

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 5 JULY 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 B R Parry
Councillor A S Reach
Councillor B E Read
Councillor S J Ryan

ALSO PRESENT: Rev. Mark Hurley
Simon Evans – ABCICT Ltd.
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT: Councillor Mrs L Manchester

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

98/18-19. **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.

99/18-19. **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, R J Lees, D J Mote and Mrs I A Read.

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

100/18-19. **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.

101/18-19. MINUTES OF THE MEETING HELD ON 17 MAY 2018.

RESOLVED:

That the Minutes of the Meeting held on 17 May 2018 be confirmed and signed as a true record.

102/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk informed members that Councillor S J Ryan had advised that, due to work commitments, he would be standing down from the Town Council at the next elections and would not be standing for election with any council, in any capacity. This was to ensure that he could not be conflicted in his role as an employee advising local authority clients on local matters.

103/18-19. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 13 JUNE 2018.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 13 June 2018 be confirmed and the recommendations made therein be adopted.

104/18-19. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 21 JUNE 2018.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 21 June 2018 be confirmed and the recommendations made therein be adopted.

105/18-19. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 14 JUNE 2018.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 14 June 2018 be confirmed and the recommendations made therein be adopted.

106/18-19. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 18 APRIL 2018.

RESOLVED:

That the minutes of the Community Safety Committee meeting held 18 April 2018 be confirmed and the recommendations made therein be adopted.

107/18-19. MINUTES OF THE HERITAGE SUB-COMMITTEE MEETING HELD ON 1 MAY 2018.

RESOLVED:

That the Minutes of the Heritage Sub-Committee meeting held on 1 May 2018 be confirmed and the recommendations made therein be adopted.

108/18-19. GENERAL DATA PROTECTION REGULATIONS (GDPR).

Further to appointing a Data Protection Officer (DPO) (minute 618/17-18) the following documents/policies were produced to ensure the Town Council complied with all the relevant legislation relating to GDPR.

- Data Breach Policy;
- Data Protection Policy – if adopted would replace the current policy and be required to be signed by employees;
- Privacy Notice for Employees – if adopted would be required to be signed by employees;
- Privacy Notice for Job Applicants;
- Acceptable IT Usage policy – if adopted would replace the current IT Policy and Information Security Policy;
- Data Controller & Data Processor Agreement;
- Privacy Policy.

The Town Mayor introduced Simon Evans, the Town Councils DPO, who detailed the information/documents for members. The DPO advised members that it was far more secure and best practise for them not to use personal email addresses but to have Swanscombe and Greenhithe Town Council email addresses.

After discussion members agreed that the “Acceptable IT Usage Policy” should not apply to Town Councillors (this was to be added to the first paragraph) and that Town Councillors should have a separate Acceptable IT Usage Policy which would take into account their ability to express personal opinions.

RESOLVED:

1. That the Policies relating to GDPR supplied by the DPO, to include the amendment above, be adopted.
2. That the next scheduled meeting of the Finance and General Purposes Committee considers an Acceptable IT Usage Policy relating to members only.

109/18-19. **COMMUNITY GOVERNANCE REVIEW (CGR) – DARTFORD BOROUGH COUNCIL (DBC).**

On 19 June 2018 the Electoral Services Manager, DBC had supplied information/report regarding the CGR and advised that the DBC Electoral Provisions Sub-Committee would be meeting on 27 June 2018 to consider the report. The recommended proposals by the Sub-Committee would then be submitted to the DBC General Assembly of Council on 16 July 2018.

DBC welcomed any comments from the Parish and Town Councils on the draft options contained in the report and advised that were any to be received they would be considered by the General Assembly of Council on 16 July 2018.

The Electoral Services Manager, DBC had also confirmed that all Parish and Town Councils will be consulted separately about the draft options – seeking their views and advising on how the consultation will be undertaken.

Officers had included draft comments for members' consideration and also tabled an addendum to these.

After a lengthy debate it was proposed, duly seconded and agreed that the Town Council should submit comments at this stage and that the draft comments and addendum be agreed with the draft comments being amended to bullet points and to include:

“The Town Council does not understand, or see the benefit to tax payers, of creating the cost for changing the governance arrangements and feels that this is the wrong time to be doing this. The Town Council welcomes the opportunity to discuss future local governance arrangements for the Ebbsfleet area but feels that this is not the time to be implementing changes at the moment and that a review should be undertaken in 10 years' time.”

RESOLVED:

1. That the Town Council submit comments, on the draft options contained in the DBC Electoral Provisions Sub-Committee report, for consideration by the DBC General Assembly of Council on 16 July 2018.
2. That the draft comments, to include the addendum and amendments as detailed above, be agreed and submitted.

110/18-19. GROVE CAR PARK MANAGEMENT - UPDATE.

The Deputy Town Mayor had asked that this item be placed on the agenda for members to consider.

Members were informed that the car park management trial had been operational since 20 June 2018.

- The ticket dispensing machine was installed on 16 May 2018.
- The signage was installed on 20 June 2018.

Officers had regularly updated the Town Council website regarding the scheme with 10 entries advising of the status of the implementation of the scheme being posted between 26 March and 20 June 2018.

Members acknowledged that this was a difficult situation and that the trial was in the very early stages, the general consensus was that the trial should be allowed to continue as had been previously agreed.

Members raised concerns that the parking on the High Street in Swanscombe required more enforcement and asked that the Community Safety Committee consider this issue.

RESOLVED:

1. That the Grove Car Park Management trial continue as had previously been agreed.
2. That the Community Safety Committee consider the parking, and enforcement, of the High Street in Swanscombe.

111/18-19 EBBSFLEET GARDEN CITY (EDC) – WAYFINDING.

At their request Paul Boughen, Simon Harrison and Hannah Coster (EDC) had met with Kent County Councillor Peter Harman and Swanscombe Borough and Town Councillor R J Lees on 12 June 2018 to discuss the possible installation of Wayfinding signage and leaflets which would assist pedestrians and cyclists.

Further to this meeting they had supplied the information provided with the agenda requesting feedback from the Town Council regarding the maps and in particular the x4 points raised in their email dated 20 June 2018.

Members were pleased to see that the whole of the Town area had been included in diagrams and maps provided by the EDC.

RESOLVED:

That the Town Council would be happy to work with the EDC on the proposal.

112/18-19. **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.**

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

RESOLVED:

That the item be noted.

113/18-19. **STAFF / MEMBER TRAINING - UPDATE.**

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

Councillor Ms L C Howes	Annual Councillors' Conference – KALC	10 July 2018 - Faversham
Councillor Ms L C Howes	Pollinating insects – KCC Buglife	25 July 2018 – Trosley Country Park
Councillor Mrs S P Butterfill	Pollinating insects – KCC Buglife	25 July 2018 – Trosley Country Park
Councillor Ms L M Hall	Pollinating insects – KCC Buglife	25 July 2018 – Trosley Country Park
Town Clerk	Employment Law – KALC	6 June 2018 - Aylesford

RESOLVED:

That the item be noted.

114/18-19. **SUGGESTIONS FOR 2019 – 2020 ESTIMATES.**

Members were reminded that, if they had any recommendations for items to be considered for the 2019 - 20 Estimates, this would need to be sent to the ATC/RFO by no later than 31 August 2018. This would enable items to be forecast and included on the agenda for the Full Council meeting on 11 October 2018, for further consideration.

RESOLVED:

That the item be noted.

115/18-19. **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.

Bluewater Forum (BF).

The Town Mayor is the Town Council representative on BF. As previously agreed the agenda for the 24 May 2018 meeting was available in the Chamber for inspection.

Swanscombe Children's Centre (SCC).

Councillor Mrs S P Butterfill is the Town Councils representative on the SCC. As previously agreed the agenda and minutes for the 24 April 2018 meeting were available in the Chamber for inspection.

North West Kent Volunteer Centre (NWKVC)

Councillor Mrs S P Butterfill is the Town Councils representative on the NWKVC and has requested that this item be on future agendas to enable her to give a verbal update. Members were informed that that, through KCC funding, the NWKVC now had a very good volunteer co-ordinator.

Diocese of Rochester – Community Youth Worker Steering Group (DORCYWSG)

Councillor Mrs S P Butterfill is the Town Councils representative on the DORCYWSG. Councillor Mrs S P Butterfill advised that Sara Rawlinson had been appointed as the new Youth & Community Engagement Officer at the beginning of June 2018.

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

Councillors' Ms L C Howes and the Town Clerk are the Councils representatives on the KALCDAC. As previously agreed the agenda for the 12 June 2018 meeting, including the minutes from the 20 March 2018 meeting were available in the Chamber for inspection.

Members were pleased to be informed that Councillor Ms L C Howes had been elected as Vice-Chairman of the KALCDAC.

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 C Harman and P C Harris updated members which included:

The same Development Manager had been retained and First port had hired a new Head Gardener who was working with x3 gardeners.

The day after the 14 June meeting a "lawn mower morning" had been held.

116/18-19. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman confirmed that he had taken part in x1 "Hazardous Route Appeal and had also been involved on the Regulation Committee who had recently formed and agreement with the Tax Authority to help address fly-tipping as this was a way of avoiding Landfill Tax.

At the recent Joint Transportation Board (DBC) a representative from South Eastern Rail had attended to address issues that had arisen from the introduction of the new timetables.

Potholes had also been discussed at this meeting and it was confirmed that KCC had acknowledged that Dartford had a higher than average amount of potholes than the rest of Kent.

Members raised concerns that none of "The Big Conversation" public events being held by KCC to discuss rural bus services were located very close to this area and were some distances away.

RESOLVED:

That the item be noted.

117/18-19. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

No information to update at present.

RESOLVED:

That the item be noted.

118/18-19. SEALING OF DOCUMENTS.

There were none.

119/18-19. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor wished to thank those that attended and/or supported her recent Cockney Night at The Pavilion where approximately £1,000 had been raised for the Charity Fund.

120/18-19. QUESTIONS.

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

121/18-19. **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.

The Town Clerk advised that this included any planning consultation.

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 9.00 pm.

Signed: _____

(Chairman)

Date:- _____