

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at  
THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 14 DECEMBER 2017  
at 7.00 PM

**PRESENT:**

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

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
Sandra Kelleher – Administration Assistant  
Rebecca Rawlings – Administration Assistant

**ABSENT:**

Councillor Mrs M B Kelly  
Councillor K M Kelly

358/17-18. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Dr J M Harman, J A Hayes, Mrs L Manchester, B E Read and Mrs I A Read.

Apologies for lateness were received from Councillors' K G Basson, R J Lees, D J Mote and S J Ryan.

359/17-18. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor S J Ryan declared a prejudicial interest in agenda item 18, Eagles Road Play Area, 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.***

**360/17-18. MINUTES OF THE MEETING HELD ON 12 OCTOBER 2017 AND THE SPECIAL MEETING HELD ON 23 NOVEMBER 2017.**

RESOLVED:

That the Minutes of the Meeting held on 12 October 2017 and the Special Meeting held on 23 November 2017 be confirmed and signed as a true record.

**361/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk advised members that GCLL had contacted him earlier today regarding the Leisure Centre and had advised that their insurers required them to install x2 pumps for surface water drainage systems (these would then be an asset to help protect the building). At present no details or specifications were known but members would be advised when further information was available.

The Town Clerk informed members that Play Place Innov8 CIC had confirmed that they would like to start delivering Kent County Council funded detached youth worker sessions in Broomfield Park on Thursday evenings between 4 and 6pm. These sessions would begin w/c 8 January 2018.

**362/17-18. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 18 OCTOBER, 8 NOVEMBER AND 29 NOVEMBER 2017.**

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 18 October, 8 November and 29 November 2017 be confirmed and the recommendations made therein be adopted.

**363/17-18. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 23 NOVEMBER 2017.**

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 23 November 2017 be confirmed and the recommendations made therein be adopted.

**364/17-18. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 2 NOVEMBER 2017.**

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 2 November 2017 be confirmed and the recommendations made therein be adopted.

**365/17-18. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 26 OCTOBER 2017.**

RESOLVED:

That the minutes of the Personnel Committee meeting held on 26 October 2017 be confirmed and the recommendations made therein be adopted.

**366/17-18. MINUTES OF THE HERITAGE SUB-COMMITTEE MEETING HELD ON 3 OCTOBER 2017.**

RESOLVED:

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

**367/17-18. MINUTES OF THE LEASES & LEGAL SUB-COMMITTEE MEETING HELD ON 26 OCTOBER 2017.**

RESOLVED:

That the Minutes of the Leases & Legal Sub-Committee meeting held on 26 October 2017 be confirmed and the recommendations made therein be adopted.

**368/17-18. MINUTES OF THE ANTI-SOCIAL BEHAVIOUR AND CRIME SUB-COMMITTEE MEETING HELD ON 4 OCTOBER 2017.**

RESOLVED:

That the Minutes of the Anti-Social Behaviour and Crime Sub-Committee meeting held on 4 October 2017 be confirmed and the recommendations made therein be adopted.

**369/17-18. FINANCIAL RISK ASSESSMENT (FRA) & LONG TERM MAINTENANCE (LTM).**

Members considered the notes from the FRA Working Group meeting held on 5 December 2017.

Members briefly discussed the historic figures from previous financial years then thanked Officers and the FRA Working Group for the work undertaken to date.

RESOLVED:

That the FRA's & Long Term Maintenance figures, be approved and included in the Estimates for 2018 – 2019.

**370/17-18. DRAFT ESTIMATES 2018 – 2019.**

Officers had begun work on the estimates for 2018 – 2019 earlier in the year with members first having input into the process in July (minute 127/17-18) and again in October (minute 253/17-18). All members had received a detailed copy of the draft Estimates for 2018 – 2019.

Officers review the drafts over the festive period and the final copies would be submitted to the FGP on 11 January 2018 to be agreed; the agreed figures then being submitted to the Special Town Council meeting held directly after the FGP meeting on 11 January 2018 as this is required to set the Council Tax Rate for Band D.

- \* To assist with this process members had been supplied with a copy of the draft Financial Risk Assessments as per the preceding agenda item.

The RFO explained that the figures contained are as a result of significant efforts on behalf of the Town Council staff in providing best value for services and obtaining external funding to allow projects to be delivered.

Members thanked the RFO for providing the details/figures contained in the draft annual estimates and acknowledged the amount of work that goes into this item. Members also thanked staff for the efforts made in reducing overall expenditure.

RESOLVED:

That the contents of the draft Estimates and forecasts be noted.

**371/17-18. STAFF / MEMBER TRAINING - UPDATE.**

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

Cllr Ms L C Howes	General Data Protection Regulation (GDPR) (KALC) – Lenham	11 January 2018
Cllr Ms L C Howes	Crime Prevention & Safety Conference (KALC) – Ditton	7 December 2017
Cllr Mrs S P Butterfill	Crime Prevention & Safety Conference (KALC) – Ditton	7 December 2017
Cllr P C Harris	Crime Prevention & Safety Conference (KALC) – Ditton	7 December 2017
ATC/RFO	General Data Protection Regulation (GDPR) (KALC) – Lenham	11 January 2018

The Town Clerk advised members that, in response to the Town Councils application for the Foundation Level of the Local Councils Award Scheme, the KALC Regional Accreditation Panel had replied earlier today advising that the Town Council has met the Foundation Level criteria and that a Certificate would be sent to the Town Council in the New Year together with the Foundation Level logo.

RESOLVED:

1. That the item be noted.
2. That the Administration Team be thanked for the work undertaken in achieving the Local Council Award Scheme Foundation Level accreditation.

**372/17-18. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.**

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

RESOLVED:

That the item be noted.

**373/17-18. REPORTS OF OUTSIDE REPRESENTATIVES.**

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

Bluewater Forum (BF).

The Town Mayor is the Town Council representative on BF. As previously agreed the notes from the 28 September 2017 and 23 November 2017 meetings were available in the Chamber for inspection.

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

Councillor R J Lees is the Town Council's representative on the SureStart Swanscombe U1R Children's Centre. As previously agreed the agenda and minutes from the 17 October 2017 meeting are available in the Council Chamber for inspection.

Dartford Borough Council Elders Forum (EF).

Councillor Ms L C Howes is the Town Council's representative on the EF. As previously agreed, the agenda for the 10 November 2017 meeting was available in the Council Chamber for inspection.

Ingress Park Greenhithe Management Limited (IPGM).

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

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

Councillor P M Harman updated members which included:

*A meeting is scheduled for week commencing 18 December and the AGM is proposed for March 2018.*

*Further inspections have been undertaken regarding the flooding of the play area on the waterfront. Recommendations have been provided by a RoSPA Surveyor regarding the appropriate clean up procedure for the play area after incidents of flooding.*

**374/17-18. REPORT FROM KENT COUNTY COUNCILLOR.**

Kent County Councillor P M Harman confirmed his recent attendance at the Regulatory and Planning Committees along with the Kent & Medway Fire Authority Board.

During a recent full Council meeting at Kent County Council discussions were held on safeguarding measures adults and children along with considerations on a report to allow the public to speak at Council meetings.

RESOLVED:

That the item be noted.

**375/17-18. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

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

At the recent General Assembly of the Council discussions were held on the Local Government Boundary Commission for England review of ward boundaries for Dartford. The proposals put forward by the borough Council had differed to the response given by the Town Council.

At the Development Control Board meeting held tonight the planning application for the final stage of Ingress Park, the Pier Development, had not been called down for discussion and therefore had been approved..

RESOLVED:

That the item be noted.

**376/17-18. SEALING OF DOCUMENTS.**

There were none.

**377/17-18. TOWN MAYOR'S ANNOUNCEMENTS.**

The Town Mayor confirmed that she had attended the following events:

- 25 November 2017 – Mayors Charity Talk titled 'Swanscombe, Greenhithe & Castle Hill' by Christophe Bull at The Pavilion Community Sports and Social Club.
- 3 December 2017 – Mature Gathering at The Pavilion Community Sports and Social Club.

- 8 December 2017 – Christmas Fayres at both Knockhall and Manor Primary Schools.
- 13 December 2017 – Christmas dinner at the Senior Citizens Lunch Club.
- 13 December 2017 – Christmas Carols at St Peter & St Pauls Church.

**378/17-18. QUESTIONS.**

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

**379/17-18. EXCLUSION OF PRESS AND PUBLIC**

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

RESOLVED:

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

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

**380/17-18. GROVE CAR PARK MANAGEMENT.**

Further to minutes 68/17-18 and 60/17-18 and following the recommendation of the Leases & Legal Sub-Committee, minute 291/17-18, Members considered and briefly discussed the Draft Licence, Management Agreement and correspondence from Dartford Borough Council.

RESOLVED:

1. That the Draft Licence and Management Agreement be finalised.
2. That, in accordance with Standing Order 21 a) authorisation be granted on behalf of the Town Council to sign and seal the finalised Licence and Management Agreement.

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

**381/17-18. EAGLES ROAD PLAY AREA.**

Further to minutes 328/16-17 and 417/16-17 and following the recommendation of the Leases & Legal Sub-Committee, minute 292/17-18, Members considered the Draft Lease and correspondence from the Town Councils Solicitors' and landowners legal department.

RESOLVED:

1. That the Draft Lease be finalised.
2. That, in accordance with Standing Order 21 a) authorisation be granted on behalf of the Town Council to sign and seal the finalised Lease.

**382/17-18. DETACHED YOUTH WORKER (DIOCESE OF ROCHESTER) - UPDATE.**

The Town Council had received correspondence from the Diocese of Rochester, along with an invoice for the first (of three) funding payment from the Town Council.

Councillor Mrs S P Butterfill, the Town Councils representative on the Steering Group for the project, updated members on the current situation. Three interviews had taken place but, unfortunately, no suitable candidate had been found. A further recruitment process was expected to begin in the new-year.

RESOLVED:

That the update be noted.

**383/17-18. INGRESS PARK COMMUNITY CENTRE WORKING GROUP – UPDATE.**

The Working Group had met on 11 December 2017 and the ATC/RFO updated members on the outcome of that meeting and the current situation.

The ATC/RFO updated members on the Working Groups meeting, and the recommendation that the Town Council accept a nominal contribution towards the maintenance of the shared access way for the additional parking.

RESOLVED:

1. That the update be noted.
2. That the recommendation of the Working Group be agreed subject to the amount of the nominal charge being included in the final legal documentation.

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

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