

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

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

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

ABSENT: Councillor Mrs L Manchester

337/18-19. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

338/18-19. **APOLOGIES FOR ABSENCE.**

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

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

339/18-19. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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

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

RESOLVED:

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

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

There were none.

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

RESOLVED:

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

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

RESOLVED:

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

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

RESOLVED:

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

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

RESOLVED:

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

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

RESOLVED:

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

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

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

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

RESOLVED:

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

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

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

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

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

RESOLVED:

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

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

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

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

RESOLVED:

That the contents of the review be noted.

350/18-19 COMMUNITY GOVERNANCE REVIEW (DBC)

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

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

RESOLVED:

That the item be noted.

351/18-19. ARRIVA BUS SERVICE CHANGES.

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

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

RESOLVED:

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

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

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

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

RESOLVED:

That the item be noted.

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

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

To assist members the following information had been supplied:

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

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

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

RESOLVED:

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

354/18-19 **PERIODIC YOUTH SERVICE.**

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

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

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

RESOLVED:

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

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

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

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

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

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

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

RESOLVED:

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

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

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

RESOLVED:

That the item be noted.

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

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

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

RESOLVED:

That the item be noted.

358/18-19. **REPORTS OF OUTSIDE REPRESENTATIVES.**

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

Swanscombe Children's Centre (SCC).

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

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

North West Kent Volunteer Centre (NWKVC).

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

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

Castle Hill/Eastern Quarry Community Liaison Group (CHEQCLG)

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

Borough and Parish Forum (DBC) (BPF)

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

Ingress Park Greenhithe Management Limited (IPGM).

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

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

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

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

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

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

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

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

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

RESOLVED:

That the item be noted.

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

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

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

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

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

RESOLVED:

That the item be noted.

361/18-19. SEALING OF DOCUMENTS.

There were none.

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

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

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

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

363/18-19. QUESTIONS.

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

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

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

RESOLVED:

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

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

365/18-19 WALK TALL.

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

Nb.

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

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

RESOLVED:

That Walk Talls decision not to move forward with the project be noted

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

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

To assist members the following information was provided:

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

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

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

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

RESOLVED:

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

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

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

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

RESOLVED:

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

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

Signed: _____ Date: - _____
(Chairman)