2018. We have a very busy time over the springtime and hope that each of our councils will send a delegate to at least one of our events that could be of benefit to them. The Annual Planning Conference is one of those occasions where we can provide training for our membership and distribute up to date information regarding current legislation. Our planning adviser, Lindsay Frost, will be in attendance and will be running his workshop *"An Introduction to Planning for Local Councils"* as an afternoon activity for all delegates. Its also worth remembering that our courses attract Continuing Professional Development (CPD) points for those that are assigned to the scheme.

**Save
the
Date**



Obviously, we have our other annual Conferences during the year too and it makes sense to "save the date" for them now.

Our Councillor Conference will take place on Tuesday 10 July 2018 at Faversham Community Centre, and our Clerks' Conference will be held on Tuesday 13 September 2018 at Ditton Community Centre.

Missing

From Your Inbox...



Government Consultation: Local Government Ethical Standards...

The Committee on Standards in Public Life is undertaking a review of local government ethical standards.

Robust standards arrangements are needed to safeguard local democracy, maintain high standards of conduct, and to protect ethical practice in local government.

The terms of reference for the review are to:

- examine the structures, processes and practices in local government in England for:
 - maintaining codes of conduct for local councillors
 - investigating alleged breaches fairly and with due process
 - enforcing codes and imposing sanctions for misconduct
 - declaring interests and managing conflicts of interest
 - Whistleblowing
- assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government
- make any recommendations for how they can be improved
- note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent and address such intimidation

The review will consider all levels of local government in England, including town and parish councils, principal authorities, combined authorities (including Metro Mayors) and the Greater London Authority (including the Mayor of London).

Further information about the consultation can be found by visiting this webpage:

<https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation>

The consultation closes on 18 May 2018.

Energy Performance Certificates

There is an obligation for a landlord to produce an Energy Performance Certificate (EPC) on any letting of a non-domestic building now.

However, there are several relevant exemptions to this - the document is not needed where:

- The building is listed and the landlord can demonstrate that the works required would unacceptably affect its character/appearance
- The building is on a Short Life - less than two years
- The building is a standalone building that has a useful floor area of less than 50 metres squared.
- The building is due to be demolished and all permissions for its demolition have been obtained
- The letting is for less than six months certain or 99 years or more.

It is a requirement for public buildings that have an area of 500 metres squared to have the EPC on display.

The change in the new financial year in April 2018 is that no new letting may be

Missing From Your Inbox...

effected unless the building has an energy rating of EPC level E or above. This requirement applies to lease renewals, extensions and continuations under the Landlord and Tenant Act 1954. It will be unlawful to let a substandard building. In the event that the building is substandard, it will be for the landlord to bring that building up to standard before letting.

By W.E.F 1 April 2023, no substandard premises can continue to be let.

The relevant regulations include a provision for enforcement. . There are significant penalties that can be applied for unlawful lettings of up to £50000 for breaches of three months (the higher of £5000 or 10% rateable value) and up to £150000 (the higher of £10000 or 20% rateable value) for breaches over three months.

Local councils are covered by the requirements and should consider carefully their positions now, and certainly after 1 April of this year. See the government guidance below for more information:

<https://www.gov.uk/government/collections/energy-performance-of-buildings-certificates>

Local Government Investments

At the KALC Governance, Procedures and Transparency Conference, there was reference made to the Government guidance on *Local Government Investments*.

As members will be aware, this applies to our sector. It is compulsory to those parish councils having investments (as defined in the guidance) of £100,000 and is recommended for all parish councils having investments of between £10,00 and £100,000.

See the last updated government guidance below for further information, that was published on 2 February 2018:

<https://www.gov.uk/government/publications/capital-finance-guidance-on-local-government-investments-second-edition>



News From...

nalc

National Association
of Local Councils



Digital Mapping...Get On Board!

As every local council knows, the geographical area that you cover is paramount and local knowledge of that area is essential. Neighbourhood plans, land maintenance and location of assets are a crucial part of your council being successful. Until fairly recently, local councils had to rely on their borough or district councils to provide accurate mapping information.

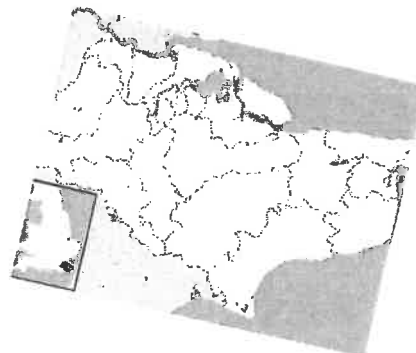
Now, however, map managing tools and geographical information has become much cheaper. Likewise, it is infinitely much easier to use these days and so NALC is encouraging local councils to use such available tools.

NALC has formed a partnership with Parish Online - <http://gls.getmapping.com/parish-online> and Pear Technology <http://www.peartechnology.co.uk/> who both provide affordable mapping software and training for local councils.

The partnership will also publish guidance to highlight how local councils can access software for mapping and how local councils can use mapping to better organise themselves.

NALC is expecting to launch its guide in Spring 2018.

In the meantime, for more information on digital mapping, contact Dennis Payne at localcouncilspsma@gmail.com



News from...



One Hundred Years of the Vote For Women...How Far We Have Come!



The opening months of 2018 have seen the centenary commemorations of the Franchise being extended to include women. In short, this meant that some women, over the age of 30, were able to vote for the first time in legislation passed in 1918.

Times have changed drastically since then, and Britain prides itself on being a nation that embraces diversity of all kinds. The National Association of Local Councils (NALC) openly endorses our culture of diversity, and last year launched a Diversity Commission - <http://www.nalc.gov.uk/diversitycommission>

NALC is very keen to explore the issue in some detail and would like our members to

take the Census Survey of Parish Councillors 2018 which can be found here:
<https://www.surveymonkey.co.uk/r/QCH5657>

They would be very grateful for any information you can give them regarding local councils and the encouragement of diversity. If you have a particular story to tell, let us know, or contact ben.murray@nalc.gov.uk for further details. It would be lovely if we could use examples in Kent to promote what a diverse culture we have here.

Keep Britain Tidy and the Great British Spring Clean



Along with the efforts of Kent County Council, (see pages 13-14) NALC is also endorsing the Great British Spring Clean that takes place on 2-4 March 2018. It promises to be a great community campaign and the aim is a simple one: bringing people together to make their community a tidier one.

Last year, over three hundred local councils supported the campaign through organising and supporting litter picks. This year, the campaign would like to inspire 500,000 people to get outdoors and clear up rubbish that surrounds us.

It would be great if your Council would register for the event and take part in this worthwhile event. Further information on the national campaign is here

<http://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean>

Kent Carers Matter



13

Kent Carers Matter campaign launches

A new county-wide campaign to raise the profile of Carers and increase access to services has recently launched and we need your help to promote it to your staff and the public.

1 in 9 adults (151,000 people) in Kent are Carers, looking after a family member, partner, friend or neighbour who due to physical or mental illness, disability, age related difficulties or addiction cannot cope without their support. Being a Carer can be a positive experience but it can also be challenging and exhausting, which can impact on a Carer's mental and physical health or well-being. Five Carer organisations in Kent (Carers FIRST, Carers' Support – Ashford, Shepway, Swale, Carers' Support – Canterbury, Dover & Thanet, Crossroads Care Kent and Involve Kent) have joined together to launch Kent Carers Matters, a county-wide campaign to:

- raise the profile of Carers in Kent
- increase access to Carer services
- support health and social care professionals to identify and refer Carers to services earlier
- provide more opportunities for Carers to engage with and have their say about local and national issues that affect them.

Please help us to promote Kent Carers Matter to your staff and the public by:

- Promoting the campaign website www.kentcarersmatter.co.uk through your internal and external communications channels
- Following us on Facebook – Kent Carers Matter
- Using #kentcarersmatter on Twitter

To find out how you can support Carers in your workforce see

www.kentcarersmatter.co.uk/employers



Kent Fire & Rescue Service

Kent Fire and Rescue Service Launches its "Safer Living" and "Show You Care" Campaigns - with a little help from a friend...

show
you
care



Kent Fire and Rescue Service (KFRS) has teamed up with singer and Kent resident Cheryl Baker to encourage people across Kent and Medway to think about people we know who may live alone or in isolation, or just someone who might need a bit of extra support, so together we can keep them safe and well, and reduce their risk from fire.

S is for SLIPS
Are there potential tripping hazards?

T is for TEST
Is the Smoke alarm working?
Do the batteries need replacing?

E is for ELECTRICS
Can you spot any hazards like overloaded sockets?

P is for POTS & PANS
Does the oven or hob need a clean to reduce the risk of fires?

S is for STAY
Make time for a tea and a chat

Find out if they are eligible for a **FREE Safe and Well Visit** with Kent Fire and Rescue Service by calling -
0800 923 7000

What is Show You Care?

Show You Care is a new initiative by Kent Fire and Rescue Service (KFRS) which aims to help make the lives of people in our community who may live in isolation or feeling the pressure of life to feel valued, safer and less isolated. Not having someone to talk to regularly can be lonely and isolating, particularly if you're used to sharing your home and time with others. It's estimated that in Kent and Medway there are more than 40 thousand over 65s living socially isolated lives[i]. KFRS is calling on people like you to think about how you can help someone you know by calling in for a chat and even think about helping with our 'Simple STEPS to staying safe and well' which will help reduce the fire risk in their home.

How can I help people live a safer life?

The KFRS 'Simple **STEPS** to staying safe and well' are:

- S is for SLIPS – Are there potential tripping hazards?
- T is for TEST – Is the smoke alarm working? Do the batteries need replacing?
- E is for ELECTRICS – Can you spot any hazards like overloaded sockets?
- P is for POTS & PANS – Does the oven or hob need a clean to reduce the risk of fires?
- S is for STAY - Make time for a tea and a chat

Heroes Needed!

KEEP BRITAIN TIDY LAUNCHES ANOTHER NATIONAL CAMPAIGN TO ENCOURAGE PEOPLE TO GET OUT AND ABOUT CLEANING UP THEIR LOCAL COMMUNITIES THROUGHOUT MARCH 2018



Kent County Council (KCC) have been liaising with KALC to work together to encourage local communities to get involved in this initiative and have attached a poster that can be displayed on your notice board.

Keep Britain Tidy has said: 'The Great British Spring Clean is about everyone working together to clean up the litter that blights our landscape and communities and we're delighted to be taking part and bringing people together to tackle an issue that many people care passionately about'.

If you are willing to participate and organise a local event, please contact your District or Borough Council to ensure that your event is fully supported.

Your District or Borough Council will also arrange the collection of the waste that you have collected if you have contacted them in advance of your event and you have agreed both a collection date and a safe area to collect from. They will also ensure that you arrange a safe event and will be able to advise you if necessary. You can also register your event at

www.greatbritishspringclean.org.uk

KCC staff will also be playing a part and be out and about in communities supporting local activities, as well as doing our own staff volunteer clean ups.

Please see below a quick reference document below to support Parish

Councils, Town Councils, Community Groups and Volunteers to provide guidance on how to dispose of collected waste, but a full version of the guidance can be found using the KCC website link:

http://www.kent.gov.uk/__data/assets/pdf_file/0004/59647/Waste-management-guidance.pdf

Waste Collection Authorities (WCAs) have a legal duty (so far as is practicable) to clear litter and refuse from the Highway and land for which they are responsible, either through ownership or as an accepted litter clearance responsibility.

WCAs are more likely to agree to collect waste picked by volunteers from areas such as parks, playgrounds and pedestrian areas if given sufficient notice of such activity.

Agreement in advance will provide guidance on Health and Safety considerations and ensure prompt removal of waste.

Any groups organising a litter pick should therefore contact the local authority (for the area in which the event is taking place) in advance of organising an event to ensure that the waste collected as part of the event will be picked up by the local authority.

The following process outlines the steps to be followed when organising an event.

Event organisers should contact the local authority waste departments to talk through the proposed event and agree:

1. The area proposed is one that is acceptable in terms of ownership and Health and Safety considerations
2. That the bags proposed for collecting the litter are acceptable

3. The acceptable items of litter that can be collected in the agreed bags, and the process for notifying the local authority of any hazardous items that the groups come across at the event e.g. tyres, asbestos etc.

4. The collection point for where the agreed bags should be placed after the event and any further notification required to be made to the local authority to ensure that the bags get collected e.g. number of bags etc.

5. Parish Council's should speak to their insurance company to check that their insurance policy covers them and their volunteers.

Please note that if you would like KCC to promote your event using social media then we would be happy to share your messages on our social media channels using

#KeepKentClean

We wish you luck with your event and thank you for engaging in this campaign and would like to hear about your events once they have taken place.





On 11 November 2018, the United Kingdom, along with countless other countries, will commemorate the Centenary of the Armistice that took place on the same date in 1918.

We are, or should be, familiar with the reasons the Armistice means so much to the nation of a whole. Nobody could have been aware that a conflict that took hold in July 1914 would endure for over four years. At its end, H G Wells described it as "The War that will end war",¹ but as we are aware, that was not the case.

Loss of life during World War 1 was unprecedented, and the global total is around 9.4 million, of which 5.4 million were from the Allied force.²

Likewise, over fifteen million men worldwide were crippled by service in the War, and those figures only encompass physical disability. Add to that the servicemen who suffered what was then known as "Shell Shock", and we know that the true loss is incalculable.

The Armistice, then, is a date that is etched on everybody's mind as a time for reflection, and remembrance. Indeed, it has risen in popularity of late, due to nature of recent conflicts that have involved European and American troops abroad.

It is, though, a custom that was promoted in earnest after the 1914-18 War and as such, this year is particularly poignant.

Our nation as a whole is making sure that there is plenty to mark the centenary. The British Broadcasting Corporation will be airing a whole season of programmes, both on radio and television. There will be a national Bell Ring in which bells will ring out in unison from churches and cathedrals - known as the Ringing Remembers campaign.³ In terms of Local Councils, there is a campaign much like the Jubilee Celebrations where communities are being encouraged to light a beacon for the Armistice.

Entitled "Battle's Over", it is a unique series of events that will take place both morning and evening involving all kinds of organisations.

To take part - and there are already around eighty local

councils in Kent doing so - you can download the guide which has been launched by Bruno Peek who is coordinating the campaign.

You can do so by visiting his website, which can be found here:

<http://www.brunopeek.co.uk/battles-over.php>

If you are doing anything specific, or are planning something particularly special during the commemorations, do let KALC know so that we can report it in this newsletter.

Many thanks.

¹ http://www.nationalarchives.gov.uk/pathways/firstworldwar/aftermath/counting_cost.htm

² http://www.nationalarchives.gov.uk/pathways/firstworldwar/aftermath/counting_cost.htm

³ <https://www.gov.uk/government/news/nations-bells-to-ring-out-together-to-mark-armistice-centenary>



FROM YOUR NECK OF THE WOODS

Stories from our our Parishes
and Towns...



Minster On sea ...a shining example of becoming more dementia friendly

As you will know, our Association is very keen to promote the Dementia Friendly Communities initiative that is currently part of the Alzheimer's Society's very valuable work. You will recall that our colleagues at the National Association of Local Councils (NALC) signed a strategic commitment on dementia with the help of Angela Rippon, who is the Society's

ambassador, at their Conference in October.

KALC has also said it will sign a similar commitment to develop more dementia friendly communities and Dementia Friends across the county.

Hot on the heels of this news, we heard from Trish Codrington, the Clerk of Minister on Sea Parish Council on the Isle Of Sheppey. She sent us some information regarding the concerted effort that Minster is making to make their community a Dementia Friendly one.

The Council sponsored the production of a brochure that promoted events locally, bringing the community together and hopefully making their area more safe, secure and friendly for those that need it. Additionally, the Council has established a strong link between themselves and Age UK Sheppey. Their partnership meant they could arrange

a public awareness event that provided invaluable training and support for people either living with dementia themselves or for those who have a loved one who does.

The link between the Council and its school - Oasis Academy Isle of Sheppey - is also strong. Minster on Sea Parish Council provides the running costs for the In-House Dementia Cafe that continues to forge relations with the community. In turn, it gives students the chance to feel valued and appreciated, so the work is invaluable for all concerned.

Minster on Sea really has done some sterling work on becoming more Dementia Friendly. We know that many of our villages and towns are doing similar work and would love to hear from you!

Your community needs a robust Flood Plan and volunteer Flood Wardens



Could you help others in a crisis and make a real difference?

Come along and find out more:

**Flood Warden Training Session
12 March, Addington Village Hall, 7-9pm**

Our commitment to you:

- Free emergency kit bag, Flood Warden Handbook and Newsletter
- We will help you develop and test your Community Flood Plan

You could be a vital link between your community and those responding to a flood

For more information contact the Kent Resilience Forum on 01622 212409
or krf.events@kent.fire-uk.org

VILLAGE OF THE YEAR... AN EVERY DAY TALE OF KENT FOLK!

What does a village do when approached by a television company to enter their competition programme, with a chance of securing £10000? It says "Yes"! Three Kent villages - Penshurst, Coxheath and Goudhurst - were filmed as part of the series. Alas, they did not win the money but as Robert Rees, from Penshurst Parish Council, explains - it was all good fun!

"Early in April 2017 our Parish council was approached by Reef Television, a production company, and asked to apply for 'Village of the Year'. Initially there was some reluctance, with the time involved, the organisation etc., but over the weeks the idea, much discussed in the Leicester Arms and elsewhere, began to crystallise. We do have a fantastic village in every respect sought by the judges, beauty, history, community spirit, and English eccentricity. Especially the last item.

After a period of further discussion (mainly at the Leicester Arms) we decided to give it a go, and I duly filled out the application. It seemed to work, and we were called about the possibilities. The call was going Ok but I sensed it needed something more. 'Tell us something unique about your village',

came the next question. 'We have the only postmaster in the UK who dresses as a woman (he is our pantomime dame),' I replied. That seemed to do the trick.

We were installed in the South Eastern region, and the cameras came down to see us twice. Once for the wonderfully crazy duck race held at the end of May. Then again, unfortunately on quite the worst day for weather in June, to look at the village in more depth. Of course, the 'normal day in the life of Penshurst' which Penelope Keith just happened upon was anything but. About four or five events had been shoe-horned into the twelve hour stint. Penshurst Place, the Church and its WW1 remembrance commemoration, a 'pantomime rehearsal' (even Ms Keith questioned why that was happening in June!) and an attempt to walk round the

village in gale force wind and rain - all were magically available on that one day. The stamina of Penelope Keith, and her ability to smile in adversity, were both notable.

Alas, we were robbed in the final analysis, by an exceptional village on the coast of Norfolk. One cannot compete against lifeboat men. We didn't make it to the semi-finals, but it was enormous fun and barring the down-pour everyone enjoyed themselves. And, most importantly, it made everyone realise what a great place the village is. The only regret is that the £10,000 prize was not available. Most villages had noble projects in mind for this. Our idea was to spend it on the biggest village party ever! Says it all, I think."



What a day to go in the river...



Penshurst Does Panto...



Two Dames in Penshurst -one being Penelope Keith!

TIME TO MAKE YOUR COMMUNITY BLOOM



The South and South East in Bloom (SSEIB) 2018 is now open for entries. This year, the judges are very keen to hear from Parish Councils, as their work has been under represented of late. We know that there are many of our parishes and towns who do a sterling job of making their community look pretty during the spring and summer months. We often see an array of beautiful flower arrangements and displays adorning villages and the South and South East in Bloom is eager to promote them.

You have nothing to lose and everything to gain. There is a new category to spur you into action that has been devised especially for parish councils. The SSEIB will assess the display under non competitive criteria, making it easy for your parish free of additional disruption that sometimes goes with competitions of this kind.

More information can be obtained by visiting this website: <https://www.sseib.com/> or by following their Facebook page here: <https://www.facebook.com/southandsoutheastinbloom>.

Additionally, you can also contact the Campaign Manager at this email address: anne@sseib.com

If you have entered the competition in the past, do let us know your experiences. When the results come in for this year, we would love to do a feature on any council who has taken part on the scheme.



IT'S TIME TO CLEAN UP KENT!

EVENTS TAKING PLACE THROUGHOUT
MARCH 2018



Contact your local council and get involved

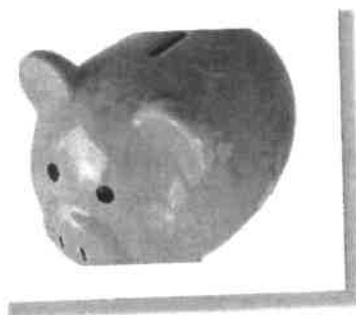
#KEEPKENTCLEAN

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County
Council**
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BACK PAGE

FUNDRAISING IDEAS



- There are several fundraising campaigns running at the Kent Community Foundation that do not close under any deadline and may well be suitable for some of our councils.
- Our Councils in West Kent will be pleased to hear that the Gatwick Foundation Fund will be open for applications in the very near future and welcomes particularly ideas for older people in the community .
- The Comic Relief Core Strength Local Communities Grant initiative has a deadline of 31 March 2018. This programme aims to provide funding for a group's core costs - that is expenditure that is investing in the organisation as a whole, That could mean rental costs, utilities and essential staff costs. It's an interesting and innovative idea, and might help a project within your community.



EMPLOYMENT OPPORTUNITIES...

We are always happy to advertise our members' employment vacancies on our website.

Do take a look at our advertised posts here for our current advertised posts throughout the county:

<http://www.kentalc.gov.uk/page-1172115>

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