

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at
THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 11 OCTOBER 2018 at
7.00 PM

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

ALSO PRESENT: Ms Ann Duke
Mr G Baker
Rev. Mark Hurley

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

ABSENT: There were none

The Town Mayor introduced Rev. Mark Hurley and thanked him for attending the meeting. Rev. Mark Hurley then led the Council in prayer.

Rev. Mark Hurley informed members that he would be giving a brief presentation at the Town Councils Centenary of WW1 event on 10 November 2018 (war memorial in Swanscombe Park).

225/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

226/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' J A Hayes, K M Kelly, Mrs L Manchester, B R Parry, A S Reach, B E Read & Mrs I A Read.

Apologies for lateness were received from Councillors' K G Basson, P M Harman and D J Mote.

227/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

Mr Baker advised members that he had submitted a letter to the Local Government Boundary Commission for England (LGBCE) regarding the Community Governance Review recently undertaken by Dartford Borough Council.

Mr Baker then asked that the condition of the lichgate, and roof, at Swanscombe Cemetery along with the fact that the gravestone for Henry Stopes was leaning over be raised with the responsible authority (Dartford Borough Council).

There followed a lengthy discussion whereby Ms Duke responded to members enquiries regarding the request from Walk Tall contained in the confidential section of the agenda.

228/18-19. MINUTES OF THE MEETINGS HELD ON 5 JULY 2018 AND THE SPECIAL MEETING HELD ON 9 AUGUST 2018.

RESOLVED:

That the Minutes of the Meetings held on 5 July 2018 and the Special Meeting held on 9 August 2018 be confirmed and signed as a true record.

229/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members that the ticket machine in the Grove Car Park had been broken into by x3 youths at 11.30pm on 10 October 2018 and that this would be reported in as an item at the Finance & General Purposes Committee.

230/18-19. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 4 JULY 2018, 5 SEPTEMBER 2018 AND 26 SEPTEMBER 2018.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 4 July 2018, 5 September 2018 and 26 September 2018 be confirmed and the recommendations made therein be adopted.

231/18-19. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 20 SEPTEMBER 2018.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 20 September 2018 be confirmed and the recommendations made therein be adopted.

232/18-19. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 6 SEPTEMBER 2018.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 6 September 2018 be confirmed and the recommendations made therein be adopted.

233/18-19. MINUTES OF THE PERSONNEL COMMITTEE MEETINGS HELD ON 19 JULY 2018 AND 9 AUGUST 2018.

RESOLVED:

That the Minutes of the Personnel Committee meetings held on 19 July 2018 and 9 August 2018 be confirmed and the recommendations made therein be adopted.

234/18-19. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 11 JULY 2018.

RESOLVED:

That the minutes of the Community Safety Committee meeting held 11 July 2018 be confirmed and the recommendations made therein be adopted.

235/18-19. MINUTES OF THE HERITAGE SUB-COMMITTEE MEETINGS HELD ON 3 JULY 2018 AND 11 SEPTEMBER 2018.

RESOLVED:

That the Minutes of the Heritage Sub-Committee meetings held on 3 July 2018 and 11 September 2018 be confirmed and the recommendations made therein be adopted.

236/18-19. COMMUNITY GOVERNANCE REVIEW – DARTFORD BOROUGH COUNCIL (DBC).

Members' discussed the extract, for this area, of the report of the DBC General Assembly of Council, 27 September 2018, which contained the following recommendations:

1. *That the external boundary of Swanscombe and Greenhithe Town Council be amended, removing the area of Ebbsfleet as shown at Annex 1.*
2. *That Swanscombe and Greenhithe Town Council be represented by 13 councillors and separated into the following wards and representation;*

*Swanscombe Ward – 6 Councillors
Greenhithe Ward – 4 Councillors
Knockhall Ward – 3 Councillors*

This recommendation was subsequently agreed by the GAC on 27 September 2018.

RESOLVED:

That the item be noted.

237/18-19. GENERAL DATA PROTECTION REGULATIONS (GDPR) – ACCEPTABLE IT POLICY FOR TOWN COUNCILLORS).

Further to minutes 618/17-18 and 176/18-19 members were asked to consider adopting the Acceptable IT Policy for Town Councillors, subject to agreeing electronic correspondence being sent via Town Council email addresses only.

RESOLVED:

1. That electronic correspondence be sent via Town Council email addresses only.
2. That the Acceptable IT Policy for Town Councillors be adopted.

238/18-19. HISTORIC MINUTES – SWANSCOMBE URBAN DISTRICT COUNCIL

Mr Christoph Bull had kindly donated Swanscombe Urban District Council minutes from 1927–28 to 1955–56. These minutes were given to Mr Bull by Mark Crosby, son of former Town Mayor (1988 – 1989) Councillor Mr Mike Crosby.

RESOLVED:

That the item be noted.

239/18-19. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

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

RESOLVED:

That the item be noted.

240/18-19. PERIODIC YOUTH SERVICE.

Further to minute 253/17-18 where members agreed to commission a periodic youth service during 2018 – 2019, two proposals had been provided by suppliers.

Both were provided with a specification for a periodic service, covering a one year contract, within a budget of £6,500 with the option of using a Town Council hall as part of the arrangement. A third company had been approached but were unable to provide a proposal.

The specification had called on the companies to be innovative and decide what would be best to deliver that would attract the target age group of 11 – 17 year olds.

Proposal 2 was using its own facilities whereas proposal 1 was reliant on the Town Council providing a venue.

Members considered both of the proposals and after discussion it was agreed:

RESOLVED:

That the proposal 1 be commissioned to deliver the service.

241/18-19. STAFF / MEMBER TRAINING - UPDATE.

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

Councillor Ms L C Howes	Annual Finance Conference – KALC	18 October 2018 - Ditton
Councillor Mrs S P Butterfill	Annual Finance Conference – KALC	18 October 2018 - Ditton
Councillor Ms L C Howes	Chairmanship Conference - KALC	13 December 2018 – East Malling
Councillor Ms L M Cross	Chairmanship Conference - KALC	13 December 2018 – East Malling

RESOLVED:

That the item be noted.

242/18-19. **REPORTS OF OUTSIDE REPRESENTATIVES.**

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

Swanscombe Children's Centre (SCC).

Councillor Mrs S P Butterfill is the Council's representative on the SCC. As previously agreed the agenda and minutes for the 10 July 2018 meeting were available in the Chamber for inspection.

North West Kent Volunteer Centre (NWKVC).

Councillor Mrs S P Butterfill is the Council's representative on the NWKVC and she gave a verbal update to the meeting which included that a new Chief Executive had been appointed and would be starting in November 2018.

Castle Hill/Eastern Quarry Community Liaison Group (CHEQCLG)

Councillor P M Harman is the Council's representative on the CHEQCLG. As previously agreed the minutes from the 24 July and 28 August 2018 meetings were available in the Chamber for inspection

Kent Association of Local Councils Dartford Area Committee (KALCDAC).

Councillor Ms L C Howes and the Town Clerk are the Council's representatives on the KALCDAC. As previously agreed the agenda for the 2 October 2018 meeting, including the minutes from the 12 June 2018 meeting, were available in the Chamber for inspection.

The Town Clerk advised members that the Town Council were permitted to have another representative on the KALCDAC due to Councillor Ms L C Howes being the Vice-Chairman. It was then agreed that Councillor S J Ryan be added as the Town Council's representative.

Borough and Parish Forum (DBC) (BPF)

The Town Mayor and Town Clerk are the Council's representatives on the BPF. As previously agreed the Agenda for the 3 July 2018 meeting were available in the Chamber for inspection.

Ingress Park Greenhithe Management Limited (IPGM).

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

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

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

Unfortunately the legally required register of owners had not been maintained;
The top management, above the regional manager, had left;
The accounts were late in being produced as the Development Manager had gone on leave.

243/18-19. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman confirmed that he had recently attended Planning Committee meetings and also a Public Footpath Appeal in Whitstable regarding a crossing at a railway line where a fatality involving a child had occurred in the past.

RESOLVED:

That the item be noted.

244/18-19. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

The Community Governance Review recommendations had been passed at the GAC meeting on 27 September 2018;

The Greenhithe McDonalds drive-thru application had been refused by the Development Control Board earlier this evening;

It was hoped to bring some of the Christmas Activities usually taking place within the Town Centre further out to other areas of the borough.

RESOLVED:

That the item be noted.

245/18-19. SEALING OF DOCUMENTS.

There were none.

246/18-19. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor thanked all those that had been supporting and helping her with her Mayoral Events and fund raising.

The Town Mayor had recently been pleased to have been able to present a cheque to local resident Ms J Wakefield who had sadly been the victim of a recent house fire and had, along with the Town Council, also donated funds to the Grove Irish Dancers.

Members were reminded that the Town Mayor and the Mayor of Dartford were holding a joint fundraising Halloween event at the George and Dragon PH on 30 October 2018.

247/18-19. QUESTIONS.

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

248/18-19. EXCLUSION OF THE PRESS AND PUBLIC.

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

RESOLVED:

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

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

249/18-19 WALK TALL.

Further to minutes 330/17-18 and 631/17- 18 Walk Tall had supplied the following documents/information for members consideration;

- A - Feasibility Study
- B - Business Plan

Further to minute 199/18-19 members were asked to consider an alternative proposal considered and recommended by the Recreation, Leisure and Amenities Committee on 20 September 2018.

After lengthy debate members wanted to assure Walk Tall that whilst the Town Council supported all that they do in the community they felt the request, in its current form, was not sufficient in detail to be considered further at this point. Members were however, open to Walk Tall coming back to the Town Council with the following information for both the sites discussed.

1. Validated financial figures by a professional consultant;
2. Detailed accounts for the organisation;
3. Evidence of grants applied for including their terms and conditions, to also include timescales;
4. Professional drawings/plans of their proposal

The deadline for this information would be Wednesday 5 December to enable it to be included on the agenda for the 13 December full Council meeting.

Members also agreed that the extension of the current use of the squash courts could continue until this time.

RESOLVED:

That Walk Tall be informed of members' decision, as detailed above.

250/18-19. **COMPLAINT.**

A complaint had been received on 9 July 2018 and was resolved in accordance with the Complaint Handling Procedure which includes:

The Town Clerk or Town Mayor shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.

This item had been placed on the confidential part of the agenda as it included medical information of an individual.

RESOLVED:

That the actions taken in dealing with the complaint be endorsed.

251/18-19. **INGRESS PARK COMMUNITY CENTRE WORKING GROUP – UPDATE.**

Further to minutes 72/18-19 and 201/18-19 members were asked to accept the parking provision offered by Crest and endorse the Town Council taking this forward.

Members had been supplied with the following information;

- A – Extract of minutes 201/18-19 Recreation Leisure & Amenities Committee meeting 20 September 2018
- B – Correspondence received from Crest dated 20 September 2018 with offer of parking provision.
- C – Correspondence received from Crest dated 1 October 2018 with answers to questions raised by officers.

Members considered the information provided and it was agreed;

RESOLVED:

That the Town Council request that Crest proceed with drafting the Heads of Terms for the facility and that the Working Group arrange to meet with Crest as soon as possible.

There being no further business to transact the Meeting closed at 9.30 pm.

Signed: _____ Date:- _____
(Chairman)