

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at the TOWN COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 18 MAY 2017 at 7.00pm

PRESENT: Councillor Ms L M Cross – Town Mayor
Councillor Mrs A E D Barham
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Dr J M Harman
Councillor P M Harman
Councillor Ms L C Howes
Councillor R J Lees
Councillor Mrs L Manchester
Councillor B R Parry
Councillor A S Reach
Councillor B E Read
Councillor Mrs I A Read
Councillor S J Ryan

ABSENT: There were none

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO
Sandra Kelleher – Administration Assistant
Rebecca Rawlings – Administration Assistant
9 x members of the public

1/17-18. ELECTION OF TOWN MAYOR.

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

MOVED by Councillor B E Read and seconded by Councillor P M Harman.

RESOLVED:

That Councillor Ms L M Cross be duly elected as Town Mayor for the ensuing year 2017 – 2018.

2/17-18. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following her election, Councillor Ms L M Cross made her Declaration of Office and signed the Acceptance of Office form.

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3/17-18. ELECTION OF DEPUTY TOWN MAYOR.

MOVED by Councillor Ms L M Cross and seconded by Councillor A S Reach.

RESOLVED:

That Councillor Mrs A E D Barham be the Deputy Town Mayor for the ensuing year 2017 - 2018.

4/17-18. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following her election, Councillor Mrs A E D Barham made her Declaration of Office and signed the Acceptance of Office form.

5/17-18. VOTE OF THANKS.

Councillor Mrs L M Cross gave a vote of thanks to the outgoing Town Mayor, Councillor B E Read.

6/17-18. PAST MAYOR'S BADGE.

Councillor Mrs L M Cross presented the past Town Mayor, Councillor B E Read with gift in lieu of a past mayor's badge.

7/17-18. RESPONSE BY COUNCILLOR B E READ.

Councillor B E Read advised that he had thoroughly enjoyed his year in office and wished to thank the Mayoress and the Deputy Town Mayor for the support they had given him over the year. Councillor B E Read highlighted some of the events that he had attended and he thanked staff and all councillors who had supported his fundraising events, the culmination of which was his presentation of funds from his Mayors Charity Fund to the local organisations at the recent Annual Town's Meeting.

Councillor B E Read also paid tribute to his wife, Councillor Mrs I A Read, who had supported and accompanied him throughout the year.

Councillor B E Read wished the new Town Mayor, and Deputy Town Mayor, all the best during their term in office, and presented them with bouquets to thank them for all the help and support afforded him during the previous 12 months.

8/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Ms L M Hall, P C Harris, J A Hayes, K M Kelly, Mrs M B Kelly and D J Mote.

9/17-18. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.

There were none.

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

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10/17-18. TO APPOINT COMMITTEES AND SUB-COMMITTEES.

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

The Town Clerk detailed the nominations that had been provided and Members put forward their suggestions for the memberships of the Committees and Sub-Committees which included:

- a) Vacancy on Allotments & Cemeteries Sub-Committee. To be filled by Councillor Mrs A E D Barham.
- e) Heritage Sub-Committee – Vice-Chairman to be elected at first meeting.
- g) Personnel Committee – Councillor P M Harman to be replaced by Councillor Mrs I A Read

MOVED by Councillor Mrs A E D Barham and seconded by Councillor R J Lees.

RESOLVED:

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the annexed list.

11/17-18. TERMS OF REFERENCE OF THE COMMITTEES AND SUB-COMMITTEES.

Members were provided with the Terms of Reference of the Committees and Sub-Committees to be approved. Members noted the changes to the Terms of Reference of the Heritage Sub-Committee, the Planning, Major Developments, Transportation and Environment Committee and the Personnel Committee.

The Town Clerk advised members that the Regeneration & Quality Sub-Committee Terms of Reference would include "Exercise the functions of the Council in meeting with developers to negotiate planning gain for the community".

After lengthy debate this was:

MOVED by Councillor R Lees and seconded by Councillor B R Read.

RESOLVED:

That the Terms of Reference of the Committees and Sub-Committees, including the suggested changes, be approved as per the annexed list.

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12/17-18. DATES AND TIMES OF MEETINGS.

- a) The Council
- b) Standing Committees

The Town Clerk advised members that the date for the January 2018 Finance and General Purposes Committee and Special Town Council meetings should have read 11 January 2018 and not 14 January 2018.

MOVED by Councillor B E Read and seconded by Councillor Mrs S P Butterfill.

RESOLVED:

That the dates and times of the above Meetings, including the change from 14 January to 11 January 2018 for the Finance and General Purposes Committee and Special Town Council meetings, be approved as per the annexed list.

13/17-18. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.

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

Members agreed for Councillor P M Harman to continue as the Town Council representative on the Castle Hill Community Liaison Group.

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MOVED by Councillor R J Lees and seconded by Councillor Mrs A E D Barham.

RESOLVED:

That the appointment of representatives to outside bodies be approved as per the annexed list and to include Councillor P M Harman as the Town Council Representative on the Castle Hill Liaison Group.

14/17-18. BANK SIGNATORIES.

MOVED by Councillor Ms L M Cross and seconded by Councillor R J Lees

RESOLVED:

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

Current Account	Town Mayor's Charity Account
1 Cllr Ms L M Cross	1 Town Clerk
2. Cllr Mrs S P Butterfill	2. ATC/RFO
3. Cllr P M Harman	
4. Cllr R J Lees	
5 Cllr Mrs L Manchester	
6 Cllr Mrs I A Read	

15/17-18. MINUTES OF THE MEETING HELD ON 27 APRIL 2017.

MOVED by Councillor Ms L M Cross and seconded by Councillor K G Basson.

RESOLVED:

That the Minutes of the meeting held on 27 April 2017 be confirmed and signed as a true record.

16/17-18. REVIEW OF ACTION PLAN FOR 2017 – 2018.

Members reviewed the Action Plan previously adopted under minute 317/16-17. After discussion it was agreed that, whilst the Action Plan was formulated as part of the budget setting process in December it was entirely appropriate for it to be confirmed and adopted at the Annual General Meeting each year.

RESOLVED:

That the Action Plan 2017 – 2018 be confirmed.

17/17-18. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.

Only a small amendment to S/O1 c) was required at this time and it was agreed that, in accordance with S/O 41 b) that the amendment to S/O 1 c) stand adjourned without discussions until the next meeting of the Town Council.

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MOVED by Councillor B E Read and seconded by Councillor R J Lees.

RESOLVED:

That Standing Orders and Financial Regulations be endorsed and, in accordance with S/O 41 b) the amendment to S/O1 c) stand adjourned without discussion until the next meeting of the Town Council.

18/17-18. ANNUAL RISK MANAGEMENT POLICY REVIEW.

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

MOVED by Councillor Ms L M Cross and seconded by Councillor P M Harman.

RESOLVED:

That the Risk Management Policy be approved.

19/17-18. REVIEW OF COUNCIL POLICIES AND PROCEDURES.

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

MOVED by Councillor Ms L M Cross and seconded by Councillor R J Lees.

RESOLVED:

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

20/17-18. SUBSCRIPTIONS – MEMBERSHIPS.

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

MOVED by Councillor Ms L M Cross and seconded by Councillor K G Basson..

RESOLVED:

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

21/17-18. REGULAR PAYMENTS – DIRECT DEBITS AND BACS PAYMENTS.

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

MOVED by Councillor Mrs L M Cross and seconded by Councillor K G Basson..

RESOLVED:

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

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22/17-18. REVIEW OF INTERNAL AUDIT.

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

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

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

MOVED by Councillor B E Read and seconded by Councillor K G Basson.

RESOLVED:

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

23/17-18. RE-APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2017 – 2018.

Members were asked to agree to the re-appointment of Mr Lionel Robbins as internal auditor for the year 2017 – 2018.

MOVED by Councillor B E Read and seconded by Councillor K G Basson.

RESOLVED:

That Mr Lionel Robbins be re-appointed as internal auditor for the year 2017 – 2018.

24/17-18. INTERNAL AUDIT REPORT 2016 – 2017.

Members received the tabled internal auditors report for 2016 – 2017.

MOVED by Councillor R J Lees and seconded by Councillor Mrs S P Butterfill.

RESOLVED:

That the report be noted.

25/17-18. ANNUAL RETURN FOR YEAR END 31 MARCH 2017 – GOVERNANCE STATEMENT.

Members considered Section 1 of the Annual Return, the Annual Governance Statement and supporting documents requested by the External Auditor, for the year end 31 March 2017.

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MOVED by Councillor R J Lees and seconded by Councillor Ms L C Howes.

RESOLVED:

That the Annual Return – Governance Statement, for the year end 31 March 2017 be approved, and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

26/17-18. **ANNUAL RETURN FOR YEAR END 31 MARCH 2017 – ACCOUNTING STATEMENT.**

Members considered Section 2 of the Annual Return, the Accounting Statement and supporting documents requested by the External Auditor, for the year end 31 March 2017.

MOVED by Councillor Mrs L M Cross and seconded by Councillor P M Harman.

RESOLVED:

That the Annual Return – Accounting Statement, for the year end 31 March 2017 be approved and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

27/17-18. **BALANCE SHEET FOR YEAR END 31 MARCH 2017.**

Members considered the balance sheet for the year end 31 March 2017.

MOVED by Councillor Ms L M Cross and seconded by Councillor K G Basson.

RESOLVED:

That the balance sheet for the year end 31 March 2017 be approved.

28/17-18. **PROGRESS REPORT ON UPGRADED TOWN COUNCIL WEBSITE.**

Members discussed the report which included statistics for the 12 months that the new website had been in operation.

Members agreed that the website was far more user friendly and easier to navigate around and that it enabled the Town Council to increase its engagement with the public.

Members congratulated the Administration Team for the work undertaken in setting up the website.

RESOLVED:

That the item be noted.

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29/17-18. NEIGHBOURHOOD PLAN.

Further to minute 585/13-17 members considered the information provided in the report and after lengthy debate it was agreed that the most appropriate way to address this issue was for the Regeneration & Quality Sub-Committee to consider whether/how the Town Council could progress with producing a Neighbourhood Plan, including how this would be resourced. This would then be reported back to full Council in October 2017.

RESOLVED:

That the Regeneration & Quality Sub-Committee consider whether/how the Town Council could progress with producing a Neighbourhood Plan, including how this would be resourced and that this then be reported back to full Council in October 2017.

30/17-18. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2017 – 2018.

Further to minute 444/14-15 Members were asked to agree the three Councillors to make up the Panel along with the Town Mayor and Deputy Town Mayor (ensuring this resulted in at least one Member from each of the four wards).

It was agreed that the Panel for 2017 – 2018 be made up of the following Councillors:-

1. Councillor Ms L M Cross (Town Mayor) – Galley Hill Ward
2. Councillor Mrs A E D Barham (Deputy Town Mayor) – Knockhall Ward
3. Councillor Mrs S P Butterfill – Greenhithe Ward
4. Councillor P M Harman – Greenhithe Ward
5. Councillor B E Read – Swanscombe Ward

RESOLVED:

That the Panel for 2017 – 2018 be made up of the Councillors as detailed above.

31/17-18. KENT COUNTY COUNCIL ELECTION RESULT – 4 MAY 2016.

Members thanked all those that had put themselves forward to serve the community and congratulated Mr P M Harman on his election as Kent County Councillor representing Swanscombe and Greenhithe.

RESOLVED:

That the Kent County Council Election Result – 4 May 2017 be noted.

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32/17-18. EAGLES ROAD (GREENHITHE) PLAY AREA.

Members had previously been provided with an update from Dartford Borough Councillor K M Kelly, 11 May 2017.

The Town Clerk informed members that he had received correspondence from DBC, inviting him and one other elected member to attend a meeting to discuss the governance of the site. After a lengthy discussion, and being out to a vote, it was agreed that the Town Clerk advise DBC that the following Town Councillors would accompany him at the meeting:

Councillor R J Lees
Councillor B E Read
Councillor S J Ryan

RESOLVED:

That the item be noted and that the Town Clerk respond as detailed above.

33/17-18. SEALING OF DOCUMENTS.

There were none.

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

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

Signed:

Dated:

CHAIRMAN

MINUTES of the MEETING of the SPECIAL SWANSCOMBE & GREENHITHE TOWN COUNCIL
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on MONDAY 5 JUNE 2017 at
7.00 PM

PRESENT:

Councillor Ms L M Cross (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 K M Kelly
Councillor Mrs M B Kelly
Councillor R J Lees
Councillor Mrs L Manchester
Councillor D J Mote
Councillor B R Parry
Councillor A S Reach
Councillor B E Read
Councillor S J Ryan

ALSO PRESENT:

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

ABSENT: None

A minutes silence was observed in memory of those who had been affected by the recent terrorist atrocities in the United Kingdom.

34/17-18. APOLOGIES FOR ABSENCE.

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

35/17-18. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor S J Ryan declared a prejudicial interest as he was working with a client that consulted with Dartford Borough Council on land transfers and Leases.

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

36/17-18. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read and seconded by Councillor P M Harman;

RESOLVED:

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

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

Having already declared a prejudicial interest Councillor S J Ryan left the chamber and took no part in the debate or discussion of the following item.

37/17-18. EAGLES ROAD PLAY AREA – GOVERNANCE ARRANGEMENTS.

Further to minutes 417/16-17 and 32/17-18, members discussed the content of the information provided by Dartford Borough Council (DBC). Members noted that DBC had a less frequent schedule of maintenance and litter picking for its play areas than that currently undertaken by the Town Council.

After discussion it was duly proposed, seconded and agreed;

RESOLVED:

That, in accordance with Section 10 of the Open Spaces Act 1906, the Town Council agree, in principle, to enter into an agreement with DBC to manage and maintain Eagles Road Play Area.

That the Town Clerk and Assistant Town Clerk be delegated authority to undertake the ongoing discussions regarding the Lease/Management Agreement for the above..

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

Signed: _____ Date:- _____
(Chairman)

TK 6/7/14

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 3 MAY 2017 AT 7.00PM

PRESENT:
Councillor B E Read (Chairman)
Councillor B R Parry (Vice-Chairman)
Councillor Mrs A E D Barham
Councillor K G Basson
Councillor P C Harris
Councillor J A Hayes
Councillor Ms L C Howes
Councillor S J Ryan

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT:
Councillor Dr J M Harman
Councillor A S Reach

602/16-17. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' K M Kelly and D J Mote.

603/16-17. SUBSTITUTES.

There were none.

604/16-17. 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.

5/16-17. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members that the developer of the Croxton and Garry Site were holding a public exhibition regarding the proposed re-development of the site, in the Heritage Community Hall, Craylands Lane on 8 May 2017.

The Town Clerk advised members that the EDC were holding a public event entitled "Getting around the Garden City", in The Main Hall, Ebbsfleet Academy, Southfleet Road on 9 May 2017.

606/16-17. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 12 APRIL 2017.

Recommended: The Minutes of the meeting held on 12 April 2017 were confirmed and signed.

TOWN PLANNING:

607/16-17. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.

<p>DA/17/00612/CDNA (linked to DA/16/01290/CDNA)</p>	<p>Submission of details relating to detailed specification of works (condition 4 of DA/06/01274/LBC) and alignment of new wall and entrance gate (condition 8 of DA/06/01274/LBC and DA/06/01226/REM) for demolition of listed wall and railings and re-erection partly on a different alignment (in connection with Fastrack works).</p> <p>Boundary Wall to Ingress Park along The Avenue, Greenhithe.</p>
<p>OBSERVATIONS:</p>	<p>The Town Council object to the proposal as the wooden fencing has some vertical panels and some horizontal panels and is 1.8m high which we feel results in a detrimental impact on the Listed Building and character of the locality.</p>
<p>DA/17/00507/FUL</p>	<p>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 from side boundary with No.3 Valley View)</p> <p>Adjacent 34 Valley View, Greenhithe.</p>
<p>OBSERVATIONS:</p>	<p>The Town Council object to this application as there are no off road parking facilities proposed located at the site to serve the development.</p> <p>Members would also seek confirmation that adequate parking facilities are being provided to serve this development.</p>
<p>DA/17/00739/TPO</p>	<p>Application to cut back trees to give a clearance of 2m from buildings and crown lift over highway to give a clearance of 5.2m of Maple trees T94 - T152 subject to Tree Preservation Order No.11 1990.</p> <p>Along Ingress Park Avenue, Greenhithe.</p>
<p>OBSERVATIONS:</p>	<p>No observations.</p>

DA/17/00690/LDC	Application for a Lawful Development Certificate for the proposed erection of a single storey rear extension. 20 Alexander Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
EDC/16/0128	Application for approval of conditions 11 and 12 attached to planning permission reference no. DA/15/01229/ECREM relating to external lighting and cycle storage. Castle Hill, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/17/0031	Application for part approval of condition 4 attached to planning permission reference no. 15/01881/ECREM relating to external materials for external surfaces of the dwellings. Phase 3A, Castle Hill, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/17/0032	Application for approval of condition 3 attached to planning permission reference no. 15/01881/ECREM relating to surface water drainage details. Phase 3A, Castle Hill, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/17/0034	Application for the approval of conditions 10a & 11 attached to planning permission reference no. DA/05/00308/OUT relating to a Historical Environment Framework. Former Northfleet West Sub Station, Southfleet Road, Swanscombe.
OBSERVATIONS:	No observations.
EDC/17/0035	Display of 4 externally illuminated Marstons logo signs and 4 externally illuminated individual letters 'The Spring River' with rounded edges located on the south east, north east, south west and north west elevations, 1 internally illuminated single post sign located on the north

	<p>eastern boundary and 2 externally illuminated double sided twin post signs on the south western boundary.</p> <p>The Spring River, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/17/0037	<p>Display of 5no. 'Vehicular Directional Signage', 1no. 'Destination Monolith', 16no. 'Wayfinding Fingerpost', 2no. 'Monolith, minor, orientational (map)' and 1no. 'Interpretative, Low (map & text) non-illuminated signs.</p> <p>Castle Hill, Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/17/0038	<p>Part full and part outline planning application comprising: (1) full planning application for the erection of 628 residential dwellings including affordable housing; retail floorspace (Use Classes A1, A2 and/or A3); amendments to existing highway accesses and realignment of Crete Hall Road; demolition of rear of WT Henley Building; provision of open spaces, equipped areas of play and landscaping; and associated internal accesses/roads, parking, infrastructure, attenuation features and earthworks; and (2) outline planning application (with all matters except access reserved) for a two form entry primary school and for the refurbishment, change of use (for Use Classes A1/A2/A3/B1(a)/C3/D1) and demolition of the boundary wall and rear portion of the WT Henley Building.</p> <p>Northfleet Embankment East, Crete Hall Road, Northfleet.</p>
OBSERVATIONS:	No observations.
EDC/17/0039	<p>Realignment of Crete Hall Road and infilling/stopping up of existing Crete Hall Road including demolition of the boundary wall of the WT Henley Building, associated infrastructure and earthworks.</p> <p>Northfleet Embankment East, Crete Hall Road, Northfleet.</p>
OBSERVATIONS:	No observations.
EDC/17/0041	<p>Retrospective application for the construction of an electricity substation to supply development at Ebbsfleet Green.</p>

	Former Northfleet West Sub Station, Southfleet Road, Swanscombe.
OBSERVATIONS:	No observations.
EDC/17/0042	Application for the approval of condition 3 attached to planning permission reference no. 15/01477/ECREM relating to hard and soft landscaping details. Fastrack Area Within Castle Hill Central Area, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations but would seek confirmation as to how the hard and soft landscaping areas will be managed once the development is established/completed.
EDC/17/0046	Submission of Reserved Matters pursuant to condition 2 of outline planning permission dated 31st March 2014 (DA/05/00398/OUT) for associated works relating to landscape and submission of details relating to detailed design only (Condition 19). Former Northfleet West Sub Station, Southfleet Road, Swanscombe.
OBSERVATIONS:	No observations but would seek confirmation as to how the hard and soft landscaping areas will be managed once the development is established/completed.
EDC/17/0048	Application for variation of condition 3 attached to planning permission reference no. 12/01451/EQVAR for a mixed use development of up to 6250 dwellings & in addition up to 231,000 square metres of built floorspace (in total) with associated infrastructure; to allow substitution of approved plans and documents under condition 3 with revised plans and documents reflecting changes to the parameter plans. Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	This application had been duplicated in error and had been considered at the previous, 12 April 2017, meeting.
EDC/17/0047	Application for approval of conditions 13, 15, 17, 21, 22 & 23 attached to planning permission reference no. 16/00026/ECREM relating to details of street furniture, external lighting details, details of cycle parking, highway layout, details of TV receiver equipment and details of signage.

	Castle Hill, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS	No observations.
EDC/17/0049	Application for the approval of reserved matters pursuant to outline planning permission reference number 20150155 being the development of land at Ebbsfleet for mixed use up to 789,550m ² gross floorspace comprising employment, residential, hotel and leisure uses, supporting retail and community facilities and provision of car parking, open space, roads and infrastructure; relating to erection of 126 residential dwellings in Phase 2B of Springhead Quarter including access, appearance, landscaping, layout and scale. Land West Of Springhead Road (Phase 2B), Springhead Road, Northfleet.
OBSERVATIONS:	No observations.
EDC/17/0050	Application for a non-material amendment to outline planning permission reference no. 20110606; to allow distribution of visitor parking spaces and revised kerb alignment to 'square' adjoining plots 389-398. Land West Of Springhead Road (Phase 2A), Springhead Road, Northfleet.
OBSERVATIONS:	No observations.
EDC/17/0053	Application for approval of conditions 4 & 5 attached to planning permission reference no. EDC/16/0018 relating to drainage system details and scheme of improvements Old Service Station, Watling Street, Bean.
OBSERVATIONS	No observations.
DA/17/00760/COU	Continued use of rear conservatory for dog grooming unit. 36 Gunn Road, Swanscombe.
OBSERVATIONS:	No objections although assurances are sought prior to any decisions being made that the development and infrastructure would be able to cater/accommodate the increases in vehicular movements and parking that the proposed increase in commercial use would entail. Concerns are also raised with regards to the possible

	disturbances the proposed increases could have on the neighbouring properties (dogs barking etc.)
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The Town Clerk advised members that a Mr Geoff Baker had submitted a copy of a letter of objection that he had submitted to the EDC regarding the following application. The Town Clerk had previously copied this letter to members of the Planning, Major Developments, Transportation & the Environment Committee.

EDC/17/0051	Prior notification of the demolition of Alkerden Farm, pursuant to part 11 of the general permitted development order 2015 (as amended). Alkerden Farm, Alkerden Lane, Swanscombe, DA9 9LR.
OBSERVATIONS:	Members asked that the Town Councils objection to this application, on the same grounds as those contained in Mr Baker's letter, be submitted.

608/16-17. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/17/00419/FUL	Erection of a single storey rear extension and conversion of rear part of garage into habitable room and erection of a first floor side extension including demolition of existing conservatory. 19 Maritime Close, Greenhithe.
DA/17/00316/FUL	Conversion of rear part of existing attached garage to habitable room. 20 Caspian Way, Swanscombe.

609/16-17. **REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following refused decision notices were noted.

DA/17/00320/COU	Change of use from a single residential dwelling (Use class C3) to mix use for part nursery (Use class D1) and part residential dwelling (Use class C3). 2A Stanley Road, Swanscombe.
DA/17/00393/TPO	Application to fell 5 No. Sycamore trees subject to Tree Preservation Order No.4 1983 and within Greenhithe Conservation Order. 16 Worcester Close, Greenhithe.

There being no further business to transact, the Meeting closed at 7.45 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 14 JUNE 2017 AT 7.00PM

PRESENT:

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

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor D J Mote

38/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Dr J M Harman, K M Kelly and S J Ryan.

39/17-18. SUBSTITUTES.

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

40/17-18. 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.

41/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none

42/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 MAY 2017 2017.

Recommended: The Minutes of the meeting held on 3 May 2017 were confirmed and signed.

43/17-18. PROPOSED STOPPING UP OF HIGHWAY AT STATION ROAD, GREENHITHE – GRID REF: E558427, N:174941.

Members received the public notice from the Department of Transport, which had a deadline of 15 June 2017. This had previously been sent to Members by email on 10 May 2017.

Recommended: No observations.

44/17-18. TOWN PLANNING.

In consultation with the Chairman, and due to the timescales involved, the following responses had been submitted.

EDC/17/0055	Application for a non-material amendment to planning permission reference no. 20151220 to allow relocation of trees/hedge at western end of Penn Green Park. Land West Of Springhead Road (Phase 2A), Springhead Road, Northfleet.
OBSERVATIONS:	No observations.
EDC/17/0056	Application for approval of condition 2 attached to planning permission reference no. 20060454 relating to amended soft landscaping plans and subsequent substitution of amended drawings. Land West Of Springhead Road (Phase 1), Springhead Road, Northfleet.
OBSERVATIONS:	No observations.
DA/17/00864/SCOPE	Request for an EIA Scoping Opinion for the development of Land at Little Hithe, Greenhithe, in accordance with the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended) for Private Rented Sector (PRS) residential development scheme to accommodate a total of 225 high quality apartments of varying sizes. Land East of Telephone Exchange Land at Little Hithe, London Road, Greenhithe.
OBSERVATIONS:	No observations.
DA/17/00819/FUL	Erection of two storey side extension, single storey side/rear extension and a front porch.

	1 Keary Road, Swanscombe.
OBSERVATIONS:	Clarification / confirmation is sought that the single space parking provision in the rear garden is sufficient/appropriate for the proposal, which is to create a 4 bedroom house. Please ensure that all neighbouring properties are consulted prior to the application being considered.
DA/17/00828/COU	Change of use of area to provide parking area with vehicle crossing in connection with 1 The Avenue. Land at Arethusa Place, High Street, Greenhithe.
OBSERVATIONS:	Clarification / confirmation is sought to ensure that the access is sufficient for the proposal and is not detrimental to the safety of others.

Recommended: That the responses submitted, as detailed above, be endorsed.

45/17-18. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.**

DA/17/00881/FUL	Erection of a single storey rear extension with terrace and balcony over and replacement of first floor rear window with single glazed door to access proposed terrace. 39 Swanscombe Street, Swanscombe.
OBSERVATIONS:	Members have concerns about this application regarding any negative impact from overlooking and loss of privacy for neighbouring properties.
DA/17/00912/FUL	Provision of roof lights in front and rear elevations and window in barn hip in connection with providing additional room in the roof space. 21 Hasted Close, Greenhithe.
OBSERVATIONS:	Members have concerns about this application regarding any negative impact from overlooking and loss of privacy for neighbouring properties.
DA/17/00807/LDC	Application for a Lawful Development Certificate for the proposed erection of a single storey rear extension. 20 Leonard Avenue, Swanscombe.

OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/17/00832/LDC	Application for a Lawful Development Certificate for the proposed former window in rear elevation and roof lights in front elevation in connection with providing additional rooms in the roof space. 15 Manor Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/17/00869/FUL	Erection of a part two/ part single storey side/ rear extension and canopy over front entrance 22 Beaton Close, Greenhithe.
OBSERVATIONS:	Members have concerns about this application regarding any negative impact from overlooking and loss of privacy for neighbouring properties. Please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/17/00919/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. 18 Pilgrims View, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/17/00883/RCON	Application for removal of condition 26 of planning permission DA/16/00016/OUT relating to the completion of the medical centre. Land North of Railway line and East of Station Road, Greenhithe.
OBSERVATIONS:	The Town Council very strongly oppose this application as Condition 26 is important to the integrity and rationale of the application therefore must remain. Provision of the medical centre was seen as fundamental to this development and it is imperative it

	is constructed as detailed in Condition 26 of the planning application i.e. prior to the 23 rd occupation of the residential development.
EDC/17/0059 DA/17/00956/EDCON	Application for approval of condition 11 attached to planning permission reference no. DA/12/01451/EQVAR relating to a resource and waste management strategy. Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS	No observation
EDC/17/0060	Display of 2 no. post mounted panel signs located to the north-west of Eastgate Community Centre on Thackeray Drive. Land West Of Springhead Road, (Springhead Park) Springhead Road, Northfleet.
OBSERVATIONS:	No observations.
EDC/17/0061	Display of 6 no. internally illuminated wall mounted signs with sequential lighting and 1no. internally illuminated folded aluminium box with fret cut face backed with acrylic located on the north-west, north-east and southern elevations, and 1no. internally illuminated freestanding totem with sequential lighting to word 'Inns' located on the northern boundary. The Spring River Lodge, Southfleet Road, Swanscombe.
OBSERVATIONS:	Members would have concerns should the proposals result in a distraction to drivers and negatively impact on the safety of road and footpath users.
EDC/17/0064 DA/17/01014/EDCON	Reserved matters application (details relating to access, appearance, landscaping, layout and scale) for the construction of 68 dwellings; pursuant to conditions 2 & 25 of outline application 12/01451/EQVAR. Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	The Town Council have concerns with the following aspects of this application : <ul style="list-style-type: none"> • Insufficient Parking. Although the Design and Access Statement states it exceeds the standard set for residential use in the Dartford Borough Council Parking Standards SPD, it

	<p>lists all 93 spaces for residents allocated. Therefore, it does not follow the preferred method, to provide certain spaces particularly those for apartments as unallocated.</p> <p>Provision of spaces through allocation has the potential to actually create extra demand for parking spaces due to its inherent inflexibility. Allocation may provide some with more than is necessary and some with less than is needed. Against a background of needing to use land efficiently, unallocated provision helps to reconcile differing needs.</p> <p>Neither does it allow for the fact that additional spaces are required for the 10 3 bed houses that have tandem parking, both spaces of which must be allocated to the same dwelling.</p> <p>If the parking was supplied in the preferred allocated, unallocated form as the Dartford Borough Council Parking Standards SPD, there would be sufficient spaces.</p> <p>The parking supply for visitors and vans meet the standard.</p> <ul style="list-style-type: none">• Insufficient disabled parking. <p>Design and Access Statement also states there is an ability to extend parking bays for disabled users. There is no indication how this is possible.</p> <p>The Manual for Streets, by Department of Communities and Local Government and the Department of Transport, states</p> <p>8.3.24 Spaces for disabled people need to be properly marked and meet the minimum space requirements.</p> <p>8.3.25 It is preferable to provide these spaces in unallocated areas, including on-street as it is not normally possible to identify which properties will be occupied or visited by disabled people. It is recommended that spaces for disabled people are generally located as close as possible to building entrances.</p> <p>8.3.26 In the absence of any specific local policies, it is recommended that 5% of residential car-</p>
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	<p>parking spaces are designated for use by disabled people.</p> <p>Therefore, there should be 6 spaces allocated and of sufficient specified size to the disabled standard.</p>
EDC/17/0065	<p>Application for approval of condition 3 attached to reserved matters planning permission reference no. EDC/16/0088 relating to submission of details and samples of all external materials. Land West Of Springhead Road (Springhead Park), Springhead Road, Northfleet.</p>
OBSERVATIONS:	No observations.
EDC/16/0073 DA/17/01009/EDCON	<p>Replacement of footbridge with new land banked footbridge across Gorge.</p> <p>Craylands Gorge, Eastern Quarry, Swanscombe</p>
OBSERVATIONS:	<p>The Town Council strongly objects to this application for the following reasons:</p> <p>The Town Council undertook an appraisal of the gorge in 2002 which included input from Groundwork Kent Thames-side, Green Grid, KCC Archaeology and English Nature (attached) where it was found that the area contained rare species of insects (some that were previously thought to be extinct) and this proposal would disturb the environment and damage the habitat as well as render the gorge unable to be used for any other use in the future. Also attached are the notes from a meeting held on 26 May 2004 between Town Council Members, Dartford Borough Council Officers and representatives from Land Securities where the use of the gorge was confirmed by Land Securities.</p> <p>This proposal would take away the last green corridor/lung that was included in the original plans for Eastern Quarry and it is a site that is an important haven for wildlife in an area already under huge pressure with space being taken up by the many developments.</p> <p>The Town Council would respectfully request that KCC Archaeology Department and English Nature are afforded the opportunity to consider this proposal in detail and to undertake the appropriate tests/surveys so that they can submit their views on the proposal prior to it being considered for a decision.</p>

	<p>Members also wanted to submit the following observations on this proposal:-</p> <p>If the application were to be approved, and the Town Council object to this, then the footpath should be accessible to all and built to KCC, Countryside Access Design Standards. The section south of Ingress Gardens shows a path with a gradient of 1:11.1 which is unsuitable for the disabled, elderly, and people with pushchairs.</p> <p>The "Sensory Trust" creating accessible and engaging outdoor experiences, list the maximum recommended gradient as 1:15 and the preferred maximum gradient as 1:20. KCC, Countryside Access Design Standards the recommended maximum ramp gradient is 1:20, although steeper gradients of up to 1:10 may be acceptable over short distances. For a 1:12 gradient or greater there should be a landing point every 10M. For gradients of 1:20 – 1:13, there should be a landing point every 15M;</p> <p>Discrepancy between existing contours and proposed contours of 1M to the path south of Ingress Gardens:-</p> <p>At CH 0 existing contour is 20M proposed is 19M</p>
<p>EDC/17/0067 DA/17/01008/EDCON</p>	<p>Reserved matters application (details relating to access, appearance, landscaping, layout and scale) for the construction of a mixed use building comprising 10 townhouses, 46 apartments, up to 911m² of retail floorspace (A1, A2, A3, A5) and associated car parking, circulation space, landscaping, infrastructure, earthworks and Broadband Action Plan, pursuant to conditions 2, 25, 28 and 30 of outline application DA/12/01451/EQVAR.</p> <p>Castle Hill Neighbourhood Area, Eastern Quarry, Watling Street, Swanscombe.</p>
<p>OBSERVATIONS:</p>	<p>The Town Council have concerns with the following aspects of this application :</p> <p>Town Councillors were not invited to the Public Consultation which is obviously a concern and inappropriate.</p> <p>Ambiguous parking arrangement, no mention if it is allocated, unallocated?</p>

	<p>Provision of spaces through allocation has the potential to actually create extra demand for parking spaces due to its inherent inflexibility. Allocation may provide some with more than is necessary and some with less than is needed. Against a background of needing to use land efficiently, unallocated provision helps to reconcile differing needs.</p> <p>If the parking was supplied in the preferred allocated, unallocated form as the Dartford Borough Council Parking Standards SPD, there would be 15 allocated and 56 unallocated, totalling 71 spaces. Along with 6 van spaces. The visitor's parking is elsewhere which is acceptable. The proposal is for 64 spaces and 3 van spaces. The suggestion that vans use ordinary parking spaces is impactable and unsafe. There is therefore insufficient Parking.</p> <p>The Manual for Streets, by Department of Communities and Local Government and the Department of Transport. states;-</p> <p>8.3.24 Spaces for disabled people need to be properly marked and meet the minimum space requirements.</p> <p>8.3.25 It is preferable to provide these spaces in unallocated areas, including on-street as it is not normally possible to identify which properties will be occupied or visited by disabled people. It is recommended that spaces for disabled people are generally located as close as possible to building entrances.</p> <p>8.3.26 in the absence of any specific local policies, it is recommended that 5% of residential car-parking spaces are designated for use by disabled people.</p> <p>Therefore, there should be 4 spaces allocated and of sufficient specified size to the disabled standard.</p>
<p>17//00777/EDCON (EDC/17/0032)</p>	<p>Consultation on an application for approval of condition 3 attached to planning permission reference no. 15/01881/ECREM relating to surface water drainage details within Ebbsfleet Development Corporation</p> <p>Phase 3A Castle Hill Easter Quarry, Watling Street, Swanscombe.</p>

OBSERVATIONS:	No observations.
EDC/17/0057	Application for approval of condition 28 attached to planning permission reference EDC/16/0079 relating to the noise assessment and mitigation report. Plot B 'The Triangle' Castle Hill, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations
DA/17/00889/FUL	Installation of new plant units; removal and relocation of existing units; installation of timber fence. The Co-Operative Group 29 - 31 High Street, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/17/00650/FUL	Provision of a vehicle crossing onto B255 and excavation of front garden to create hard standing area for car parking incorporating replacement staircase. 2 Cobham Terrace, Bean Road, Greenhithe.
OBSERVATIONS:	The Town Council would request that the planning authority ensures that a condition is attached to any granted permission which requires that permeable materials have to be used for hard standing to reduce any negative effects of water dispersal. Please ensure all neighbouring properties are consulted prior to the decision of the application.

46/17-18. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/17/00520/FUL	Erection of single rear extension (retrospective application) 9 Reservoir Close, Greenhithe.
DA/17/00530/FUL	Demolition of existing conservatory and erection of single storey rear extension and additional window to side elevation 7 Caspian Way, Swanscombe.

DA/17/00497/FUL	Erection of a single storey rear extension including demolition of existing conservatory. 12 Western Cross Close, Greenhithe.
DA/14/01702/FUL	Application for the temporary relocation of the sales and marketing suite at Ingress Park (previously approved under planning permission DA/14/00645/FUL) Crest Sales Office, Stonely Crescent, Greenhithe.
DA/15/00435/CDNA	Submission of details relating to external materials pursuant to condition 4 of planning permission DA/12/00233/FUL for erection of single storey building to provide community centre. Junction Stonely Crescent and Liveryman Walk, Ingress Park Site, Greenhithe.
DA/17/00507/FUL	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). Adjacent 34 Valley View, Greenhithe.
DA/16/01207/OUT	Outline application for extensions and alterations to the shopping centre through part demolition, alteration and refurbishment of existing buildings/structures and erection of new buildings/structures to provide retail and related uses (Use classes A1 - A5),—reconfiguration of existing car and coach parking areas, reconfiguration of existing lake, open space and public realm, alteration of existing pedestrian links within the site, infrastructure and associated facilities.

There being no further business to transact, the Meeting closed at 8.10 pm.

Signed: _____
(Chairman)

Date: _____

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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 22 JUNE 2017 at 7.00PM

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

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

ABSENT: Councillor Mrs M B Kelly

69/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Ms L M Cross, Ms L M Hall and J A Hayes.

70/17-18. SUBSTITUTES.

There were none.

71/17-18. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor K G Basson declared a prejudicial interest in agenda item 7.1 Football Pitch Allocation as he is the Chairman of Swanscombe Tigers FC.

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

72/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

73/17-18. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 30 MARCH 2017.

Recommended: That the Minutes of the Meeting held on 30 March 2017 were approved and signed as a true record.

74/17-18. SENIOR GROUNDSMAN/GARDENERS REPORT.

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

Swanscombe Park, Manor Park, Broomfield Park, Knockhall Park, Heritage Park, Leisure Centre, Spring Vale, Valley View, Saxon Court, equipment (including the need to purchase a new chemical back pack sprayer and a new "Truspred" machine for use on the bowls green and cricket square) and staff.

The Senior Groundsman/Gardener advised members of the approximate cost of the 2 new pieces of equipment and also asked members to consider whether the low wooden fence at the Leisure Centre (damaged by ASB in January) required re-instating.

Recommended:

1. That the item be noted.
2. That the Town Clerk be delegated to purchase the 2 new pieces of equipment if they were found to be beyond repair.
3. That the damaged low wooden fence at the Leisure Centre not be re-instated at this time.

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.

75/17-18. FOOTBALL PITCH ALLOCATION.

Members noted that the Swanscombe Tigers FC may require an additional junior pitch to those contained in the report.

Recommended: That the football pitch allocations for 2017 – 2018, as detailed in the report, be agreed.

76/17-18. AWARDS FOR ALL GRANT CONFIRMATION.

The ATC/RFO detailed the amount of funding that had been successfully applied for and also detailed the location and type of equipment that the funding was awarded for.

Members were provided with 6/7 options of play equipment/designs to select from as well as a diagram to show the area of Broomfield Park suggested that the new equipment should be located in.

Members agreed that the location indicated on the diagram should be used for the installation. After discussion it was agreed that Options 1, 2 and 6 were the most suitable choices and that these should be sent to the Ebbsfleet Academy requesting that students

in the age range the equipment was designed for should select which of these 3 options they preferred.

Recommended:

1. That the location as indicated in the diagram be used for the installation of the new equipment.
2. That Options 1, 2 and 6 be sent to the Ebbsfleet Academy requesting that students in the age range the equipment was designed for should select which of these 3 options they preferred.
3. That the results of the students choices be reported back to the September or November 2017 Recreation, Leisure & Amenities Committee meeting.

77/17-18. **ADULT GYM EQUIPMENT - BROOMFIELD.**

As a result of the successful grant application to Awards for All (previous item) funds previously allocated for new play equipment were available and Members were asked to consider whether they wished to now use these funds to apply for match funding to enable the same adult gym equipment recently installed in Knockhall Park to also be installed in Broomfield Park. Members were provided with a diagram of the suggested location within Broomfield Park for this equipment.

After discussion it was agreed;

Recommended:

That the funds be used to apply for match funding for Adult Gym Equipment to be installed in Broomfield Park, Swanscombe and that, if successful, this equipment be installed in the location shown to members on the diagram.

78/17-18. **BENCHES IN PARKS/PLAY AREAS.**

Members considered the installation of additional benches at the Swanscombe Heritage Park and also a bench at Valley View Play Area, Greenhithe as this was the only play area that did not currently have a bench in it.

After discussion it was agreed the Friends of the Heritage Park should be consulted for their views on the location of x2 new traditional benches in the Swanscombe Heritage Park (football training area).

It was also agreed that the current yellow metal bench in Broomfield Park, Swanscombe should be replaced and that the ATC/RFO should submit a funding application to the Kent County Council Members Grant Scheme for this replacement bench and the new traditional bench at Valley View, Greenhithe.

Recommended:

1. That, after consultation with the Friends of the Heritage Park, x2 traditional benches be installed at the Swanscombe Heritage Park and these be located around the edge of the football training area.
2. That a traditional bench be installed at Valley View Play Area, Greenhithe.
3. That a traditional bench replace the old yellow metal bench in Broomfield Park, Swanscombe.

79/17-18. TRANSFER OF COUNCIL BENCH TO DARTFORD BOROUGH COUNCIL (DBC) – SWANSCOMBE CEMETERY.

The Town Clerk appraised members of the work/discussions held with the Recreation, Leisure & Amenities Committee Chairman, Swanscombe Borough Councillor R J Lees and Dartford Borough Council regarding this matter.

Recommended: That the Town Clerks actions in dealing with this matter be endorsed.

80/17-18. PLAY PLACE INNOV8 CIC – USE OF BROOMFIELD PARK.

Members discussed the request/s submitted by the Business Director of Play Place and agreed;

Recommended:

That the request/s as detailed in the documents provided be agreed.

81/17-18. GROUNDWORK SOUTH GREEN TEAM.

The ATC/RFO updated members on meeting held with Groundwork on 12 May 2017 where it was identified that the Heritage Park would be an appropriate area that the Green Team could be utilised.

Recommended: That the use of Groundwork South Green Team, if it becomes available, be agreed.

82/17-18. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted

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

There being no further business to transact, the Meeting closed at 7.40 pm.

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 15 JUNE 2017 at 7.00PM

PRESENT: Councillor R J Lees (Chairman)
Councillor Ms L C Howes (Vice-Chairman)
Councillor P M Harman
Councillor P C Harris
Councillor Mrs L Manchester
Councillor B E Read
Councillor Mrs I A Read

ALSO PRESENT: Martin Harding – Assistant Town Clerk/RFO
Councillor S J Ryan

ABSENT: Councillor D J Mote

47/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' K G Basson, Mrs S P Butterfill, Ms L M Cross and K M Kelly.

48/17-18. SUBSTITUTES:

There were none.

49/17-18. 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.

50/17-18. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES:

The Chairman wished to welcome Councillor Mrs L Manchester to the Finance and General Purposes Committee for the first time.

The Chairman wished to thank Councillor S J Ryan for his contribution to the Finance and General Purposes Committee.

The Chairman wished to thank Councillor B E Read for the length of service and contribution he had made as the previous Chairman of the Finance and General Purposes Committee.

51/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9 MARCH 2017.

Recommended: The Minutes of the meeting held on 9 March 2017 were confirmed and signed as a true record.

52/17-18. 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 March, April and May 2017, and verified by Councillor K G Basson, be noted.

53/17-18. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in March, April and May 2017.

Recommended: That the bank transfers undertaken in March, April and May 2017 be approved.

54/17-18. 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 March, April and May 2017.

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

Recommended: That the receipts and payments for March, April and May 2017, as per the annexed list be approved.

55/17-18. SUMMARY OF ACCOUNTS.

Members were provided with details of the Summary of Accounts, balanced to 31 May 2017.

Recommended: That the details of the Summary of Accounts, balanced to 31 May 2017 be noted.

56/17-18. 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:

Knockhall School PTA - £200.00
North West Kent Volunteer Centre - £200.00

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

57/17-18. INTERNAL AUDITORS REPORT.

Members considered the report which had been undertaken on 11 May 2017.

Recommended: That the Internal Auditors Report be noted.

58/17-18. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read and seconded by Councillor P M Harman;

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.

59/17-18. FINANCIAL RISK ASSESSMENT WORKING GROUP - UPDATE.

Members discussed the contents of the confidential notes from the Working Groups 2 May 2017 meeting.

Recommended: That the expenditure recommended by the Working Group and contained in the confidential notes from their 2 May 2017 meeting be endorsed.

60/17-18. GROVE CAR PARK WORKING GROUP – UPDATE.

As per the Finance and General Purposes Committee Terms of Reference members considered the expected expenditure required for the proposed management of the Grove Car Park.

Recommended: That the expected expenditure, as detailed in the report, for the management of the Grove Car Park be endorsed.

61/17-18. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted

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

There being no further business, the Meeting closed at 7.40 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the LEASES & LEGAL SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 15 JUNE 2017 at 7.45PM

PRESENT: Councillor B E Read (Chairman)
Councillor R J Lees (Vice-Chairman)
Councillor Mrs L Manchester
Councillor Mrs I A Read

ALSO PRESENT: Martin Harding – Assistant Town Clerk/RFO

ABSENT: There were none.

62/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' J A Hayes and Mrs M B Kelly.

63/17-18. SUBSTITUTES.

There were none.

64/17-18. 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.

65/17-18. ITEMS AS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

The ATC/RFO confirmed that item 8 on the agenda had been added in error and was not required to be resolved at this meeting.

66/17-18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 17 JUNE 2013

Recommended: The Minutes of the meeting held on 17 June 2013 were confirmed and signed.

67/17-18. EXCLUSION OF PRESS AND PUBLIC

MOVED BY Councillor B E Read 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 item of business.

68/17-18. GROVE CAR PARK MANAGEMENT.

Members considered the confidential report and Heads of Terms provided.

Members agreed with the recommendation within the report for the location of the equipment.

Recommended:

That the Heads of Terms be approved and the location of the required equipment be agreed.

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

Signed: _____

(Chairman)

Date: _____

MINUTES of the MEETING of the HERITAGE PARK / SKULL SITE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 2 MAY 2017 at 10.00 AM

PRESENT: Councillor B E Read - Chairman
Councillor Ms L C Howes - Vice-Chairman
Councillor Ms L M Hall
Councillor R J Lees

ALSO PRESENT: Martin Harding, Assistant Town Clerk & RFO
Mrs Brenda Bobby, FOSHP
Lis Dyson, KCC
Mark Harrison, Historic England

ABSENT: Councillor Mrs S P Butterfill

592/16-17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D J Mote.

An apology for lateness was submitted by Councillor Ms L M Hall

593/16-17. SUBSTITUTES

There were none.

594/16-17. 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.

595/16-17. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

596/16-17. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 7 MARCH 2017.

Recommended: That the Minutes of the meeting held on 7 March 2017 be confirmed and signed as a true record.

597/16-17. HERITAGE PARK FUNDING.

The ATC/RFO introduced Mark Harrison from Historic England who gave a short talk on how a Heritage Watch could be set up and what benefits it would give to heritage assets within the Town.

Members thanked Mr Harrison for coming to the meeting. Members felt that this would be a beneficial exercise to consider both the security of assets and the involvement with the wider community.

Mr Harrison explained that the initial steps were to map the known assets within the Town and to look at the risks associated with them. This would be undertaken by a group of stakeholders within the community. Once mapped a second open event would be undertaken for the community to comment on these and add in local landmarks and areas with significance.

This information would then feed into the Police network. Community events could then be run to improve reporting of incidents at listed assets.

Following this the ATC/RFO gave an update on the report to members of areas of the original bid that could now be considered for individual funding projects. Members felt that the report covered all aspects and should be tackled in the order they were originally timetabled within the HLF bid

Recommended:

1. That the ATC/RFO liaise with Mark Harrison from Historic England on the initial steps to setting up a Heritage Watch Group.
2. That the ATC/RFO begin working through the projects list prioritising the survey and liaison tasks to build stronger community links.

598/16-17. NATURAL ENGLAND – SWANSCOMBE SKULL SITE NATIONAL NATURE RESERVE AND SITE OF SPECIAL SCIENTIFIC INTEREST – VISUAL MANAGEMENT PLAN.

The ATC/RFO gave a brief verbal update on his meeting on 7 April 2017 with Lorraine Huggett, the new NNR Manager from Natural England. The ATC/RFO explained that this had been a very positive meeting with a schedule of future contact and support being set up.

Recommended: That the item be noted.

599/16-17. FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.

Mrs Brenda Bobby confirmed that the Easter Egg Hunt had been a great success with over 190 children attending.

The next planned event was the Teddy Bears picnic on the 27 July 2017.

Recommended: That the item be noted.

600/16-17. HERITAGE PARK WEBSITE

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

Recommended: That the item be noted.

601/16-17. ANY OTHER ITEMS RELATED TO THE HERITAGE PARK / SKULL SITE.

Members briefly discussed whether any further incidents had occurred regarding dog walkers on the Heritage Park.

Councillor R J Lees proposed that this committee consider changing its name to become the Heritage Sub-Committee so that it could consider the wider heritage considerations within the Town rather than just focusing on the park. Members agreed with this proposal and that the change of name and adjusted Terms of Reference be included for approval at the Towns Councils AGM on the 18 May 2017

602/16-17. DATE OF NEXT MEETING.

Recommended: That the next meeting be scheduled at the discretion of the ATC/RFO

There being no further business to transact, the meeting closed at 11.30 am.

Signed: _____ Date: _____
(Chairman)

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CURRENT WORKING GROUPS AND THEIR MEMBERSHIPS

AGENDA ITEM

T/C 6/7/17

6

- **Financial Risk Assessments Working Group.**
 1. Chairman of Finance and General Purposes Committee
 2. J A Hayes
 3. Ms L C Howes
 - ④ — 4. *R J Lees (is now Chairman of Finance and General Purposes Committee)*
 5. Responsible Financial Officer

- **Ingress Park Community Centre**
 1. K G Basson
 2. P M Harman
 3. D J Mote
 4. B E Read
 5. S J Ryan

- **Grove Car Park**
 1. Mrs S P Butterfill
 2. Ms L C Howes
 3. P M Harman
 4. B E Read

- **Pavilion**
 1. K G Basson
 2. P M Harman
 3. J A Hayes
 4. R J Lees
 5. B E Read
 6. Mrs I A Read

- **Café**
 1. P M Harman
 2. Ms L C Howes
 3. B E Read

- **Parks Operation**
 1. K G Basson
 2. P M Harman
 3. R J Lees
 4. D J Mote
 5. B E Read

S/O 5 – QUORUM OF THE COUNCIL.

Quorum for Council and Committees is 3 or a third, whichever is the greater.

Quorum for Sub-Committees is a half of its members.

S/O 23 f) – COMMITTEES AND SUB-COMMITTEES.

Members of the Council shall be allowed to attend any Meeting of the Town Council's Committee's or Sub-Committee's as Substitute for an absent Member of such Committee or Sub-Committee except for the Personnel Committee where no substitutes be allowed.

2

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25. ADVISORY COMMITTEES.

- a) The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- b) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- c) An advisory committee may make recommendations and give notice thereof to the Council.
- d) An advisory committee may consist wholly of persons who are not members of the Council.

12. WORKING GROUP MEMBERSHIPS.

The following Working Groups memberships need to be considered and agreed:-

Grove Car Park	Pavilion	Financial Risk Assessments (FRA)	Café
Mrs S P Butterfill	K G Basson	Chairman of FGP	P M Harman
Ms L C Howes	P M Harman	J A Hayes	Ms L C Howes
P M Harman	J A Hayes	Ms L C Howes	B E Read
B E Read	R J Lees	R J Lees	
	B E Read		
	Mrs I A Read	RFO	

** Working Groups generally meet in the Council Chamber during the day (11am)

Recommended : That the memberships of the Working Groups be agreed.

MINUTE.

278/15-16. **WORKING GROUP MEMBERSHIPS.**

Members considered the memberships of the Working Groups and these were agreed as follows:

Grove Car Park	Pavilion	Financial Risk Assessments (FRA)	Café
Mrs S P Butterfill	K G Basson	Chairman of FGP	P M Harman
Ms L C Howes	P M Harman	J A Hayes	Ms L C Howes
P M Harman	J A Hayes	Ms L C Howes	B E Read
B E Read	R J Lees	R J Lees	
	B E Read		
	Mrs I A Read	RFO	

** Working Groups generally meet in the Council Chamber during the day (11am)

No members requested to be included in the memberships of the Working Groups.

RESOLVED:

That the Working Group memberships remain as shown above.



SWANSCOMBE & GREENHITHE TOWN COUNCIL STANDING ORDERS

T/C 6/7/15

These Standing Orders were reviewed and adopted by the Town Council at a Meeting held on 19 May 2016 and recorded as Minute No. 16/16-17.

PREFACE

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

TOWN MAYORS

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

1. MEETINGS OF THE TOWN COUNCIL.

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

EXTRACT OF MINUTES

17/17-18. **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

Only a small amendment to S/O1 c) was required at this time and it was agreed that, in accordance with S/O 41 b) that the amendment to S/O 1 c) stand adjourned without discussions until the next meeting of the Town Council.

MOVED by Councillor B E Read and seconded by Councillor R J Lees.

RESOLVED:

That Standing Orders and Financial Regulations be endorsed and, in accordance with S/O 41 b) the amendment to S/O1 c) stand adjourned without discussion until the next meeting of the Town Council.

TOWN COUNCIL OFFICES BUILDING MAINTENNACE – ENTRANCE DOORS (p).

On the 17 May 2017 the entrance doors to the main office building were inspection by the new contractor (report attached).

Unfortunately the doors were found to be below the British Safety Standards and it was also highlighted that the motors powering the doors were no longer strong enough to fully close the doors.

The contractor has advised the Town Council that repeated repairs to the doors has resulted in a deterioration of the quality of the doors along with the hinges.

The contractor has provided three options/quotations:

1. To make the doors fully compliant with British Safety Standards and powerful enough to operate properly.
2. To replace the existing doors with new doors of the same specification but also compliant with British Safety Standards.
3. A quotation for sliding entrance doors that would be compliant with British Safety Standards.

The three quotations are:

Specification:	Quotation Amount:
1. Upgrade existing doors	£5595 + VAT
2. Replace with like for like doors	£8995 + VAT
3. Replace with sliding doors	£8495 + VAT

All three options would be compliant with DDA requirements.

It is worth noting that given the condition of our existing doors, the upgrade would not prevent the need for further work and replacement in the future.

The Town Council have funds set aside within the Financial Risk Assessment (FRA) for upgrades to the doors. If the Town Council decided to proceed funds would have to be used from the general plant and equipment budget for this building within the FRA as all three quotations exceed the funds set aside specifically for the doors.

It would constitute best value to source the improvements from our existing contractor to expedite the works and allow continuity with the inspection regime.

Recommended: To select which of the three options to proceed with.



HRD Security Solutions Ltd
 Unit A6 St George's Business Park,
 Castle Road, Sittingbourne,
 Kent ME10 3TB

Contact: 0845 155 0042
Fax: 01795 553912
Email: info@hrdsecurity.co.uk
www.hrdsecuritysolutionsltd.co.uk

DETAILS

ENGINEERS WORK INSTRUCTION

Client: **SWANSCOMBE + GREENHITHE COUNCIL**
 Site Address: **THE GROVE.**
 Job Number: **MARTIN** Motor type/make: **JMD. SWING OPER.**
 Manufacturer & Type: **JMD.** Engineer / Surveyor Name:
 Door Location: **MAIN + ENT** Date: **17/5/17**

Repair Service Maintenance Install Emergency Call Out
 Carry Out the following work: As detailed below As attached details

Details/Comments below Materials Used / Required

**CARRIED OUT FULL SERVICE TO 2
 AUTOMATIC DOOR.**

**MAIN DOOR REQ - SAFEMTS.
 ADVISE NOT TO BE USED.**

To be completed if the above work relates to fire resistant products

No. of fire products Tested No. of fire products passed ALL PRODUCTS LEFT FULLY OPERATIONAL Yes No
 Untested No. of fire products failed

Engineers Name	Date	Site Start Time	Site Finish Time	Travel To Site	Travel From Site	Total Hours	Mileage
----------------	------	-----------------	------------------	----------------	------------------	-------------	---------

P. NOLAN
P. MURPHY

17-5

SERVICE

Is the job: Completed Return visit required Temporarily repaired Further work

On completion of the visit, please ensure that the total hours are correct before signing. If required, issue your paperwork to our engineers.

Client Name (Print): **G. BLEW**
 Position: **TOWN CLERK**

Signature:

INTERNAL USE: I can confirm the above has been carried out to the company procedure. LPS 1175

Engineer's Signature:

Print Name: **P. NOLAN**

Authorised to commence:

Authorise complete:



THE PARISH NEWS

April 2017

Tel: 01304 820173 | E-mail: kalc@kentalc.gov.uk | Web: www.kentalc.gov.uk

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Spring Is Upon Us...



It didn't take long, did it? Christmas and the mildest of winters seemed to come and go very quickly, with very little evidence of the usual rotten weather that besets our area of the country.

April seems to have been one of the most glorious of months, and as this article is being written, the temperatures haven't gone below 16 degrees. Its all added up to a fairly good bank holiday weekend!

Council work, however, doesn't stop for anyone, and there has been a flurry of activity at KALC. We have been busy meeting

the Police and Crime Commissioner and also Kent and Medway Members of Parliament. You can find out more on this in this issue of the News. Laura, meanwhile, has annual membership subscriptions electronically and you should have all received your new year's charge via email. We no longer send out our invoices for this via post, so do let us know if you haven't received anything yet.

As usual, we would remind you that we do understand that cheques need to be signed at meetings and therefore there is always a period of grace for payment. However, formal membership will cease on 30 June 2017 if subscriptions are not renewed by this date.

We look forward to serving you over the next financial year!



LEADING YOUR LEARNING

SPRING YOUR LEARNING INTO ACTION!

SPRING

Our Spring Event Schedule gathers pace and we have quite a few sessions arranged up until the traditional Summer break comes into play. Our Councillor

modules have proved very popular so we are running them again over this time. In response to our membership, we are repeating our Neighbourhood Planning Workshops with our Consultant, Lindsay Frost.

Our Clerks' Conference is always an animated affair, and we are always pleased to see so many of you attend. This year, we are holding the event at Kent Cricket Ground in Canterbury, and those who have already attended sessions there will know that is a great venue for such an occasion.

Downswood Community Centre, which finds itself just east of Mote Park, is the venue for our Councillors' Conference, and we have high hopes of its success. Our schedule for the day will be available as soon as possible but in the meantime it is always worthwhile saving the date - we

will be running our Dynamic Councillor Workshop at least once during the event (and depending on demand, twice) for anyone who may have missed the opportunity earlier in the year.

The feedback from both our Rural and Planning Conferences has been refreshing and we are very pleased that both of them went so well for those who attended.

Here is a summary of our schedule up until the summer:

- **18 May 2017. The Dynamic Councillor, Harrietsham Village Hall**
- **19 May 2017. Neighbourhood Planning Workshop, Kings Hill Community Centre**
- **23 May 2017. The Dynamic Councillor, West Faversham Community Centre**
- **25 May 2017. Neighbourhood Planning Workshop, West Faversham Community Centre.**
- **7 June 2017. Clerks' Conference, The Spitfire Ground - Kent Cricket**
- **8 July 2017. Councillors' Conference, Downswood Community Centre**

CONFERENCE AND WORKSHOP ROUND UP

March 2017 was very busy on our event schedule! Not only did we have two major Conferences take place, but we have also had quite a few smaller workshops arranged too. Here are some of them:



Inaugural Rural Conference - 9 March 2017. The Orchards, East Malling.

Our Rural Conference was appropriately held in a glorious rural setting at the East Malling Orchard Research Centre. We had speakers who really engaged with the subject, and who could relay the issues and challenges that face our tier in the countryside. This was our first Conference of this kind and from the feedback we have received from our delegates, it won't be our last!

Annual Planning Conference -23 March 2017. West Faversham Community Centre

We went back to Faversham again this year for our annual Planning Conference which is always scheduled for March. This year, we had vibrant contributions from Hillary Newport and Christine Drury both from CPRE Kent. Emma Jane Allen, from Dover District Council, was also there to speak about best practice for local Councils in the Planning Process. Our Planning Consultant, Lindsay Frost did both a talk and a workshop in the afternoon which was extremely well received. The debate was lively amongst delegates, and feedback has again been positive.



CiLCA Tuition Sessions - March and April 2017.

We hold our CiLCA sessions once every eighteen months/two years so that candidates for the Clerks' "Gold Standard" have some help along the way to complete their portfolio for submission to the Board. As you can see, the sessions are well attended, and they give the chance to network with others who are "in the same boat"!

The sessions are ongoing til April this year, and generally we have a catch up date later on in the year too for some further support.

President's Piece



KALC President, John Rivers, writes for the Parish News...



I would like to start by thanking you for taking part in our annual Membership Survey. As you know, we really take notice of what you say and, as in the past, it helps us formulate the way we work and how best to support you all. I hope it was possible for you to answer the survey jointly (Chairman/Clerk) as suggested. As soon as we have analysed the results we will let you know.

It has been good to meet many of you during recent meetings. Some of you have been asking me about Parish Websites and others of you have been discussing defibrillators. I am always willing to give advice, should you require it. Please email me in the first instance: president@kentalc.gov.uk Incidentally, I am pleased to report that defibrillators in Rolvenden and Tenterden, three in total, have been

used by members of the public during March 2017. Sadly, one patient did not make it but the other two did. Having a defibrillator gives the patient a fighting chance. KALC negotiates a special deal with our supplier, which we pass on to you directly, and you will note that we have, once again, opened our next round of offers for your Council to consider. We have chosen reliable equipment that is straightforward to use. No training is required, but I am happy to discuss with you free 'familiarisation' sessions which you may find useful? Again, please contact me on the email above.

Until next time...



DEVOLUTION UPDATE...



On 28 February KALC and the Kent Federation of Amenity Societies held their first joint event on "Delivering Effective Partnership Working in Kent's Communities 2017", which was held at the Mercure Maidstone Great Danes Hotel courtesy of Kent County Council. The event looked at how principal authorities were looking to work together to achieve greater effectiveness at County and District level and the approaches being considered in West Kent, North Kent and East Kent - from the sharing of services in West Kent and North Kent to the potential merger of the 4 East Kent Coastal District Councils. The event also looked at the mechanics of establishing legal and practical structures to facilitate the delivery of devolved services and the issues and toolkits for Parish and Town Councils and Community Groups.

The event was very well attended, with over 85 delegates from Parish and Town Councils and Civic Societies across the county. There was an excellent line up of speakers: Cllr Paul Carter – Leader of Kent County Council; Mr John Walker – Chairman of KFAS; Cllr Sarah Barker – Chairman of KALC; Cllr Peter Fleming – Leader of Sevenoaks District Council; Cllr Andrew Bowles – Leader of Swale Borough Council; Cllr Chris Wells – Leader of Thanet District Council; and Mr Ian Davison, Solicitor at Surrey Hills Solicitors LLP.

Key messages and issues from the event included:

- Good partnership working between all tiers of Local Government was essential under any future structure, whether that was the status quo, sharing services, potential mergers of District Councils, a county unitary or several unitary authorities.
- It was important to provide value for money and effective and efficient services to the local community.
- The Secretary of State for Communities and Local Government would shortly be deciding on 3 devolution bids, which should provide more clarity on the

Government's latest thinking around the future structure of Local Government.

- Discussions at District Council level in East Kent, West Kent and North Kent were focused on more effective 2-tier working at principal authority level and were not looking at unitary authority structures.
- West Kent Districts (Sevenoaks, Tonbridge & Malling and Tunbridge Wells) were working with Kent County Council on a number of themes to promote greater joint working: Public Health; Highways; Community Safety; Sports Development; and Economic Development. Discussions had slowed due to the upcoming KCC elections.
- Brexit provided an opportunity for more powers to be passed down to a local level. North Kent Districts were keen to see powers passed from: Europe to Central Government; Central Government to County Councils; County Councils to District/Borough Councils and/or to Parish and Town Councils.
- The 4 East Kent Coastal District Councils (Canterbury, Dover, Shepway and Thanet) would be considering the independent business case, which explored the advantages and disadvantages of a new single council for East Kent at their Council meetings on 22 March.
- Parish and Town Councils had an important role to

play in the devolution agenda and there would be opportunities for some service delivery by Parish and Town Councils. For smaller Parish Councils, clustering could be an option to help deliver some services. There were several clusters already operating that were undertaking a Village Caretaker Scheme (Wittersham, Stone Cum Ebony, Warehorne and Kenardington Parish Councils) and some soft landscape services (Chiddingstone, Hever, Leigh and Penshurst Parish Councils). KALC was producing a paper on clustering, which would set out the advantages and disadvantages.

Ian Davison, Solicitor at Surrey Hills Solicitors LLP provided a paper on "Delivering Devolution" that was handed to delegates. The paper covered: Why do principal authorities want to devolve services; Approaches; Charities and parish councils; Why should the Council want to go for devolution; Decision-making; So you want to go ahead; and Taking on the service – what next.

A more detailed note of the 28 February Information Event can be found in the Devolution Section of the KALC website (www.kentalc.gov.uk), which is in the Members Section and is therefore password protected. The following documents have also been recently added to the Devolution Section of the KALC website:

- Delivering Devolution – Ian Davison, Surrey Hills Solicitors LLP produced for the 28 February 2017 Information Event
- Devo+ Toolkit – National Association of Local Councils
- How to Keep it Local – Locality

News From Our National Association¹



¹ With thanks to NALC DIS 905 for the following information

Planning...

What new duties will mean for Neighbourhood Plan Examinations

A set of new duties for Neighbourhood Plan examiners was announced by the government recently, in an attempt to improve dialogue between participants during examinations. But experts have warned that they could add to the cost and length of the process. The new requirements, introduced as government amendments to the Neighbourhood Planning Bill, enable ministers to make regulations requiring examiners to provide "proscribed information" to people involved in the examination. In particular, they would require examiners to publish a draft report containing the recommendations, which they are "minded" to make.

GOVERNMENT AGREES TO LAST MINUTE RULE CHANGE THAT HELPS THE PROTECTION OF PUBS

Communities secretary Sajid Javid MP has agreed to amend the Neighbourhood Planning Bill to remove permitted development rights from pubs ahead of the bill's return to the House of Commons. Currently, pubs are able to change use without planning permission under permitted development rights from A4 use (drinking establishments) to A1 (retail), as well as to A2 (financial and professional services) and A3 (restaurants and cafes).

NEIGHBOURHOOD PLAN LIMIT ON HOUSING ESTATE SET ASIDE

The secretary of state allowed an outline scheme for 123 new homes on the edge of a Wiltshire town, after calling in the appeal for his own decision, specifically to consider potential conflict with a neighbourhood plan.

More information on these articles can be found by following this link:

<http://www.nalc.gov.uk/>

STAR COUNCILS 2017

The NALC Star Council Awards are back for this year! The scheme has been a huge success and Kent has been showcased on more than one occasion in the two years since it has been reintroduced.

This year the categories are:

- Young Councillor of the Year
- Clerk of the Year
- Councillor of the Year
- County Association Outstanding Project of the Year
- Local Council Outstanding Project of the Year
- Council of the Year

Go to the NALC Website page: <http://www.nalc.gov.uk/our-work/star-councils-awards> for further details. Closing date for nominations is 28 July 2017.



MISSING FROM YOUR INBOX... NEWS YOU NEED BUT MIGHT NOT KNOW

Third Parliamentary Lobby Day, Tuesday 28 March 2017



NALC National Council held its third parliamentary Lobby Day on Tuesday 28 March. Collectively, NALC National Council members and CALCs engaged with nearly 80 members of the Houses of Parliament including northern powerhouse minister (and former parish councillor) Andrew Percy MP, sports minister Tracey Crouch MP, shadow ministers John Healey MP and Kate Hollern MP, chairman of the Local Government Association Lord Porter and chairman of the Environment, Food and Rural Affairs Committee Neil Parish MP. From a Kent perspective, over the course of the Lobby Day the KALC Chairman (Cllr Sarah Barker), KALC Vice Chairman (Cllr Christopher Woodley), KALC's National Council Representative (Cllr Richard Parry – KALC Vice President) and the Chief Executive met with Tracey Crouch MP (sports minister), Gareth Johnson MP, Gordon Henderson MP, Sir Julian Brazier MP, Sir Roger Gale MP and Helen Whately MP where we discussed HGV Fly Parking and enforcement, electronic GPS navigation systems for HGVs, HGV Road User levy, Lorrywatch, Referendum Principles, mandatory rate relief on public toilets, unparished areas and Community Governance Reviews. KALC is also meeting with Greg Clark MP (Secretary of State for Business, Energy and Industrial Strategy) and Tom Tugendhat MP in their constituencies during May. We would encourage all member Councils to engage with their local MP on issues important to your Council.

You can read more about the NALC Lobby Day in NALC's [news story](#) on the NALC website.

ARE YOU...THE VILLAGE OF THE YEAR?

NEW TELEVISION SHOW SET TO SHOWCASE YOUR COMMUNITIES

Channel 4 has commissioned REEF TV to produce a programme called, imaginatively enough, "Village of the Year 2017". There is a prize of £10000 to the winning village, which can be used in anyway that the community thinks best. The criteria for the competition is, broadly speaking, what makes your village special in terms of:

- Appearance
- History
- Events
- Activities

● Visitor Experience

If you think that your village has what it takes to enter the competition, you should contact jenni.crane@reeftv.com in the first place for further information on the programme.

There is also a website to visit here: <http://www.villageoftheyear.co.uk/>

You never know, it might be your turn to show your best side for filming!

Britain In Bloom...

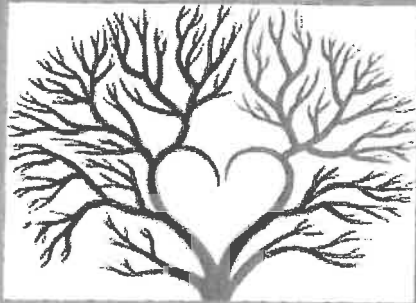
Here's another opportunity to promote how well your village or town uses horticulture and so on to make its communal spaces pretty! Britain in Bloom is a long established campaign that began in 1964 and is overseen by the Royal Horticultural Society (RHS) and Its Your Neighbourhood.

It is a very popular way of focusing on community action, and the RHS is very keen on the promotion of transforming spaces.

You can find more information regarding the national scheme here: <https://www.rhs.org.uk/communities/campaigns/britain-in-bloom>

Likewise you can contact the regional co-ordinator for the campaign by following this link: <http://www.inbloom.org.uk/Default.aspx>

HERITAGE CRIME



Hollingbourne, one of our Parish Councils in the Maidstone Area, has almost one hundred listed buildings and three Conservation Areas. Back in October 2016 *Mark Harrison – National Policing and Crime Advisor, Historic England* attended the monthly Meeting of Hollingbourne Parish Council. He spoke at length about Heritage Crime and how it might affect Hollingbourne. He wrote this article regarding the very thorny issue of heritage crime, and what local councils can do about it.

Just What is Heritage Crime?

Historic England, the public body that looks after England's historic environment, champions and protects our historic places. They promote understanding and value of historic artefacts, and take issue of heritage crime very seriously. This particular crime is broadly speaking: *'any offence that harms the value of England's heritage assets and their settings to this and future generations'*.¹

Heritage assets are sites which are considered to have a value to the heritage of England and include:

- *Listed buildings*
- *Scheduled monuments*
- *World Heritage Sites*
- *Protected marine wreck sites*
- *Conservation areas*
- *Registered parks and gardens*
- *Registered battlefields*
- *Protected military remains of aircraft and vessels of historic interest*
- *Undesignated but acknowledged heritage buildings and sites*

Some assets are protected by specific criminal offences to prevent harm caused by damage and unlicensed works and alteration. However, other crimes such as theft, criminal damage, arson and anti-social behaviour offences can also damage and harm heritage assets and interfere with the public's enjoyment and knowledge of heritage assets.

In October 2015, The Sentencing announced new guidelines for theft offences which includes for the first time, theft of historic objects or the loss of the nation's heritage and will allow the Courts to consider that the impact of theft on our historic sites and buildings has far-reaching consequences over and above the financial cost of what has been stolen. The guideline came into force on 1st February 2016.

Heritage Crime Checklist – How can Parish Councils get involved?

Identify the heritage assets in your area. Information on designated heritage assets can be found on the National Heritage List for England –

www.historicengland.org.uk/listing/the-list/ or your local authority's Historic Environment Records will have details of locally important assets which can be accessed online – www.heritagegateway.org.uk

- Assess the level of crime risk to those assets that are situated within the parish by using the Historic England Quick Risk Assessment tool. Where an asset is assessed as 'high risk', notify your local Heritage Crime Coordinator and Crime Prevention Advisor, who will be able provide expert advice highlighted within the Historic England publication – Heritage Crime Prevention – A Guide for Owners, Tenants and Managers of Heritage Assets. In many police forces, heritage crime is aligned to the rural and wildlife crime function.
- When reporting a heritage crime to the police, ask the call-handler to endorse the report as a 'Heritage Crime' and is brought to the attention of the Heritage Crime Coordinator.
- Consider working with your local Neighbourhood Watch Coordinator to form a parish 'Heritage Watch'. Heritage Watch is now operating successfully in Cheshire, Essex and Hertfordshire.
- Consider integrating heritage crime within your Local Neighbourhood Plan.
- Highlight the issue of heritage crime at meetings of your local Community Safety Partnership and encourage that the topic is included within the annual strategic assessment and crime reduction strategy.
- Consider becoming a Police Support Volunteer. A growing number of people are offering their time and expertise to support the police to tackle heritage crime.

¹ Historic England Website, April 2017.

KALC MEETS KENT POLICE AND CRIME COMMISSIONER



Matthew Scott meets members of the KALC Executive Committee.

Left to right: Cllr Christopher Woodley, KALC Vice Chairman. Cllr John Wilson KALC Vice President. Matthew Scott, Police and Crime Commissioner. Cllr Sarah Barker, KALC Chairman. Terry Martin, KALC Chief Executive. John Rivers, KALC President.

On 1 March, representatives from the Kent Association of Local Councils met with Matthew Scott, the Kent Police & Crime Commissioner. It was a positive and constructive meeting, which covered: the Commissioner's Police & Crime Plan "Safer in Kent – The Community Safety and Criminal Justice Plan", which can be accessed on the Kent Police & Crime Commissioner's website at <https://www.kent-pcc.gov.uk/what-we-do/safer-in-kent-plan/> Neighbourhood and Rural Policing, including visibility and PCSOs; HGV Fly

Parking and enforcement; Speedwatch; Road Safety; Online Crime Reporting; and future working, where we agreed to hold 2 evening sessions for member Councils to hear from the Police and Crime Commissioner and the Chief Constable. A separate meeting is also being arranged with senior Kent Police officers to discuss operational issues.

News from your
County Council

Kent
County
Council
kent.gov.uk



HIGHWAYS ASSET MANAGEMENT

Like most local authorities, Kent County Council is facing significant challenges in maintaining a safe and reliable highway network during a time of diminishing resource, deteriorating condition and increasing public expectation. The Government has changed the rules for funding local road maintenance; an increasing proportion of this funding is dependent on local authorities being able to show that they use asset management techniques in highway maintenance. We have recognised the challenge ahead and recently adopted a new approach to highways asset management. This can be found at: <http://www.kent.gov.uk/about-the-council/strategies-and-policies/transport-and-highways-policies/highways-asset-management>

KENT COUNTY COUNCIL LED STREET LIGHTING PROJECT

Are you looking to replace energy hungry Parish / Town Council owned streetlights with energy efficient LED lanterns? If so then we may be able to help.

Following on from our parish seminars in the autumn, we are inviting parishes to register an interest by 30 April 2017. Please register your interest if this is something you are considering now or in the future. Once you have registered your interest we will be in touch to discuss your specific Parish and your requirements. To register please email martyn.longhurst@kent.gov.uk indicating which Parish you are representing and the number of lights you would be considering converting to LED.



Kent County Council (KCC) launched its 2017 pothole blitz on 3 April. They are spending an extra £2.4million to repair local roads in Kent throughout spring and summer.

They used a team of local contractors for last year's Pothole Blitz and they successfully delivered more than 1,300 individual pothole repairs and 56,510 square meters of larger road repairs. Kent County Council has made an early start on this year's Pothole Blitz by using the same contractors to repair potholes in April.

They would really value your local knowledge and support to help them make sure that they target roads that are important to your community. The quickest way to do this

is to use their new online fault reporting tool available on its website

www.kent.gov.uk/highways. They have made the form simpler and

quicker to use, especially from mobile phones and tablets.

You can keep in touch with the Council and find out what repairs are being carried out by following the new KCC Highways Facebook page

(www.facebook.com/KentHighways) and on Twitter (@KentHighways - they be tagging all their pothole posts with the hashtag

#kentpotholes).

They will be publishing updates throughout the campaign, including 'before and after' photographs (taken as proof of quality workmanship), films of the crews

showing how they repair both individual potholes and larger road repairs as well as live information about the whereabouts of crews so that you can spot the crews in your area.

The Pothole Blitz work is being carried out in addition to the Council's normal maintenance work, and they are still continuing with their Keep Kent Clean campaign, which has seen crews out across the county cleaning signs, re-painting white lines and maintaining shrubs. You can find out all about the Keep Kent Clean campaign on Facebook www.facebook.com/KeepKentClean or using searching #keepkentclean on Twitter.



**Kent Fire &
Rescue Service**

WOODLAND FIRES PROMPT APPEAL FROM FIREFIGHTERS.

As we hopefully move towards the warmer weather, Kent Fire and Rescue Service is asking people to be extra careful not to start fires in woodlands and vegetation whether on purpose or accidentally. During March firefighters had to deal with a number of large incidents that damaged the countryside, and tied up firefighting resources. The fires destroyed woodland and large areas of shrubs, bushes and trees. During one incident alone four fire engines and an all-terrain vehicle were required and crews spent over two and a half hours battling a multi-seated fire.



This has prompted KFRS to appeal to the public to take extra care. "We are asking members of the public to avoid starting bonfires or camp fires in woodland areas and to take extra care when disposing of cigarettes while out walking.

"Woodland and outdoor fires can be very challenging to deal with as they are often spread over a large area and can easily burn out of control, particularly in dry conditions. Not only does it destroy the countryside and wildlife, it also ties up our firefighting resources for extended periods which means we're not available to respond to life-threatening emergencies."

If anyone spots a fire please report it as soon as possible, giving as much detail about the specific location to enable us to get to it quickly and prevent it spreading into a larger blaze. In addition, please report any information about illegal fire setting activities and those responsible to Crimestoppers on 0800 555 111.

Top tips

Avoid setting fires in the countryside

Put out cigarettes and other smoking materials properly before you leave your vehicle.

If you see a fire in the countryside, report it immediately.

Never throw cigarette ends out of car windows – they could start a fire and ruin surrounding countryside.

When out walking always carry a mobile phone in case of emergencies

If you are planning a barbecue, keep it well away from fences, trees and shrubs.

Empty ashes onto bare garden soil, away from shrubs, not into dustbins



THE MILITARY COVENANT... DOING YOUR BIT

Our "Man in the Know", Clive Powell, was invited to the 4th Kent and Medway Civilian Military Covenant Conference in March. Carrying on from our article in November 2016, it was good to see that the Covenant is alive and well and that it is being adopted throughout Kent on a regular basis.

The Armed Forces Covenant is a promise from the nation that those who serve or have served in the armed forces, and their families, are treated fairly.

Many of our Local Councils have already adopted the Covenant, but in case you haven't, there is plenty of information available for your community to do so.

The GOV.UK website for the scheme and other subjects that cover Armed Forces personnel in your area can be found here:

<https://www.gov.uk/topic/defence-armed-forces/support-services-military-defence-personnel-families>

Take a look at it and have a discussion at your next meeting. You may find that you can help ex - servicemen settle in your town or parish.

IN YOUR NECK OF THE WOODS...

SOME OLD CARRIER BAGS BOUGHT SOME PLAY EQUIPMENT!

On 5 October 2015, England became the next country in the Union to charge 5p for carrier bags in supermarkets in an attempt to cut down on plastic wastage and pollution. It has now become second nature to ask for a bag, rather than take one, at the supermarket. Whilst many of us would advocate the use of "Bags for Life", there is always an

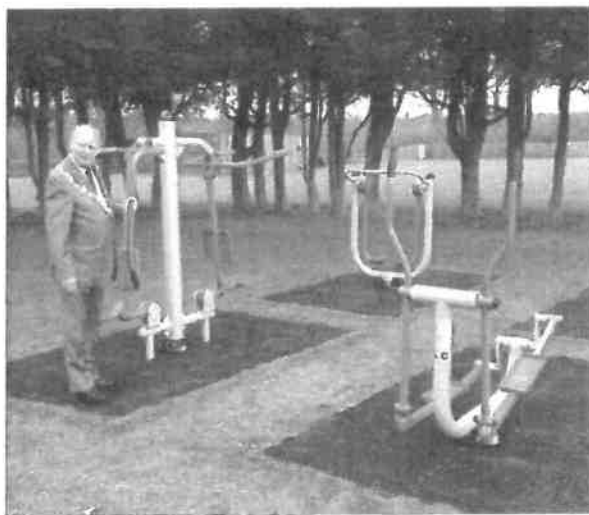
occasion when you need to buy at least one. The big chains of supermarkets pledged that the net revenue raised from their sales would be used for good causes, and most of them have a foundation, or an agency acting for them to administer and distribute funding. Tesco has been working with Groundworks, a charity that specialises in making lo-

cal environments better for communities. Some of our local councils benefited from the funding and installed new equipment or an outdoor gym for community use. Whilst Tesco is our example, both Asda and Morrisons run similar schemes and they are detailed in our Fundraising section on the back page of this issue of the News.

SWANSCOMBE AND GREENHITHE TOWN COUNCIL AND STONE PARISH COUNCIL - MAKING THE MOST OF THE OLD BAGS NEAR BLUEWATER... !

Bluewater, that huge shopping centre by the Thames, hides two of our member councils that are very active in keeping their communities happy, healthy and fit. Stone Parish Council, which can be found to the west. Swanscombe and Greenhithe Town Council lies to the east of the fourth biggest Shopping Complex in the UK. Recently, both Councils took advantage of the Tesco scheme and installed outdoor gyms in places that are accessible to all.

Just some of the equipment installed by Swanscombe and Greenhithe Town Council at Knockhall Recreation Ground



Swanscombe and Greenhithe's Mayor made sure he was suitably dressed for the occasion when he made the facilities open for business back in February of this year. Stone on the other hand,

made use of its substantial funding by installing fourteen workstations of varying sorts at its Recreation Ground. We look forward to seeing updates of both facilities being put to good use!

LOCAL COUNCILS IN ACTION..

Wingham Parish Council - doing it for the Kids



Our Dartford members installed something that could be used for everyone including the "Young at Heart". Wingham, on the other hand, decided that their play facilities needed refreshment and set about obtaining their funding via their village precept. It was a scheme that the whole community took on board, and there has been much input from volunteers, groups and businesses to make the facilities come to life. The temptation to be a "big kid" could just be too much for us adults, but the facilities here are just perfect for youngsters in the village, and the playground is now an accessible area for those up to the age of 14 years of age. Wingham Recreation Ground is a Field in Trust, which means it will always be available for community use, and the new facilities will be opened officially on Sunday 10 September after the Wingham Run event.

A MESSAGE FROM...

The Stroke Association provides a range of services that support local stroke survivors across Kent and Medway. We provide both emotional and communication support, financial and benefit assistance, and essential information and practical advice for stroke survivors and their carers.

The charity's service is funded by the local Clinical Commissioning Groups: Ashford, South Kent Coast, Thanet, Canterbury and Coastal, Swale, West Kent, and Medway. The service supports more than one thousand stroke survivors across Kent and Medway each year.

The Association runs local groups to encourage peer support and support stroke survivors living with a communication difficulty

called aphasia. After a stroke, around one in three people have difficulty communicating, which can be both terrifying and isolating.

The Stroke Association also supports two local voluntary groups that provide chair based exercise for stroke survivors in Dartford and Dover, and two other voluntary groups in Swale and West Kent which both provides a range of engaging activities for stroke survivors, such as singing and interactive games. A new carers group was launched in Ashford in January, and art classes for stroke survivors will start in Maidstone at the beginning of March.

At the Stroke Association we support people to make the best possible recovery following a stroke. One of the ways



we can help is through offering financial support to those most in need. Life After Stroke Grants provide a one off payment of up to £300 to fund vital home or personal equipment, or by funding support to become active in your community.

We'd love for people across Kent to volunteer for the Stroke Association. Volunteering is a rewarding experience that helps the heart of your community. This is a really exciting opportunity to work with stroke survivors and their families, offering support and encouragement, and enabling them to build confidence.

Our volunteers must have good communication skills and be empathetic. They need to be comfortable with giving emotional support and be a good listener.

We are especially looking for volunteers to support in our creative groups and new projects, like our art classes for example. Can you offer us a few hours a week to offer skills and experience?

For more information about the services and volunteering, please contact Tara Galloway on tara.galloway@stroke.org.uk

07515 596969

Stroke
association

BACK PAGE

Putting Faces To Names... Your KALC office team in 2017!



Laura Dyer, Manager



Terry Martin, Chief Executive



Trish Casey-Green
Communications Officer



Clive Powell, Learning &
Development Manager and
Local Councils Advisor

Kent Association Of Local Councils

Dover District Council Offices
White Cliffs Business Park
Whitfield, Dover CT16 3PJ
Tel: 01304 820173 Fax: 01304 820174
kalc@kentalc.gov.uk
www.kentalc.gov.uk

Society Of Local Council Clerks -Kent Branch

A Message from Linda Hedley, Chair SLCC Kent:

The Society of Local Council Clerks AGM is taking place on Tuesday 25 April at the West Faversham Community Centre. Registration is at 9.30 with lunch at 13.00.

There will be guest speakers and the chance to network. The day will finish at 15.00 (3.00pm)

Do come along and if you are not a member of the SLCC don't let this stop you as you are invited whether a member or not. Non members will be charged a small amount for towards lunch.

As the Chairman of the Kent Branch I look forward to seeing as many of you as possible.

You can contact Linda for further information at: clerk@sellindge-pc.gov.uk

The Good Councillor's Guide

The Good Councillor's Guide, published by the National Association of Local Councils (NALC), has been revamped and therefore a new edition of the Guide is now being published. The 2017 Edition will be launched at the NALC Spring Councillors Conference in Farnborough on 26 April, 2017. We will make sure that we inform you as to when we are able to obtain printed copies of the new format so that you can order them directly through KALC as usual.

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THE PARISH NEWS

JUNE 2017

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KALC 70th Annual Meeting 18 November 2017



As members will be aware, the 70th Kent Association of Local Councils Annual Meeting will take place on

Saturday 18 November 2017 at our usual venue of Ditton Community Centre.

Obviously you will all receive your paperwork for the event in due course, but it is now time to think about any motions that you would like to put forward for debate. This is a very important part of our business for the day and we welcome and encourage member input. You should bear in mind the following information when you prepare your motion for submission:

"Member Local Councils may submit motions for debate at the Annual General Meeting provided that notice of motions are given in writing to the Chief Executive no later than fifty six clear running days before the date of the Annual General Meeting. Amendments to such motions should normally be submitted in writing to the Chief Executive at least seven running days prior to the Annual General Meeting. Extraordinary motions may be submitted to the Finance and General Purposes Sub Committee no later than fourteen clear running days before the date of the Annual General Meeting for a decision on whether it is sufficiently important to warrant being put forward for urgent debate at the Annual General Meeting."



The KALC Executive Committee has now agreed that

there should be universal access to the Members Area of the KALC website for all of those who belong to a member local council. This means that all councillors and clerks can now obtain a password in order to access our full site if they would like to. In the first place you will need to complete the "Apply for Members Access" procedure on the home page, <http://www.kentalc.gov.uk/> We can then release a password to the applicant once the details have been verified. In order to ensure that only current Councillors and employees from Member Councils have access to the Members Area, it is important that member councils notify us of any change.

An important reminder to all those Councils with an annual turnover not exceeding £25000 that this is the last financial year for making claims under the Transparency Fund (see page 12 for further details).

As a last front page word, thank you to all those member Councils who have already paid their subscriptions for 2017-18. We do understand that cheques need to be signed at meetings and therefore there is always a period of grace for payment. However, formal membership will cease on 30 June 2017, if subscriptions are not renewed by this date. If your Council would like to discuss the matter of membership with the Association, do make sure you contact our Chief Executive, Terry Martin on 01304 820173 or email chief.executive@kentalc.gov.uk

LEADING YOUR LEARNING...

Learning and Development at KALC

As our members will be aware, a fair amount of our work centres around our learning and development packages, which we hope enable our Councils, Councillors and Officers to be more effective in their community role. We always offer our generic workshops over the course of the financial year, and these are well attended events that have good feedback from our attendees:

Likewise, we offer other learning events and conferences that cover subjects that are very relevant to our tier.

In the last year, we ran both a Communications Conference and one on Rural Affairs: both themes were a new idea, and they were well received by those who booked a place.

Now, we need your assistance. Thanks to the recent KALC Membership and Training Survey, many of you who completed it were very keen to let us know that you would like more bespoke events that can be run in your area. If you have an idea that you would like to explore, contact Clive at the office on his email address: adviser@kentalc.gov.uk Likewise, if there is a subject that may be relevant to several neighbouring local councils, it might be more economical for you to group together and we can run your specific event in a mutually convenient space.

Contact us at the office and we will see what we can do for you to make your learning and development work for you.



- **Councillors' Conference, Downswood Community Centre - 8 July 2017**
- **Getting To Grips With IT - Using Technology As a Tool. Workshop, Lenham Community Centre - 18 July 2017**
- **Change of Date Clerks' Conference, The Spitfire Ground Kent Cricket - 14 September 2017**
- **Finance Conference, Ditton Community Centre - 12 October 2017**
- **KALC Annual Meeting, Ditton Community Centre - 18 November 2017**

CAREER DEVELOPMENT AT YOUR COUNCIL

The Oxford English Dictionary defines "Career" as 'An occupation undertaken for a significant period of a person's life and with opportunities for progress'.¹ As an employee of your local council, that is perhaps an accurate description of your role and one where there is significant opportunity to develop and enhance your skills.

In recent years, there has been much attention paid to the subject of professional development; that is - keeping up to date with documenting your skills, knowledge and experience that you gain both in and out of your employment.

Generally speaking, Continuing Professional Development is your personal record of the courses you have attended, the assessments you have undertaken, and how they relate to any work you now do, or could do in the

En.oxforddictionaries.com/definition/career



future. It is a broad concept of course, but is all about your progression rather than just focusing on work based "training". If you have never thought of the courses you attend in that way, its probably time you did!

It is worth remembering that the concept of CPD combines different ways of learning, such as attending a conference or an event; but also best practice techniques and the sharing of ideas.² Non traditional methods of learning, then, are now very popular, and if you have attended something that might enhance your learning portfolio, you should get the points for it! By doing so, you are making sure that your qualifications, be they professional, academic or not, are up to date and can be of use to you.

KALC run workshops and events that attract Continuing Professional Development Accreditation. If you are following the scheme, we can let you know what courses, events and workshops you have attended, and how many points you have accrued via our programme. At the moment, we are only doing so by request, so if you do want a summary, you will need to let us know.

If you need further information regarding the Continuing Professional

² <https://cpduk.co.uk/explained>



Development ethos and the the schemes that are available, there are many avenues of information.

There are reputable websites that give a comprehensive overview and a couple are included here for your information:

- The CPD Certification Service - <https://cpduk.co.uk/explained>
- The Chartered Institute Of Professional Development - <https://www.cipd.co.uk/learn/cpd>

Make sure that if you do enrol on a workshop or a course, that you do get some proof of its CPD value and that you add it to your own professional portfolio.

You never know when you might need it or when it will be of value to you.

Good luck in the development of your career...

CCLA

Celebrating 70 Years in 2017



The Kent Association of Local Councils, and its predecessor The Kent Association of Parish Councils, has been around for 70 years. Yes, in 1947, the Association began in earnest and has gone from strength to strength since. From humble beginnings, it is now a body that is proud to have over 300 member councils from a total of 316. Our role has evolved considerably over the years, but its focus remains the same: to provide technical and legal advice when you need it, to run learning events that make our councils more effective, and above all, to represent you, our members, and promote the purpose of the local council in Kent.

Of course, seventy years really is a milestone in anyone's language and so it seemed appropriate that it was marked in the best way possible. Arrangements for a reception began quite a while ago, and suitable venues were scouted. The Executive Committee finally settled on the lovely Chiesman Pavilion at The

Spitfire Ground, Kent County Cricket. With its central location, and beautiful setting, it really did make the occasion a happy one, and meant that our invited guests were looked after very well.

We were delighted to welcome Andy Cotter and Vicky Jaccomb from Came and Company, Local Council Insurers, along with Mark Davies from CCLA, who kindly sponsored our reception.

Likewise, it was a pleasure to see local dignitaries from county, district, borough and unitary councils who made great efforts to be at the occasion. Along with past and present staff and members of our Executive Committee, it made the reception a real celebration.

The evening was opened with a few words from our President, John Rivers, and guests were able to mingle with faces old and new. A small exhibition of our history was available including a copy of our first Annual Meeting Report in 1948. Light

buffet refreshments and drinks made for a very pleasant couple of hours!

Sarah Barker, our Chairman, spoke of her delight that so many had come to the celebration, as well as remarking that the role of the local council was a very important one - more so since the advent of Localism and Devolution. Our evening drew to an end around 9pm, but it was true to say that everyone who attended really did have a very nice time!

We will be celebrating our 70th Anniversary with member Councils at our Annual Meeting on 18 November 2017.



And a Lovely Time Was Had By All...



*Just a few pictures
of
our evening..
Thank you so much
for attending!*



Star Councils 2017

The NALC Star Councils Awards are back - Time for Kent To Shine!

Now in its third year, the NALC Star Councils Awards are the perfect opportunity for your Council to shine. The programme has been a massive success and NALC always has plenty of nominations that demonstrate the excellent quality of local councils nationwide. Kent has been a "strong player" in the Awards and last year saw Cllr. Helen Ogden from Westerham Town Council win Councillor of the Year. Likewise, Sevenoaks Town Council was Runner Up in the Council of the Year category, and our Association was Runner Up in CALC Outstanding Project of the Year.

It would be marvellous if our members could nominate someone or something worthy of an award this year, and to make the process more simple, there are now six categories to choose from:

1. Young Councillor of the Year
2. Clerk of the Year
3. Councillor of the Year
4. County Association Outstanding Project of the Year
5. Local Council Outstanding Project of the Year
6. Council of the Year

The closing date for nominations is 28 July 2017 with a long list being announced in August. A short list will be collated in September with the winners and runners up being invited to a special Awards Reception held in tandem with the NALC Annual Conference. This year, the Conference takes place on 30-31 October. You can take the first steps to nomination by visiting the NALC website at <http://www.nalc.gov.uk/our-work/star-councils-awards>

New NALC Publications

NALC recently launched the fifth edition of The Good Councillor's Guide, which really is required reading for all Councillors in our tier.

You can access a PDF version of the Guide by following this link:

URL:

<http://www.kentalc.gov.uk/resources/Documents/Publications/Good%20Councillors%20Guide%202017.pdf>

You may also wish to purchase printed editions of the Guide, which can be obtained via KALC at the price of £2.99 a copy plus postage and packing. We have quite a few in stock, so if

you would like some, just let us know.

You may also wish to download the NALC publication called "The Good Councillor's Guide to Neighbourhood Planning" which was published in May. It has up to date advice for those who are involved in the Neighbourhood Plan, and is a real mine of information. The PDF version can be accessed

here:http://www.kentalc.gov.uk/resources/Documents/Publications/NALC_Planning_Guide_2017_Digital.pdf

A printed version can also be bought from the KALC

office for £2.99 plus postage and packaging. Again, we have quite a few in stock, so contact us if you would like the publication.

NALC is also about to publish "The Good Councillors' Guide to Finance and Transparency" which can also be downloaded for free or purchased from KALC in hard copy for £2.99 plus postage and packaging.

nalc

National Association
of Local Councils

Battle's Over - A Nation's Tribute

Hard to believe, but the 100th Anniversary of the Armistice in 1918 will take place on 11 November next year. Some of you may think the reminder is somewhat premature, but the National Association of Local Councils (NALC) would like our tier to participate fully in the lighting of beacons on Armistice Day where possible. The event is to be called "Battle's Over - A Nation's Tribute" and preparations for the day are already underway, with the Pageantmaster, Bruno Peek, overseeing the proceedings. Councils may find it helpful to read the leaflet that has been produced by NALC on the subject which can be found here:

<http://www.nalc.gov.uk/news/entry/815-battle's-over---a-nation's-tribute-1>



**Kent Fire &
Rescue Service**

**DO YOU KNOW
OF ANY
THATCH HOUSES
IN YOUR AREA?**



If you know of any thatch properties in your parish or area, please let the owners know about a new service being offered by Kent Fire and Rescue Service (KFRS).

People whose properties have thatched roofs are being encouraged to sign up to KFRS' free KFRS Thatch Alert.

Everyone who signs up will receive a useful free guide, full of tips on how to keep your family and thatched property safe. It's quick and easy to sign up and by doing so you will also help give our firefighters the best chance of fighting a fire in your property should the worst happen. Although thatch fires are not common, when they happen they can be very serious. Over 90% of thatch roof fires start as a result of a faulty flue or chimney. Thatch fires can take hold quickly and are more difficult to put out than fires in other property types because the thatch is designed to repel water.

KFRS aims to locate all thatched properties in the county so we can:

Support owners with safety advice

Make sure we can identify the nearest and best water source – whether that's a fire hydrant, river, pond or lake

So that we can provide our firefighters with the information they need to deal with a thatch fire as effectively as possible.

Visit the KFRS website for more information and to sign up.

Volunteering opportunities with **Kent Police**



Have you got a few **hours to spare** during the week?

Use your skills, knowledge and enthusiasm to help make a difference in the community.

Become a volunteer for Kent Police and take on exciting roles, alongside police professionals.

Find out more: www.kent.police.uk/volunteers



Join the **Kent Special Constabulary...**

Do you want the opportunity to learn new skills?

Volunteering as a Special Constable is a great way to give back to your local community, build new relationships and develop new skills.

Special Constables work in a variety of policing areas, so whatever your interests, we'll find a volunteer role that suits you.

Register your interest now: www.kent.police.uk/specials



**Kent
Police**

-  Find 'Kent Police' on Facebook
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-  Follow us on Instagram: @kentpoliceuk
-  Visit our website: www.kent.police.uk

BANKSY STRIKES AGAIN!



Kent is a Favourite Destination for the Anonymous Graffiti Artist...

In the period leading up to the Queen's Diamond Jubilee, a mysterious mural found its way on the wall of a former Co - Op building in High Halden. Widely believed to be a genuine Banksy example, it became a national news item, and we did a feature about it in the Parish News at the time too. Its topic matter - two children saluting the Union Jack - was particularly relevant considering the country was celebrating 60 years of Queen Elizabeth II, along with hosting the 2012 Olympic Games. Controversial? Perhaps, but it became a local icon with many visitors to the village during that heady summer of 2012.

Likewise, no town was more surprised when another example sprung up in Folkestone at the time of the last Triennial Art Festival in September 2014. The iconic image of an older lady, called "Art Buff", was lauded by the local community and whilst there was a battle as to who should have the rights to it, this rather quaint statement of "Art" is now back in Folkestone with a view to being put on public display for all to enjoy in the near future.

The latest addition to East Kent's unofficial art portfolio is currently in Dover. What will happen to it in the future has yet to be decided, but if you are driving past the main port road to the town, you won't miss it. A large EU flag is depicted with a "workman" chipping away at one of the stars. Clearly a comment on Brexit negotiations, swathes of local people have been admiring (or criticizing) the work since it popped up on the wall in early May.

Your village or town may never have the fortune or misfortune of ever having a Banksy daubed across its walls. However, there may be a mural that is worth saving, or a piece of street art that has a particular story to tell that might need special treatment of some sort. It is always worth knowing its history and if there is some special treatment it must have. There will always be specialist advisors who may be able to help you - for example:

- The Centre for Kent History and Heritage - <https://www.canterbury.ac.uk/arts-and-humanities/research-kent-history-and-archaeology/centre-for-research-in-kent-history-and-archaeology.aspx>
- The Kent History and Library Centre - <https://www.kent.gov.uk/leisure-and-community/history-and-heritage/kent-history-and-library-centre>

Hopefully, anything that is very special is already being looked after by the appropriate agency or group. However, you might find something new by accident and that's when the fun really starts!

KALC Community Awards 2017 - Saying Thank You to Your People

The KALC Community Awards are now firmly established in the Association calendar. This year we have had sixty recipients, and there have been special ceremonies and parties to celebrate the work that people in your communities do - often behind the scenes. It is always

a pleasure to be able to say "Thank You", and the Awards are an especially nice way to do so.

This year's Award cycle is, of course, now finished but the popularity of the scheme means that it will feature every year.

We look forward to receiving your nominations for 2018 when we launch it once more in October. In the meantime, here are just some of the people who have received a KALC Community Award in 2017. Many thanks for the work you do in your parishes and towns - we know how much it is appreciated in your community!

Langley Parish Council - Cheryl Taylor-Maggio presents Ray

Cuthbert with his award



Monty Knight-Olds receives his award from

Bob Hinder, Chairman of Boxley Parish Council



Ash-Cum Ridley Parish

Council presented Alison

Harding with an Award.

Chairman, Mike Brown

made the presentation





Kent Association Of Local Councils

IMPORTANT

Does your Council have a turnover not exceeding £25,000?

If the answer is yes, is your Council compliant with the mandatory requirements of the Transparency Code for smaller authorities which requires certain information to be published online?

Further details on the mandatory requirements of the Transparency Code, which came into force on 1 April 2015, can be accessed via the following link

<https://www.gov.uk/government/publications/transparency-code-for-smaller-authorities>. Each smaller authority with a turnover not exceeding £25,000 must make sure they are compliant with the Code.

The Government has set up a Transparency Fund to help Councils that have a turnover not exceeding £25,000 to become compliant, and maintain compliance, with the mandatory requirements of Transparency Code. **The Fund can be used to purchase a computer/laptop, software and/or a scanner if the Council does not already own them and staff costs for becoming and maintaining compliance with the mandatory Code.**

If the Council does not own a computer/laptop or scanner, then don't miss out on this opportunity! Applications must be sent to KALC **by 5 February 2018 at the latest. This is the last financial year that funding will be available so don't miss out.**

For further details, please call Terry Martin at KALC on 01304 820173 or e-mail chief.executive@kentalc.gov.uk.

TRANSPARENCY FUND UPDATE



Waste Business Partnership



Partnership Working

We are pleased to announce and congratulate Matthew Balfour in retaining his position as Cabinet Member for Planning, Highways, Transport & Waste in the recent May elections.

Matthew has achieved a huge amount over his past term and we look forward to working closely with him going forward.

As you are aware, Matthew Balfour supported Local Authorities by using his Member funding to supply litter picking kits to support 'The Great British Spring Clean'.

Matthew also got personally involved with the campaign by taking part in the litter pick in Lullingstone Country Park. Kent County Council worked in partnership with the Local Authorities to advise and provide support relating to the disposal of the waste collected at the organised events.

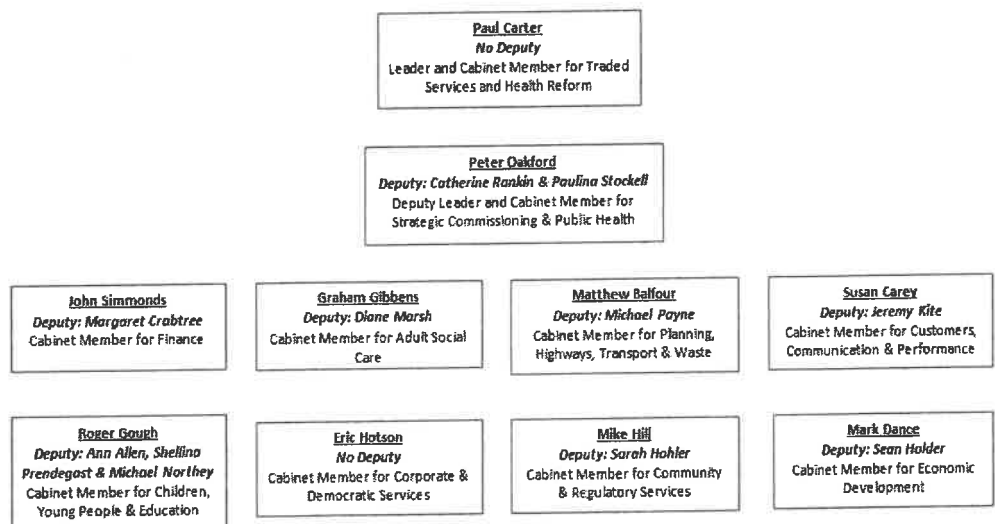
Local Authorities worked with Parish Councils, Town Councils and local volunteer groups to ensure that the litter picks were organised safely and the waste collected was disposed of appropriately.

The GBSC campaign was a huge success and Matthew commended the partnership working. Some of the comments included that the partnership was "the best it has ever been" and I am sure you will agree that we wish this to continue.

We would also like to congratulate the newly elected Deputy Cabinet Member for Planning, Highways, Transport & Waste, Michael Payne – welcome to the team!

We have included Kent County Council's new Cabinet Members structure for your reference.

Kent County Council's Cabinet Members Structure



BACK PAGE...



Kent County Council

Highways and Transportation Tracker Survey

Satisfaction results are gathered annually using the Highways and Transportation tracker survey.

The survey is completed by county members, parish and town councils and a sample of residents regarding a range of highway services.

The results are then used to make improvements within Highways and Transportation. You can access the information by following this link:

<http://www.kent.gov.uk/about-the-council/strategies-and-policies/transport-and-highways-policies/highways-transportation-and-waste-tracker-survey-report>

JOB VACANCIES

We are always happy to publicise any employment vacancy you may have at your Council. Send us your details and we will gladly put them on our website. The service is free of charge to our member councils as part of their subscription.

Do take a look at our current vacancies here:
<http://www.kentalc.gov.uk/page-1172115>

History on Your Doorstep

NEVER UNDERESTIMATE THE POWER OF TELLING YOUR VILLAGE STORY!

Parish records are part of the rich tapestry of your community and should be looked after for future generations to see what their village was like in days of old.

One of our newest member Councils, Hildenborough Parish Council, has done just that and published a new book, based on Parish Council Archive History.

Called "Tales from a Kent Village", the book gives an account of events in the village as recorded in the Minutes Books of the Council dating back to its inauguration in 1894.

The topics covered include the landmarks of Hildenborough, and touch on the subjects of public health and resilience in both World Wars.

If you would like a copy, it is available via the Clerk at the Council for £10 plus postage and packaging. You can contact her in the first instance by email at:
clerk@hildenboroughpc.kentparishes.gov.uk

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