

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 6 JULY 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 C Harris
Councillor J A Hayes
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 S J Ryan

ALSO PRESENT: Martin Harding – Assistant Town Clerk/RFO

ABSENT: Councillors' K M Kelly and Mrs M B Kelly.

112/17-18. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Dr J M Harman, P M Harman, D J Mote and Mrs I A Read.

113/17-18. **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.

114/17-18. **MINUTES OF THE MEETING HELD ON 18 MAY 2017 AND THE SPECIAL TOWN COUNCIL HELD ON 6 JUNE 2017.**

RESOLVED:

That the Minutes of the Meeting held on 18 May 2017 and the Special Town Council held on 6 June 2017 be confirmed and signed as a true record.

115/17-18. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

116/17-18. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 3 MAY AND 14 JUNE 2017.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 3 May and 14 June 2017 be confirmed and the recommendations made therein be adopted.

117/17-18. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 22 JUNE 2017.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 22 June 2017 be confirmed and the recommendations made therein be adopted.

118/17-18. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 15 JUNE 2017.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 15 June 2017 be confirmed and the recommendations made therein be adopted.

119/17-18. MINUTES OF THE LEASES & LEGAL SUB-COMMITTEE MEETING HELD ON 15 JUNE 2017.

RESOLVED:

That the minutes of the Leases & Legal Sub-Committee meeting held on 15 June 2017 be confirmed and the recommendations made therein be adopted.

120/17-18. MINUTES OF THE HERITAGE PARK/SKULL SITE SUB-COMMITTEE MEETING HELD ON 2 MAY 2017.

RESOLVED:

That the Minutes of the Heritage Park/Skull Site Sub-Committee meeting held on 2 May 2017 be confirmed and the recommendations made therein be adopted.

121/17-18. **WORKING GROUPS - REVIEW**

Members received a list of the current Working Groups and their memberships.

Members briefly discussed the different Working Groups and the need to have clear guidelines on membership and attendance.

The ATC/RFO confirmed that any specified guidance would formulate an adjustment to Standing Order 25 and stand adjourned to the next full meeting of the Town Council.

RESOLVED:

1. That Councillor B E Read fill the vacancy on the Financial Risk Assessments Working Group.
2. That the following adjustments to Standing Order 25 stand adjourned to the next full meeting of the Town Council:
 - That Working Groups consist of between 3 – 5 members.
 - That quorum for a Working Group to meet is 3 members.
 - That substitute be permitted, and have to be nominated by the Working Group member that cannot attend.
 - That at the creation of any Working Group it should be specified whether or not the Working Group is expected to act as a delegation to discuss matters and gather information on behalf of the Town Council.

122/17-18. **OUTSIDE BODY REPRESENTATIVE – KENT ASSOCIATION OF LOCAL COUNCILS DARTFORD ARE COMMITTEE (KALCDAC).**

Following discussion it was agreed that Councillor Ms L C Howes fill the vacancy as one of the Town Council representatives to the KALCDAC

RESOLVED:

That Councillor Ms L C Howes fill the vacancy as one of the Town Council representatives to the KALCDAC.

123/17-18. **AMENDMENT TO STANDING ORDER 1 c).**

In accordance with Standing Order 41 b), and further to minute 17/17-18, members discussed and agreed that the amendment to Standing Order 1 c) as indicated in the report, be agreed.

RESOLVED:

That in accordance with Standing Order 41 b) the proposed variations to include the above, be agreed.

124/17-18. TOWN COUNCIL OFFICES BUILDING MAINTENANCE – ENTRANCE DOORS.

Members discussed the report from the ATC/RFO that followed the recent maintenance to the Town Council Offices entrance doors.

RESOLVED:

That specification 3 be undertaken.

125/17-18. STAFF / MEMBER TRAINING - UPDATE.

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

Cllr Ms L C Howes	Councillors Conference (KALC) - Maidstone	8 July 2017
-------------------	---	-------------

RESOLVED:

That the item be noted.

126/17-18. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

Members were supplied with the April and June 2017 editions of the Parish News.

RESOLVED:

That the item be noted.

127/17-18. SUGGESTIONS FOR 2018 – 2019 ESTIMATES.

Members were requested to consider items to be considered for the 2018 – 19 Estimates and to submit any to the ATC/RFO no later than 31 August 2017.

RESOLVED:

That the item be noted.

128/17-18. 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.

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

The ATC/RFO confirmed that Councillor Mrs S P Butterfill is the Town Councils representative on the steering group. An email had been received from the Diocese confirming the progression of the project and an imminent first meeting to discuss recruitment.

Borough and Parish Council Forum (BPCF)

The Town Mayor and Town Clerk are the Town Councils representatives on the BPCF.

The Town Mayor and Deputy Town Mayor attended the meeting on the 4 July 2017 which included a presentation of Planning Policy, and an update on Kent Police regarding crime and police statistics, Hotspot Police Cars and improved training for PCSO's regarding mental health and youth work.

London Resort Company Holdings Community Liaison Group (LRCHCLG)

Councillor B R Parry is the Town Councils representative on the LRCHCLG.

Councillor Parry attended the meeting on 20 June 2017 which centred on transport and access. In addition the meeting was updated on plans for consultation prior to planning submission on 25 November 2017. The meeting was also updated that Paramount were no longer lending their name to the development.

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 C Harris updated members which included:

A new Development Manager had started on Monday.

The audit company that had been selected by members rather than Firstport were currently undertaking the financial audit.

129/17-18. REPORT FROM KENT COUNTY COUNCILLOR.

Unfortunately Kent County Councillor P M Harman was unable to attend so there was no update provided.

130/17-18. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

No information to update as Dartford Borough Council was about to enter the summer recess period.

RESOLVED:

That the item be noted.

131/17-18. SEALING OF DOCUMENTS.

There were none.

132/17-18. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor confirmed she had attended several events with the Deputy Town Mayor. The Town Mayor also confirmed that a Civic Service was hoped to be held at St Peter & St Pauls Church on 20 August 2017. In addition a charity dinner at the George & Dragon was planned to be held on 29 July 2017.

133/17-18. QUESTIONS.

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

134/17-18. 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.

135/17-18. EXCLUSION OF THE 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.

136/17-18. GROVE CAR PARK WORKING GROUP - UPDATE.

Members received the confidential notes from the Working Group meeting on 27 April 2017 and a verbal update by the ATC/RFO on consultation and staff parking.

RESOLVED:

1. That a second web based, open text, consultation be undertaken to gauge public and stakeholder opinions during the period DBC advertise the Change in Parking Order at Civic Centre.
2. As the Town Clerk and ATC/RFO are required to use their vehicles on a regular basis for work activities, a parking permit for these two members of staff only should be issued.

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

Signed: _____

(Chairman)

Date:- _____