

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at the TOWN COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 21 MAY 2015 at 7.00pm

**PRESENT:**

- Councillor P M Harman – Town Mayor
- Councillor Mrs A E D Barham
- Councillor K G Basson
- Councillor Mrs S P Butterfill
- Councillor Ms L M Cross
- Councillor Ms L M Hall
- Councillor Dr J M Harman
- Councillor J A Hayes
- Councillor Ms L C Howes
- Councillor K M Kelly
- Councillor Mrs M B Kelly
- Councillor R J Lees
- Councillor Mrs L D McFadden
- Councillor D J Mote
- Councillor Mrs C K Openshaw
- Councillor A S Reach
- Councillor B R Parry
- Councillor B E Read
- Councillor Mrs I A Read
- Councillor S J Ryan

**ALSO PRESENT:**

- Graham Blew – Town Clerk
- Gill Franz – Administration Assistant
- Rebecca Rawlings – Administration Assistant
- Sara Stapleton – Responsible Financial Officer (RFO)
- 4 x members of the public

**1/15-16. ELECTION OF TOWN MAYOR.**

The Town Mayor requested nominations for the position of Town Mayor for the forthcoming year.

MOVED by Councillor B E Read and seconded by Councillor R J Lees.

**RESOLVED:**

That Councillor P M Harman be duly elected as Town Mayor for the ensuing year 2015 – 2016.

**2/15-16. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Following his election, Councillor P M Harman made his Declaration of Office and signed the Acceptance of Office form.

ANNUAL GENERAL MEETING  
21 MAY 2015

**3/15-16. CO-OPTION TO FILL SEAT AVAILABLE ON SWANSCOMBE WARD DUE TO INSUFFICIENT NOMINATIONS AT ELECTION.**

MOVED by Councillor B E Read and seconded by Councillor J A Hayes.

**RESOLVED:**

That Mr B R Parry be co-opted on to the Town Council for the Swanscombe Ward.

**4/15-16. MEMBERS DECLARATIONS OF ACCEPTANCE OF OFFICE.**

**RESOLVED:**

Declarations of Acceptance of Office had all been signed.

**5/15-16. ELECTION OF DEPUTY TOWN MAYOR.**

MOVED by Councillor J A Hayes and seconded by Councillor Mrs S P Butterfill.

**RESOLVED:**

That Councillor B E Read be the Deputy Town Mayor for the ensuing year 2015 - 2016.

**6/15-16. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Following his election, Councillor B E Read made his Declaration of Office and signed the Acceptance of Office form.

**7/15-16. VOTE OF THANKS.**

Councillor P M Harman gave a vote of thanks to the outgoing Town Mayor, Councillor Mrs S P Butterfill.

**8/15-16. PAST MAYOR'S BADGE.**

Councillor P M Harman presented the past Town Mayor, Councillor Mrs S P Butterfill with a past mayor's badge.

**9/15-16. RESPONSE BY COUNCILLOR MRS S P BUTTERFILL.**

Councillor Mrs S P Butterfill advised that she had thoroughly enjoyed her year in office and wished to thank the Deputy Town Mayor, all the Town Councillors with special mention for 2 Councillors who were unnamed to save their embarrassment. Councillor Mrs S P Butterfill acknowledged the assistance given to her by Councillor Mrs I A Read, the Town Clerk and his team and as a token of gratitude she presented Councillor Mrs I A Read with a bouquet.

Councillor Mrs S P Butterfill listed some of the events she had held over the course of her term and acknowledged the support she had received from the Town Council over the last 4 years.

ANNUAL GENERAL MEETING  
21 MAY 2015

Councillor Mrs S P Butterfill wished the new Town Mayor, and Deputy Town Mayor, all the best during their term in office.

10/15-16. **APOLOGIES FOR ABSENCE.**

There were none.

Councillor P M Harman apologised for his late arrival as he had been delayed by an accident on the M25.

11/15-16. **DECLARATIONS OF INTEREST ON 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.**

12/15-16. **TO APPOINT COMMITTEES AND SUB-COMMITTEES.**

- a) Recreation, Leisure & Amenities Committee.
- b) Finance & General Purposes Committee.
- c) Planning, Major Developments, Transportation & Environment Committee.
- d) Personnel Committee.
- e) Executive & Emergency Committee.
- f) Heritage Park / Skull Site Sub-Committee.
- g) Allotments & Cemeteries Sub-Committee.
- h) Leases & Legal Sub-Committee.
- i) Anti -Social Behaviour & Crime Sub-Committee.
- j) Regeneration / Quality Council Sub-Committee.

The Town Clerk detailed the nominations that had been provided and Members put forward their suggestions for the memberships of the Committees and Sub-Committees.

MOVED by Councillor B E Read and seconded by Councillor Ms L M Cross.

**RESOLVED:**

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the annexed list.

13/15-16. **TERMS OF REFERENCE OF THE COMMITTEES AND SUB-COMMITTEES.**

Members were provided with the Terms of Reference of the Committees and Sub-Committees to be approved.

MOVED by Councillor B E Read and seconded by Councillor Ms L M Cross.

**RESOLVED:**

That the Terms of Reference of the Committees and Sub-Committees be approved as per the annexed list.

**14/15-16. DATES AND TIMES OF MEETINGS.**

- a) The Council
- b) Standing Committees

MOVED by Councillor B E Read and seconded by Councillor K G Basson.

**RESOLVED:**

That the dates and times of the above Meetings be approved as per the annexed list.

**15/15-16. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

- a) Town Mayor or agreed substitute to serve upon the Bluewater Forum
- b) One Representative on the Dartford Association of Town and Parish Councils, to be the Town Mayor (plus the Town Clerk).
- c) One Representative to serve upon the Committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- d) One Representative to serve upon the Kent County Council Dartford Local Board.
- e) One Representative to attend meetings of the Development Control Users Forum (Dartford Borough Council).
- f) One Representative to serve upon the Elderly Forum (Dartford Borough Council).
- g) One Representative to serve upon the Eastern Quarry Community Liaison Group.
- h) One Representative to serve upon the Gravesend and District Society for the Mentally Handicapped.
- i) Two Representatives to serve upon the Greenhithe Community Association.
- j) The Town Mayor or agreed substitute to serve upon the Green Swan@Manor (working for the Community).
- k) Two Representatives to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- l) Two Representatives to serve upon the County Area Committee of the Kent Association of Local Councils (KALC).
- m) Two Representatives to serve upon the Dartford Area Committee of the Kent Association of Local Councils (KALC).
- n) One Representative to serve upon the Police Community Liaison Group.
- o) One Representative to serve upon the SureStart – Knockhall Children’s Community Centre Committee.
- p) One Representative to serve upon the SureStart – Swanscombe U1R Children’s Community Centre Committee.
- q) Three Representatives to serve upon the Pavilion Community Sports & Social Club.
- r) One Representative to serve as Village Transport Representative.
- s) One Representative to serve upon the (Dartford) Youth Advisory Group (YAG).

ANNUAL GENERAL MEETING  
21 MAY 2015

t) One Representative to serve upon the Ebbsfleet Steering Group.

The Town Clerk informed Members that confirmation had been obtained from the Head of Legal Services, Dartford Borough Council, that it was permissible to appoint a non-member as a Town Council representative on the Board of Directors of the Ingress Park Management (Greenhithe) Limited. Members considered the pros and cons of submitting a non-member as a Town Council representative, the majority of members felt that as this role was considered annually and could therefore be amended in the future that the appointment of Mr P C Harris as a representative for Ingress Park Management (Greenhithe) Limited should proceed.

MOVED by Councillor B E Read and seconded by Councillor J A Hayes.

**RESOLVED:**

That the appointment of representatives to outside bodies be approved as per the annexed list.

**16/15-16. BANK SIGNATORIES.**

The Town Clerk informed members that Councillor Mrs S P Butterfill had been included on the list twice in error and that one of these entries should have read Councillor P M Harman.

MOVED by Councillor B E Read and seconded by Councillor R J Lees.

**RESOLVED:**

That the following Members be appointed as signatories to authorise the payment of cheques;

Current Account	Town Mayor's Charity Account
1 Cllr Ms L M Cross	1 Town Clerk
2. Cllr Mrs S P Butterfill	2. RFO
3. Cllr P M Harman	
4. Cllr R J Lees	
5 Cllr Mrs C K Openshaw	
6 Cllr Mrs I A Read	

**17/15-16. MINUTES OF THE MEETING HELD ON 30 APRIL 2015.**

MOVED by Councillor B E Read and seconded by Councillor J A Hayes.

**RESOLVED:**

That the Minutes of the meeting held on 30 April 2015 be confirmed and signed as a true record.

**18/15-16. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

Members had previously been provided with a copy of the current Standing Orders and Financial Regulations.

MOVED by Councillor B E Read and seconded by Councillor J A Hayes.

**RESOLVED:**

That the Standing Orders and Financial Regulations be endorsed and adopted.

**19/15-16. REVIEW OF INTERNAL AUDIT.**

Members were asked to review and confirm they were satisfied with the internal audit.

Regulation 6 requires that a council "*shall have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems*"

Members reviewed the legal requirements, regarding control objectives, which included an assessment of each of the following: the scope of internal audit, independence, competence, relationships, audit planning and reporting the council had to achieve throughout the financial year and agreed that the council had an adequate and effective system of internal audit.

MOVED by Councillor B R Read and seconded by Councillor Ms L M Cross.

**RESOLVED:**

That, after assessing the process for the internal audit, specifically: the scope of internal audit, independence, competence, relationships, audit planning and reporting; the effectiveness of the council's internal controls were deemed adequate and that these ensured the regulatory requirements regarding control objectives were being met.

**20/15-16. RE-APPOINTMENT OF INTERNAL AUDITOR 2015 – 2016.**

Members were asked to agree to the re-appointment of Mr Kevin Funnell F.M.A.A.T as internal auditor for the year 2015 – 2016.

MOVED by Councillor B E Read and seconded by Councillor Mrs L M Hall.

**RESOLVED:**

That Mr Kevin Funnell F.M.A.A.T be re-appointed as internal auditor for the year 2015 – 2016.

ANNUAL GENERAL MEETING  
21 MAY 2015

**21/15-16. ANNUAL RISK MANAGEMENT POLICY REVIEW.**

Members were asked to review and approve the Risk Management Policy.

MOVED by Councillor B E Read and seconded by Councillor Mrs S P Butterfill.

**RESOLVED:**

That the Risk Management Policy be approved.

**22/15-16. REVIEW OF COUNCIL POLICIES AND PROCEDURES.**

Members were asked to review the current policies and procedures of the Town Council.

MOVED by Councillor B E Read and Seconded by Councillor A S Reach.

**RESOLVED:**

That the policies and procedures as listed be endorsed.

**23/15-16. BALANCE SHEET FOR YEAR END 31 MARCH 2015.**

Members considered the balance sheet for the year end 31 March 2015. It was noted that there was an error on the Pavilion lease expiry date which should read 2023 not 2013.

Councillor K M Kelly sought clarification regarding the value contained in the Reserves as "Earmarked". The RFO explained that this amount included the funds for the Financial Risk Assessments, the Pavilion bond and the Istead Rise Bowls Club bond. Councillor B E Read advised that the Town Council had previously assessed the assets of the Town Council and that the FRA's were an assessment of when replacements/upgrades would be required to enable the finances to be in place when required..

In response to an enquiry concerning the List Of Assets for Office Equipment, Furniture and Stationery held the RFO advised that the figures were insurance values which had been reviewed a couple of years ago to ensure the adequate cover was in place.

Further to a discussion by members the RFO confirmed the income, expenses and net figures for the Old Fire Station Café.

MOVED by Councillor B E Read and Seconded by Councillor Mrs C K Openshaw.

**RESOLVED:**

That the balance sheet for the year end 31 March 2015 be approved.

ANNUAL GENERAL MEETING  
21 MAY 2015

**24/15-16. ANNUAL RETURN FOR YEAR END 31 MARCH 2015.**

Members considered the annual return, the annual governance statement and supporting documents requested by the External Auditor, for the year end 31 March 2015. Councillor P M Harman recommended approval.

MOVED by Councillor B E Read and Seconded by Councillor Ms L C Howes.

**RESOLVED:**

That the annual return and annual governance statement, for the year end 31 March 2015 be approved and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

**25/15-16. PILOT LOCAL WARDEN SUPPORT OFFICER SCHEME (LWSO) – KENT COUNTY COUNCIL (KCC).**

Members considered the documents detailing the LWSO which required a response for Expressions of Interest from Parish and Town Councils by 10 June 2015. Councillor R J Lees advised members that the pilot scheme had been generated by the recent consultation of the KCC Warden Scheme and that there was no cost involved if selected for the Pilot Scheme.

MOVED by Councillor B E Read and seconded by Ms L M Hall.

**RESOLVED:**

That the Town Council submits an Expression of Interest in participating in the Pilot Scheme.

**26/15-16. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD.**

Members were asked to agree the three Councillors to make up the Panel along with the Town Mayor and Deputy Town Mayor (ensuring this resulted in at least one Member from each of the four wards).

Members agreed that the deadline for nominations to be received each year should be 31 March.

**RESOLVED:**

That the Panel be made up of the Town Mayor (Greenhithe Ward), Deputy Town Mayor (Swanscombe Ward) and Councillors' Ms L M Cross (Galley Hill Ward), Mrs A E D Barham (Knockhall Ward) and Mrs S P Butterfill (Greenhithe Ward).



ANNUAL GENERAL MEETING  
21 MAY 2015

27/15-16. **AMENDMENT TO STANDING ORDER (S/O 1 (iii)).**

Further to minute 539/14-15 members agreed the proposed amendment to S/O 1 (iii) which had been proposed, seconded and adjourned at the 30 April 2015 meeting (as per S/O 41 (b)).

MOVED by Councillor B E Read and seconded by Councillor R J Lees.

**RESOLVED:**

That the proposed amendment to S/O 41 b, as detailed, be agreed.

28/15-16. **GENERAL POWER OF COMPETENCY (GPC).**

Members agreed that following the election the Town Council still met the eligibility criteria for a council to qualify to use the GPC (as detailed in the report).

MOVED by Councillor B E Read and seconded by Councillor K G Basson.

**RESOLVED:**

That the Town Council meets the criteria set by the Secretary of State (Localism Act 2011 s8) and set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

29/15-16. **MEMBERS TRAINING OPPORTUNITIES.**

Members were reminded that provisional bookings had been made for the KALC Councillor Induction Event at Stone Pavilion on 11 June 2015 and that they were required to advise the Clerk of their availability/attendance so that the required arrangements could be made.

DBC had also invited members to attend training sessions on the Code of Conduct and Ethical Governance with these sessions being available to all and not requiring pre-booking.

Councillor R J Lees informed members that he had attended the Councillor Induction and that he recommended this for both new and existing councillors.

**RESOLVED:**

That the item be noted.

30/15-16. **THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND (LGBCE) – ELECTORAL REVIEW OF KENT: DRAFT RECOMMENDATIONS.**

Further to the Town Councils original response to the consultation (minute 448/14-15) Members received the draft recommendations and discussed the section of the report concerning Dartford (including Swanscombe and Greenhithe).

ANNUAL GENERAL MEETING  
21 MAY 2015

Councillor B E Read said the balance of people was about right although this would need to be reviewed in the near future due to the large developments in this area resulting in an increase of residents.

Councillor R J Lees felt that residents of Castle Ward identified themselves with Stone and Greenhithe and was not sure how they felt about the ward split. The population increases in Swanscombe and Greenhithe would be happening very quickly and this could disadvantage the KCC Member for the area.

Councillor D J Mote concurred with Councillor R J Lees and felt that there was a discrepancy with the overlapping of the Ward boundary as residents in Castle Ward thought of themselves as being in Stone and therefore he was of the opinion that the draft recommendations were correct.

Councillor K M Kelly informed the meeting that, as a Stone Parish Council member for Castle Ward, he concurred that the residents identified themselves with Stone rather than Greenhithe and also supported the draft recommendations in the report.

MOVED by Councillor R J Lees and seconded by D J Mote.

**RESOLVED:**

That the Town Council supports the draft recommendations contained in the report.

31/15-16. **WAR MEMORIAL ENHANCEMENT.**

Members considered the suggestion submitted by Councillor R J Lees regarding the enhancement of the war memorial in Swanscombe to provide a full public record of those that lost their lives in the Great War as part of the Centenary commemorations, (November 2018).

Members considered the merits of the proposal and after discussion it was agreed;

MOVED by Councillor R J Lees and seconded by Councillor J A Hayes.

**RESOLVED:**

That the Recreation, Leisure & Amenities Committee be delegated responsibility for delivering the proposal as detailed in the report.

32/15-16. **SEALING OF DOCUMENTS.**

There were none.

There being no further business to transact the Meeting closed at 8.15 pm.

Members were invited to join the Mayor Elect for refreshments after the Meeting.

Signed:  
CHAIRMAN

Dated:

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 6 MAY 2015 AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor P J Scanlan  
Councillor K G Basson  
Councillor P M Harman  
Councillor P C Harris  
Councillor Mrs A R Harvey  
Councillor B R Parry

**ALSO PRESENT:** Graham Blew – Town Clerk

**ABSENT:** Councillor V Openshaw

**558/14-15. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' Mrs S P Butterfill (work commitments), J B Harvey (family commitments), J A Hayes (family commitments) and P A Read (work commitments).

**Recommended:** That the apologies for absence and reasons, as listed, be formally approved.

**559/14-15. SUBSTITUTES.**

There were none.

**560/14-15. 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.*

**561/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**562/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15 APRIL 2015.**

**Recommended:** The Minutes of the meeting held on 15 April 2015 were confirmed and signed.

**563/14-15. DARTFORD COMMUNITY INFRASTRUCTURE LEVY (CiL): DUTY TO PASS CiL TO LOCAL COUNCILS – DARTFORD BOROUGH COUNCIL (DBC).**

The Infrastructure Delivery Officer, DBC, had written to advise that no CiL receipts had been received from development within this area and therefore a proportion (15%) could not be passed on to the Town Council.

DBC intends to pass on a proportion of CiL payments received, where applicable, in six month periods, one by 28 October and the other by 28 April in a given year.

**Recommended:** That the item be noted.

**564/14-15. LONDON PARAMOUNT ENTERTAINMENT RESORT ORDER – CONSULTATION UNDER SECTION 42 (1) OF THE PLANNING ACT 2008.**

The London Resort Company Holding Ltd (LRCH) were formally consulting on the proposed application in accordance with statutory requirements. Information about the proposals were available on the project website at [www.londonparamount.info](http://www.londonparamount.info), on request by emailing [consultation@londonparamount.info](mailto:consultation@londonparamount.info) or by calling Freephone 0800 008 6765 or by writing to FREEPOST Ref: RTRB-LUJJ-AGBY, London Paramount, c/o PPS Group, Sky Light City Tower, 50 Basinghall Street, London, EC2V 5DE.

The deadline for any responses to this consultation is Friday 5 June 2015.

Members collated responses to the 9 questions contained in the report which included concerns regarding the provision of adequate infrastructure, the amount of additional air pollution which visitors to the resort will make, the provision of on-site accommodation for construction workers, the undertaking of traffic surveys.

**Recommended:** That the responses to the 9 questions contained in the report be submitted.

**TOWN PLANNING:**

**565/14-15. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/15/00589/FUL	Erection of a rear/side conservatory.  14 Ivy Villas, Station Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/15/00554/FUL	Erection of an attached workshop.

	Monarch Autos, 164 Milton Road, Swanscombe.
OBSERVATIONS:	<p>The Town Council has concerns that this site has already been the subject of a considerable amount of development from its original design and that this has resulted in an increase in traffic in the immediate vicinity, and this further proposal could be an overdevelopment of the site.</p> <p>The application states that the land is "currently being purchased from Dartford Borough Council and the Town Council would request that confirmation be supplied that Dartford Borough Council actually owns the piece of land in question as this area is constantly the source of residents' enquiries/concerns regarding litter and maintenance.</p>
DA/15/00654/FUL	<p>Replacement of the CU Phosco Phase 1 15m monopole and 2 No. omni directional pitchfork antennas, totalling 18 metres in height with a new 15m CU Phosco Phase 4.5 monopole and a new CU Phosco Phase 4.5 headframe and set of 6 No. antennas together with replacement of 1 No. existing large equipment cabinet with 3 No. equipment cabinets on an extended concrete base.</p> <p>Rear of Galley Hill Ind. Estate, London Road, Swanscombe.</p>
OBSERVATIONS:	As this application is a replacement it should be taken into account that its location is within the area of the proposed London Paramount Resort.
DA/15/00572/FUL	<p>Erection of a single storey rear extension, single storey front extension to garage and provision of a dormer window in rear elevation and velux windows in front elevation in connection with providing additional rooms in the roof space.</p> <p>26 Pentstemon Drive, Swanscombe.</p>
OBSERVATIONS:	The Town Council would seek assurances from the Planning Authority that as the proposal will increase the size off the property that the off road parking facilities within the boundaries of the proposal are sufficient and appropriate.

566/14-15. **GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/15/00306/FUL	Raising height of the roof by 6 metres to create additional storage space (no additional floor space) and external associated alterations to elevations.  Simpsons Removals and Storage Ltd, A1 and A2 Manor Way Business Park, Manor Way.
DA/15/00313/FUL	Provision of replacement PVC windows and doors.  1 Bendigo Wharf, Pier Road, Greenhithe.

There being no further business to transact, the Meeting closed at 8.15 pm.

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

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 10 JUNE 2015 AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor Mrs S P Butterfill  
Councillor K G Basson  
Councillor P M Harman (ex-officio)  
Councillor J A Hayes  
Councillor Ms L C Howes  
Councillor K M Kelly  
Councillor D J Mote  
Councillor Mrs C K Openshaw  
Councillor B R Parry

**ALSO PRESENT:** Graham Blew – Town Clerk

**ABSENT:** Councillor S J Ryan

33/15-16. **TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR (2015 – 2016).**

**Recommended:**

That Councillor B E Read be elected as Chairman for the forthcoming year (2015 – 2016).

34/15-16. **TO ELECT A VICE-CHAIRMAN FOR THE FORTHCOMING YEAR (2015 – 2016).**

**Recommended:**

That Councillor Mrs S P Butterfill be elected as vice-chairman for the forthcoming year (2015 – 2016).

35/15-16. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' Dr J M Harman (unwell) and A S Reach (work commitments).

An apology for lateness was submitted and accepted from Councillor J A Hayes.

**Recommended:** That the apologies for absence and reasons, as listed, be formally approved.

36/15-16. **SUBSTITUTES.**

There were none.

**37/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor P M Harman declared a prejudicial interest in applications DA/14/1259/R6,10,11 and KCC/DA/0164/2015 as he is the Kent County Council Member for Swanscombe and Greenhithe.

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

**38/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**39/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 MAY 2015.**

**Recommended:** The Minutes of the meeting held on 6 May 2015 were confirmed and signed.

**40/15-16. MATERIAL PLANNING CONSIDERATIONS.**

Dartford Borough Council had supplied information regarding material planning considerations and matters which could not normally be taken into account when considering planning applications.

**Recommended:** That the item be noted.

**41/15-16. LAND AT MANOR WAY BUSINESS PARK, SWANSCOMBE (TEAL ENERGY) – PRE-INQUIRY MEETING (13 MAY 2015) NOTES.**

The Planning Inspectorate had supplied the notes from the pre-inquiry meeting held on 13 May 2015.

Members were disappointed that the inquiry was held at Maidstone and not at a venue closer to the area the proposal was located in.

**Recommended:** That the item be noted.

**TOWN PLANNING:**

**42/15-16. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/15/00494/FUL	Conversion of integral garage into habitable room together with associated alterations to front elevation (retrospective application).
-----------------	--



	Bridge View, Mounts Road, Greenhithe.
OBSERVATIONS:	The Town Council objects to the application as it is felt to be detrimental to the area by reducing the off street parking facilities which would give rise to an increase in on street parking in an area where there is very limited capacity and confirmation is sought that the proposal includes adequate off street parking in accordance with the Planning Authorities Local Plan.
DA/15/00721/FUL	Demolition of existing conservatory and erection of a part two/part first floor/part single storey rear extension and provision of roof window in the south-west roof slope in connection with providing additional rooms in the roof space (revision to previously approved planning permission DA/15/00202/FUL in respect of increase in size of single storey rear extension).  7 The Dell, Greenhithe.
OBSERVATIONS:	The Town Council would like to highlight the fact that this area has previously experienced subsidence issues and would suggest that the Planning Authority makes the developer aware and gives consideration to ensuring the appropriate footings/pinning used is sufficiently robust.
DA/15/00730/FUL	Demolition of existing conservatory and erection of a two storey rear extension and side conservatory.  7 Steele Avenue, Greenhithe.
OBSERVATIONS:	This development falls within the boundaries of Stone and the Planning Authority are requested to consult with Stone Parish Council for their observations prior to considering this application.
DA/15/00758/FUL	Erection of a part two/part single storey side extension.  19 Swayne Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/15/00776/EQCHC	Submission of details relating to Transport strategy pursuant to condition 4 of planning permission DA/12/01451/EQVAR.

	Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
DA/15/00777/EQCHC	Submission of details relating to Southfleet Road access and management plan pursuant to Section 106 of planning permission DA/12/01451/EQVAR.  Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
DA/15/00778/EQCHC	Submission of details relating to public transport plan pursuant to Section 106 of planning permission DA/12/01451/EQVAR.  Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
DA/15/00812/FUL	Erection of a rear conservatory.  8 Sweyne Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/15/00840/TPO	Application to fell 1 No. Sycamore tree (T1) and reduce crowns to suitable branches by removal of 4m (linear) all round, reduce crowns to approx. 4m and remove deadwood of 2 No. Lime trees (T1 & T2) subject to Tree Preservation Order No.4 1998 and remove deadwood of 1 No. Large Sycamore subject to Tree Preservation Order No.4 1999 and within Greenhithe Conservation Area.  The Warren, 29 High Street, Greenhithe.
OBSERVATIONS:	The Town Council request details as to why the 1 No. Sycamore tree (T1) is to be felled and trust that it is not purely for aesthetic reasons. Confirmation is also sought that that any felled trees within a Conservation Area will be replaced on a like for like basis.
DA/14/01344/FUL	Erection of 159 dwellings comprising 2 x 1 bed, 7 x 2 bed, 32 x 3 bed and 10 x 4 bed houses, 21 x 1 bed, 82 x 2 bed, 3 x 3 bed and 2 x 4 bed flats and 130 sqm of flexible commercial space, class A1, A2 and B1 uses together with the provision

	<p>of associated public realm and landscaping, parking and infrastructure works.</p> <p>Phase 2, Land at St Clements Way.</p>
<p>OBSERVATIONS:</p>	<p>The Town Council recommends refusal of this application and objects to this application as it would result in adding traffic to an area which already has an extremely high density of vehicular movement that increases dramatically at stages throughout the year (Christmas, Easter, school holidays etc.) and it is felt a development of this type would be unsustainable and would have a negative impact on the residents and visitors of the town.</p> <p>The application does not meet the density requirement/s of the Dartford Borough Council Local Plan and is unlikely to result in adequate provision of amenity space requirements of the Dartford Borough Council Adopted Core Plan.</p> <p>The Town Council feels that this application should be considered as a standalone application as it is replacing a previous proposal for a retail site in Phase 1 of the development.</p> <p>The Town Council feels that there are significant issues with the proposal as it has large blocks of flats all at one end that would be out of character with the visual appearance of the surrounding area which is largely semi-rural.</p> <p>The traffic system designed originally, user activated, was sufficient to meet the needs of Phase 1 of the development and now it is being suggested to add a large number of additional residential dwellings which would result in the traffic system being inadequate and would result in further disruption/delays and traffic issues in an area where there is very limited capacity.</p> <p>The current bus route on St Clements Way is not operating correctly therefore re-consideration and planning is required if this proposal were to be considered for approval and the Town Council would seek assurances that this would be the case.</p> <p>The Town Council feels that the proposal as it is presented would, by reason of its siting, overall bulk, design and appearance result in an overbearing impact on the surrounding area and would be out of character.</p>

*Having already declared a prejudicial interest Councillor P M Harman left the chamber and took no part in the discussion or decision of the following 2 applications.*

43/15-16. **PLANNING APPLICATIONS SUBMITTED BY KENT COUNTY COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/14/1259/R6,10,11	<p>Details of a Vehicle Route Management Plan – condition (6), Wheel Washing Facility – condition (10) and Surface Water Drainage Scheme – condition (11) of planning permission DA/14/1259.</p> <p>Land to the South of Manor Way, Swanscombe.</p>
OBSERVATIONS:	<p>Members strongly object to the application on the following grounds:</p> <p>Firstly, members strenuously oppose the application because they are seriously concerned about the environmental impact this site would have on the local area.</p> <p>Members also object to the application because it is in the vicinity of the proposed Paramount Resort and could interfere with the needs of the resort which could in turn prejudice the objective of achieving a vibrant mixed use development on Swanscombe Peninsula and is contrary to Policy CS6 of the Planning Authorities adopted Core Strategy.</p> <p>Members are also concerned about the Heavy Goods Vehicles (HGVs) that will to and from form the site and the need for them to be directed away from the town's inner roads. Members request that, if planning were to be granted, that a condition should be made on the operator to only utilise the main roads to the site and not use the town's inner roads. Operators generally employ contracting firms that would not necessarily follow road signage stating "no HGVs" etc and therefore unless KCC is to marshal all of these roads, it must be made an obligation on the contractor to keep to the proper routes if there is a chance that the operator could lose its licence.</p> <p>Members do not feel that the proposed location of the facility is sustainable, particularly as all materials delivered is to arrive by road.</p>

KCC/DA/0164/2015	Construction of wastewater treatment works and ancillary infrastructure to serve the development at Eastern Quarry.  Eastern Quarry Wastewater Treatment Works, Watling Road, Swanscombe.
OBSERVATIONS:	No observations.

44/15-16. **PLANNING APPLICATIONS SUBMITTED BY NEIGHBOURING AUTHORITIES FOR MEMBERS' OBSERVATIONS.**

1500510/FUL	Consultation on an application for the development of a waste-wood fuelled combined heat and power station to generate heat and energy from biomass, comprising: a main building that contains the fuel reception and storage area, gasification and oxidation area, the boiler, flue gas treatment facility, stack; a building containing steam turbine and water treatment facilities, control room, and staff facilities; an auxiliary boiler house and associated stack; air cooled condenser; steam offtake pipe; and associated ancillary buildings and infrastructure including external hardstanding for vehicle manoeuvring / parking, weighbridges, an electricity substation and transformers, generators and associated diesel tank, air blast coolers, fire break water tanks and associated pumping building, cycle / motorbike store, surface water and foul drainage infrastructure, landscaping, fencing and security gates within Thurrock Council.  Land Part Of Fiddlers Reach, Wouldham Road, Grays, Thurrock
OBSERVATIONS:	No observations.

**45/15-16. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/15/00464/FUL	Erection of a three storey side extension, single storey rear extension with new bay window to first floor.  20 Calcroft Avenue, Greenhithe.
DA/15/00480/OUT	Outline application for the erection of a detached building for Class B2 use (general industrial) together with ancillary hard standing.  Land between Galley Hill Road and Manor Way Business Park, Manor Way, Swanscombe.

**46/15-16. 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 respond to planning applications during the recess period.

There being no further business to transact, the Meeting closed at 7.50 pm.

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

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 25 JUNE 2015 at 7.00PM

**PRESENT:** Councillor B E Read – Chairman for the meeting  
Councillor Mrs A E D Barham  
Councillor Ms L M Cross  
Councillor Ms L M Hall  
Councillor J A Hayes  
Councillor Ms L C Howes  
Councillor D J Mote  
Councillor B R Parry

**ALSO PRESENT:** Graham Blew - Town Clerk  
Dan Usher – Senior Groundsman/Gardener

**ABSENT:** There were none.

92/15-16. **TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR (2015 – 2016).**

MOVED by Councillor B E Read and seconded by Councillor Ms L C Howes.

**Recommended:** That Councillor K G Basson be elected as Chairman for the forthcoming year (2015 – 2016).

93/15-16. **TO ELECT A VICE-CHAIRMAN FOR THE FORTHCOMING YEAR (2015 – 2016).**

MOVED by Councillor B E Read and seconded by Councillor B R Parry.

**Recommended:** That Councillor P M Harman be elected as vice-chairman for the forthcoming year (2015 – 2016).

94/15-16. **TO ELECT A CHAIRMAN FOR THE MEETING.**

MOVED by Councillor J A Hayes and seconded by Councillor B R Parry.

**Recommended:** That Councillor B E Read be elected as Chairman for the meeting.

95/15-16. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' K G Basson (other commitments), P M Harman (other commitments), Mrs M B Kelly (other commitments) and Mrs L D McFadden (other commitments).

**Recommended:** That the apologies for absence and reasons, as listed, be formally approved.

96/15-16. **SUBSTITUTES.**

There were none.

97/15-16. **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.*

98/15-16. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

99/15-16. **TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 9 APRIL 2015.**

**Recommended:** That the Minutes of the Meeting held on 9 April 2015 were approved and signed as a true record.

100/15-16. **SENIOR GROUNDSMAN/GARDENER'S REPORT.**

The Senior Groundsman/Gardener updated members on the work undertaken, by the Parks Department and also the work planned for the future which included:

Tree survey, Swanscombe Park, Manor Park, Broomfield. Heritage Park, Knockhall, Spring Vale, Saxon Court and equipment.

The Senior Groundsman/Gardener advised members that the rotary mower and the two cricket mowers were approaching the end of their useful life (all were over 10-15 years old) and that it was proving extremely difficult to repair them when they became faulty. After discussion it was agreed that the Senior Groundsman/Gardener investigate the possible cost for replacing the equipment and that the Responsible Financial Officer be consulted to ascertain what finances were available from the budget and the Financial Risk Assessments and that this be re-submitted to the Committee for further consideration.

**Recommended:** That the Senior Groundsman/Gardener investigate the possible cost for replacing the equipment and that the Responsible Financial Officer be consulted to ascertain what finances were available from the budget and the Financial Risk Assessments and that this be re-submitted to the Committee for further consideration.



**101/15-16. SURFACING IN BROOMFIELD PLAY AREA.**

Further to minute 520/14-15 members were provided with the 4 quotations that had been obtained.

Members discussed the quotations in detail and agreed that arrangements be made for the Chairman or Vice-Chairman to visit sites where the soft surfacing contained in the quotes had been used before. It was also agreed that the Senior Groundsman / Gardener contact the contractors to clarify the size of the areas required to be re-surfaced as the quotes were quite varied in size and that this then be re-submitted to the Committee.

**Recommended:** That arrangements be made for the Chairman or Vice-Chairman to visit sites where the soft surfacing contained in the quotes had been used before and that the Senior Groundsman / Gardener contact the contractors to clarify the size of the areas required to be re-surfaced and that this then be re-submitted to the Committee.

**102/15-16. PLANNED PLAY AREA SURFACING REPLACEMENT/UPGRADE.**

The Town Clerk reminded members of the advice contained in the annual Safety Inspection report and Members considered the quotations obtained for the works highlighted in the annual inspection report for Manor Park and Valley View.

**Recommended:** That the item be noted.

**103/15-16. FOOTBALL PITCH ALLOCATION.**

**Recommended:** That the football pitch allocations for 2015 – 2016, as detailed in the report, be agreed.

**104/15-16. REQUEST TO HOLD CHARITY FOOTBALL MATCH IN BROOMFIELD.**

Members considered the request and confirmed with the Senior Groundsman / Gardener that he had no objections, provided a mutually convenient date and time could be agreed (preferably early September).

Members asked that a condition of agreeing to the request should be that the organisers acknowledge the Councils assistance in enabling the event to be held.

**Recommended:** That the request be agreed subject to the above conditions.

**105/15-16. VEGETATION CLEARANCE FROM PROW – RAMBLERS ASSOCIATION.**

Members welcomed the information from the Ramblers Association regarding their availability to undertake some of the clearance work to supplement the KCC contractors work.

**Recommended:** That the item be noted.

**106/15-16. COMMUNITY CAFÉ – UPDATE.**

Further to the previous update, minute 416/14-15 members considered the figures regarding the takings from 2010/2011 to date.

**Recommended:** That the item be noted.

**107/15-16. ST PETER & ST PAULS CHURCHYARD WALL.**

Members were disappointed to see the damage caused to the wall by anti-social behaviour.

The Town Clerk informed members of the insurance company's comments regarding the fact that work that was necessary to be undertaken to ensure the damaged section was able to be repaired would not be covered by the Policy. Members were also informed of the probable cost implications to the council regarding the section/s of the wall that would require repair as a result of the ASB damage. Members were also updated on the Loss Adjustors inspection and the advice received from Rev. Hurley regarding obtaining a faculty from the Diocese.

After discussion members agreed to delegate the Town Clerk, in consultation with the Chairman, to resolve this matter as soon as it was possible to do so.

Members also requested that the Responsible Financial Officer investigate possible funding streams for the restoration of the remainder of the wall and that this be reported back to the Committee in the future.

**Recommended:** That the Town Clerk, in consultation with the Chairman, be delegated to resolve this matter as soon as it was possible to do so.

**108/15-16. WAR MEMORIAL ENHANCEMENT.**

Further to minute 31/15-16 the Committee considered the proposal of enhancing the War Memorial.

Councillor Ms L C Howes introduced the item and informed that the current memorial in Swanscombe Park was dedicated to the fallen but did not contain any names. The proposed enhancement would include both conflicts and not just the First World War and that it would need to be completed by 2018. The project would also need to factor in any

future maintenance of the memorial/enhancement. The Town Clerk advised that he had already contacted the War Memorials Trust to enquire about grants/funding but was not optimistic as the Trust funded the reinstatement of completely missing memorials or parts of memorials and not new features on war memorials which were not part of the original design.

Members agreed that Councillors' Ms L C Howes and R J Lees would investigate the practicalities of the project and report their findings back to the Committee for further consideration.

**Recommended:** That Councillors' Ms L C Howes and R J Lees would investigate the practicalities of the project and report their findings back to the Committee for further consideration.

109/15-16. **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.

There being no further business to transact, the Meeting closed at 8.00 pm.

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

This page is intentionally left blank

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at  
THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 11 JUNE 2015 at  
7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor R J Lees (Vice-Chairman)  
Councillor K G Basson  
Councillor Mrs S P Butterfill  
Councillor Ms L M Cross  
Councillor P M Harman  
Councillor Ms L C Howes  
Councillor B R Parry  
Councillor Mrs I A Read  
Councillor S J Ryan

**ALSO PRESENT:** Sara Stapleton – Responsible Financial Officer (RFO)

**ABSENT:** None

**47/15-16. TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR (2015 – 2016).**

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

**Recommended:** That Councillor B E Read be elected as Chairman for the forthcoming year (2015 – 2016).

**48/15-16. TO ELECT A VICE-CHAIRMAN FOR THE FORTHCOMING YEAR (2015 – 2016).**

MOVED by Councillor B E Read and seconded by Councillor K G Basson.

**Recommended:** That Councillor R J Lees be elected as Vice - Chairman for the forthcoming year (2015 – 2016).

**19/15-16. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted for Councillors' D J Mote (pre-election commitment) and Councillor K M Kelly (Dartford Borough Council meeting).

**50/15-16. SUBSTITUTES.**

There were none.

**51/15-16. 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.***

**52/15-16. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

The RFO advised members that it would be necessary to re-schedule the next meeting from Thursday 3 September 2015 to Thursday 10 September 2015 and that confirmation of this would be sent to all Members.

**53/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 12 MARCH 2015.**

**Recommended:** The Minutes of the meeting held on 12 March 2015 were confirmed and signed as a true record.

**54/15-16. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for March, April and May 2015.

Members asked that it be recorded that, as was normal practice, each page of the finance statements and accounts was scrutinised.

Members raised a query in relation to the PPL licences for the council's community halls and discussed whether this expenditure was calculated in the fees charged for hall hire.

Members queried whether there was still a need to provide a telephone line at the Heritage Community Hall and requested that the matter be referred to Recreation, Leisure and Amenities Committee for investigation.

Members also discussed the amount of the Mayoral allowance and whether it was sufficient for defraying the expenses incurred during the Mayor's year of office. Members also discussed whether the council should continue to host the annual civic reception and requested that the both matters be reviewed by the full council.

Councillor Ms L C Howes asked whether the council had considered installing solar panels on the council offices and requested that this be referred to the Recreation, Leisure and Amenities Committee for consideration. The RFO did advise that this had been looked into previously and would find the relevant information. However, she did recall that it was something that was not straightforward and did not necessarily provide any cost savings.

**Recommended:**

1. That the receipts and payments for March, April, May 2015, as per the annexed list be approved.
2. That when reviewing the hall hire charges during the Annual Estimate process, members to bear in

in mind that the expenditure incurred in the halls reflects the hire rates being charged.

3. That the Recreation, Leisure and Amenities Committee review the need for the telephone line at the Heritage Community Hall.
4. That the amount of mayoral allowance and the continuation of the civic reception be referred to full council for consideration.
5. That the Recreation, Leisure and Amenities Committee consider whether the council should install solar panels on the council offices building.

**55/15-16. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in April and May 2015. A large discussion took place on this item, as members found it difficult to approve the transfers without knowing the full detail, i.e. starting balances. It was agreed that this would be resolved by the member appointed to approve the bank reconciliations and the approval of the bank reconciliations be undertaken prior to the approval of the bank transfers.

**Recommended:** That the bank transfers undertaken in April and May be approved.

**56/15-16. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Summary of Accounts, balanced to 31 May 2015.

**Recommended:** That the details of the Summary of Accounts, balanced to 31 May 2015 be noted.

**57/15-16. MONTHLY BANK RECONCILIATIONS.**

In accordance with Financial Regulation 2.2 members were asked to appoint a member of the committee who was not a cheque signatory to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis and that the monthly bank reconciliations should be produced for the meeting.

**Recommended:** That Councillor K G Basson be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis.

**58/15-16. BANK MANDATE.**

Members were informed that due to a current issue with the existing mandate Councillors' Ms L M Cross and Mrs C K Openshaw would not be able to sign cheques until the new mandate had been completed.

**Recommended:** That the item be noted.

**59/15-16. FINAL FIGURES AGAINST PROBABLES FOR THE 2014 – 2015 FINANCIAL YEAR.**

Members received and considered the final figures against the probable figures for the 2014 – 2015 financial year.

**Recommended:** That the item be noted.

**60/15-16. INTERNAL AUDITOR'S REPORT FOR THE 2014 – 2015 FINANCIAL YEAR.**

Members considered the Internal Auditor's report and noted that the Council had been congratulated on maintaining a "very high standard" of record keeping. Members thanked Officers for their hard work which ensured that the council continued to maintain very high standards.

**Recommended:** That the item be noted and that the Town Clerk issue a statement on the council's website.

**61/15-16. SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972.**

Members discussed the revised Legal Topic Note produced by the National Association of Local Councils (NALC) regarding Section 137 of the Local Government Act 1972.

**Recommended:** That the item be noted.

**62/15-16. 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.

There being no further business, the Meeting closed at 8.10 pm.

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



MINUTES of the MEETING of the ALLOTMENTS & CEMETERIES SUB-COMMITTEE held  
at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on THURSDAY 18 JUNE  
2015 at 11.30 AM

**PRESENT:** Councillor R J Lees – Chairman for the meeting  
Councillor Mrs C K Openshaw  
Councillor B R Parry

**ALSO PRESENT:** Annie Littell – Allotment Association Treasurer  
Graham Read – Allotment Association  
Bill Pearson - Allotment Association  
Mr Hubble – Allotment Association  
Graham Blew – Town Clerk  
Sara Stapleton – Responsible Financial Officer

**ABSENT:** Councillor Mrs S P Butterfill.

**63/15-16. ELECTION OF CHAIRMAN FOR THE FORTHCOMING YEAR (2015 – 2016)**

MOVED by Councillor Mrs C K Openshaw and seconded by Councillor B R Parry.

**Recommended:**

That Councillor B E Read be elected as Chairman for the forthcoming year (2015 – 2016).

**64/15-16. VICE-CHAIRMAN FOR THE FORTHCOMING YEAR (2015 – 2016).**

MOVED by Councillor B R Parry and seconded by Councillor Mrs C K Openshaw.

**Recommended:**

That Councillor Mrs S P Butterfill be elected as vice-chairman for the forthcoming year (2015 – 2016).

**65/15-16. TO ELECT A CHAIRMAN FOR THE MEETING.**

MOVED by Councillor Mrs C K Openshaw and seconded by Councillor B R Parry.

**Recommended:**

That Councillor R J Lees be elected as Chairman for the meeting.

**66/15-16. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' J A Hayes and B R Read (unwell).

The Chairman and Vice – Chairman of the Allotment Association were unable to attend as they were both on holiday.

**Recommended:** That the apologies for absence and reasons, as listed, be formally approved.

67/15-16. **SUBSTITUTES.**

There were none.

68/15-16. **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.*

69/15-16. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

70/15-16. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 23 MARCH 2015.**

**Recommended:** That the Minutes of the Meeting held on 23 March 2015 be confirmed and signed as a true record.

71/15-16. **AGREEMENT BETWEEN SWANSCOMBE AND GREENHITHE TOWN COUNCIL AND THE SWANSCOMBE AND GREENHITHE ALLOTMENT AND GARDENS ASSOCIATION (FORMED NOVEMBER 2014).**

The Allotment Association had advised that they would be willing to take on the following responsibilities:

- Collecting the rent
- Sending letters to tenants who fail to keep their plot in good condition
- Keeping the Waiting List and allocating the plots

After discussion members agreed that the Town Clerk should be delegated to liaise with the Allotment Association in amending the Agreement and that this would need to be put back to the Sub-Committee for consideration and approval.

**Recommended:** That the Town Clerk be delegated to liaise with the Allotment Association in amending the Agreement and that this would need to be put back to the Sub-Committee for consideration and approval.

**72/15-16. DRAFT AGREEMENT FOR PLOT HOLDERS.**

The Town Clerk advised the meeting that the draft agreement had been composed using the Society of Local Council Clerks (SLCC) advice note regarding allotment tenancy agreements. The advice received from the Councils Solicitor regarding making membership of the Allotment Association a condition of hire was also confirmed.

**Recommended:** That the Town Clerk be delegated to liaise with the Allotment Association in amending the Draft Agreement for Plot Holders and that this would need to be put back to the Sub-Committee for consideration and approval.

**73/15-16. WATER SUPPLY AT CRAYLANDS LANE ALLOTMENTS.**

The Town Clerk confirmed that the supply had been installed recently and that 12 tap "keys" were available.

It was agreed that the Allotment holders would use a hose to fill up the water butts on the allotments and that this hose would be stored safely within the allotment site and would not be left located running from the tap to the allotment site.

Members agreed that there would be no charge, for the water supply, to the plot holders for the remainder of this year but that this matter be reviewed in time for the setting of fee charges next year.

**Recommended:** That there would be no charge, for the water supply, to the plot holders at Craylands Lane for the remainder of this year but that this matter be reviewed in time for the setting of fee charges next year.

**74/15-16. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor B R Parry and seconded by Councillor Mrs C K Openshaw;

RESOLVED:

That, under Section 100A(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information.

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

75/15-16. **ADMINISTRATION OF ALLOTMENT WAITING LIST.**

Members discussed the content of the Confidential email contained in the agenda and agreed that the Council had to ensure that plots were allocated in a fair and consistent manner and that the waiting list be maintained accordingly with the person at the top of the list being offered the next available plot.

After discussions regarding the confidential item had been completed the members of the Allotment Association returned to the meeting.

The Allotment Association informed the meeting that they had been looking at setting up a plot for community use for people with limited mobility and that Plot 15 Keary Road was the only plot on all the sites that was suitable for this and asked that the Council considered removing this plot from the waiting list.

After discussion members agreed to this request, free of charge, for an initial period of 3 months at which time the Allotment Association were to contact the Council to update them on the situation regarding Plot 15 Keary Road.

The Allotment Association confirmed that they would continue to allocate vacant plots in the usual manner i.e. the person at the top of the waiting list being offered and shown the next available plot.

**Recommended:**

- 1 That Plot 15 Keary Road, being the only plot on all the sites that was suitable for the use detailed above, be withdrawn from the waiting list for a period of 3 months at which time the Allotment Association were to contact the Council to update them.
- 2 That the Allotment Association has confirmed that they would continue to allocate vacant plots in the usual manner i.e. the person at the top of the waiting list being offered and shown the next available plot.

There being no further business to transact, the Meeting closed at 12.45 pm.

Signed \_\_\_\_\_  
Chairman Date

MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 24 JUNE 2015 at 7.00 PM

**PRESENT:** Councillor Ms L M Cross – (Vice-Chairman)  
Councillor Mrs A E D Barham – substituting for Councillor B E Read  
Councillor Mrs S P Butterfill  
Councillor Mrs C K Openshaw  
Councillor B R Parry

**ALSO PRESENT:** Sara Stapleton, Responsible Financial Officer (RFO)  
PC Robert Payne, Kent Police for Swanscombe, Greenhithe and Stone  
PS Siobhan Rowe, Kent Police, Dartford North Supervisor  
Christine Bates, KCC Community Warden for Stone and Greenhithe  
Steve Taylor, KCC Community Warden Supervisor for the Dartford and Gravesham District  
2 x members of the public

**ABSENT:** Councillor A S Reach

76/15-16. **TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR (2015 – 2016).**

**Recommended:**

That Councillor B E Read be elected as Chairman for the forthcoming year (2015 – 2016).

77/15-16. **TO ELECT A VICE-CHAIRMAN FOR THE FORTHCOMING YEAR (2015 – 2016).**

**Recommended:**

That Councillor Ms L M Cross be elected as Vice-Chairman for the forthcoming year (2015 – 2016).

78/15-165. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' P M Harman (other commitments), Mrs M B Kelly (other commitments) and B E Read (unwell).

**Recommended:** That the apologies for absence and reasons, as listed, be formally approved.

79/15-16. **SUBSTITUTES.**

Councillor Mrs A E D Barham substituted for Councillor B E Read.

80/15-16. **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 P Scanlan queried Kent Police on the Criminal Compensation Claim and why he was not made aware of it after his recent assault and asked that the Police ensure that all victims of crime are made told about this compensation scheme.

81/15-16. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

82/14-16. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 28 JANUARY 2015.**

**Recommended:** That the Minutes of the Meeting held on 28 January 2015 be confirmed and signed as a true record.

The order of the agenda was changed to allow the KCC Community Warden Supervisor for the Dartford and Gravesham District to provide his report as he could not attend the whole meeting.

83/15-16. **KCC COMMUNITY WARDENS REPORT.**

KCC Community Warden Supervisor for the Dartford and Gravesham District, Steve Taylor, firstly confirmed to members that unfortunately, KCC Community Warden, Billy Unsworth, had broken his hand and would therefore be off-sick for the next 6 – 8 weeks.

He then provided members with an update on the Volunteer Community Warden Scheme that Swanscombe and Greenhithe Town Council had requested to be considered for and confirmed that he was hopeful that Swanscombe and Greenhithe would be included as a pilot area for the scheme. The volunteers would support and enhance the existing wardens. They would work a minimum of 8 and a maximum of 20 hours per week. KCC were currently recruiting for the posts and it was hoped that following successful completion of training, they would be ready to start late August/early September. If insufficient wardens were employed, a further recruitment campaign would take place later in the year.

Christine Bates, KCC Community Warden for Stone and Greenhithe provided members with an update on matters that she had been dealing with since the last meeting. The items were the same as Police and she advised that she was attending the CSU unit at DBC twice a week. She advised that she had been working closely with the Church in Greenhithe and had been involved with free-micro-chipping of dogs at Asda, Greenhithe, which had been really well attended. She confirmed that the multi-agencies were working closely which was having a positive impact.

**Recommended:** That the KCC Community Wardens be thanked for providing their reports and that the reports be noted.

84/15-16. **TOWN COUNCIL'S PROBLEM LOG.**

Members were provided with a copy of the incidents reported to the Town Council since the last meeting. Members were reminded that the Town Council should be made aware of any incidents reported to the police, in order for them to be added to the problem log. The RFO advised that the problem log was emailed monthly to the CSU at DBC and also to the Police. Councillor Mrs S P Butterfill wished it to be recognised the good work of the police following a recent incident of crime that she had suffered.

**Recommended:** That the problem log be noted.

85/15-16. **BEAT OFFICER AND POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.**

PC Payne updated members with the current police staffing for Swanscombe and Greenhithe, which included himself, PS Rowe, PCSO Coomber for Swanscombe and PCSO Hailey for Greenhithe.

He gave an overview of items that he and his team had been dealing with.

Car Parks, Greenhithe – There had been reports of a vehicle stopping at a number of locations and possible drug taking. Local PCSOs and Officers have patrolled the areas highlighted by the community. Officers had located a vehicle in Eagles Road car park and a male who disclosed he used Cannabis at the location in the past. The individual was warned about the ramifications of such behaviour. No more reports received.

Crossways Car parks. Two vehicles located, one male being issued a cannabis warning and one male arrested for possession of a class B drug.

Ingress Park, Greenhithe – The local PCSOs have been proactively patrolling around the Ingress park including around the Abbey and surrounding walkways after reports of youths gathering and allegations of drug taking. Three youths seen in the alcove leading up to the rear of the Abbey. Strong smell of cannabis in the area. The youths admitted to smoking cannabis and handed over two grinders voluntarily. PC Payne had stopped the same group of youths at the location and although there was no evidence of drug taking there was a quantity of litter at the location. The youths were spoken to and made to clean the area of litter before being walked off site.

Heritage Park, Swanscombe - A number of reports had been made of off road bikes again at the location. Officers have increased patrolling and have issued Section 59 warns to a number of vehicles when they have been located. This was an on-going issue at the location at certain times of the year. The local team would robustly deal with offenders but without the ingress and exits being altered to stop the bikes in the first place the problem would remain. All entrances to the site were large enough for motorbikes to get through. The Local team had made a bid for the Kent

Police Off Road bike team to patrol the area. The RFO confirmed that a lot of research had gone into the type of gates that were installed at the site to ensure that they were anti-motorcycle but could also be accessed by pushchair and wheelchair users.

Fires had also been reported at the Heritage Park. This was believed to be local youths and was something that was difficult to deal with due to the nature of the offending- i.e. lack of sufficient evidence of suspects to pursue prosecutions.

Vehicle offences – PC Payne had seized a vehicle for no insurance, causing an obstruction and believed to be used in a crime in Swanscombe. The suspected driver had been reported for summons for the offences.

PC Payne was also investigating a number of other individuals for driving without insurance and licences in Swanscombe.

PC Payne was also investigating an incident where a Police vehicle was deliberately rammed in Swanscombe by another vehicle causing injury to two Officers. PCSO Coomber seized a vehicle in Greenhithe which was used in crime at Bluewater.

Community Assistance/Engagement – PC Payne was pleased to announce that the Police were receiving more calls from the community in relation to issues and concerns. This was of paramount importance for Community Policing. This did not mean that there were more incidents/issues, in fact crime figures were falling according to the stats included later in the agenda, but the Police were receiving more information on issues before crimes took place which allowed the local team to focus their attention on preventative policing.

The Local team were also regulars at the Greenhithe Community Café and Adsa and were looking to increase their surgeries within the two wards. PC Payne had been engaging with a number of individuals that had come to the team's attention and had organised places on a mechanics course with the possibility of work experience. Members discussed this mechanics course and requested that PC Payne send details to the Town Clerk for the full council to consider whether they wished to fund this project in the future.

The team were looking to arrange another targeted operation with partner agencies in Swanscombe and Greenhithe. Once a date had been identified the town council would be informed.

Miscellaneous - PC Payne was utilising a number of ways to deal with prolific offenders of anti-social behaviour that resided within the town. A meeting had been set up with DBC Housing Officers to discuss powers and breaches of tenancy guidelines. If individuals were persistently offending around their properties, then PC Payne would request that their tenancy be looked at in relation to whether they had breached their tenancy or whether the new anti-social behaviour powers could be used.



**Recommended:** That PC Payne and PS Rowe be thanked for their report and attending the meeting and that the full Council consider whether they wished to fund the mechanics project in the future.

86/15-16. **DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE – MAY 2014 – APRIL 2015.**

This item had been requested to be placed on the agenda for Members consideration. PC Payne made comment that the figures for anti-social behaviour looked high and confirmed that it was difficult to crime anti-social behaviour and this figure contained every single report of information.

**Recommended:** That the item be noted.

87/15-16. **ANTI-SOCIAL BEHAVIOUR VIA DARTFORD BOROUGH COUNCIL, DARTFORD HOUSING SERVICES (DHS).**

David Edie, Senior Housing Officer, Dartford Housing Services (DHS) attended the meeting. He confirmed that DHS and the Police continued to work well together. In terms of problems in Swanscombe and Greenhithe, at the current time, most issues were relatively contained and under control. He confirmed that there was an injunction at Gunn Road, but overall the area was quieter. The Gunn Road community garden project had worked well. A refuge area had been set on fire and discussions were being held as to how this could be dealt with. He had prepared a new Anti-social Behaviour Policy for DBC that took into account the new anti-social behaviour powers. He also advised that DBC was using new software to record anti-social behaviour which was being used across several different departments and it was working very well. It provided DBC with statistics which helped to focus on areas of concern within the Borough. There were other issues in relation to vehicles parking inappropriately and DBC also hoped to introduce a Pets Policy in order to tackle issues concerning dogs misbehaving and dogs fouling etc. He confirmed that DBC intended on holding a training session for councillors so that they had an understanding of the new anti-social behaviour powers and confirmed that they applied to private properties as well as council housing.

**Recommended:** That the DHS Officer be thanked for attending the meeting and providing an update report.

88/15-16. **DARTFORD BOROUGH COUNCIL (DBC) – MULTI AGENCY MEETINGS.**

The DHS Officer confirmed that these meetings were no longer taking place and it was agreed that this item be removed from future agendas.

**Recommended:** That the item be removed from future agendas.

89/15-16. **CRIME AND DISORDER (OVERVIEW AND SCRUTINY) COMMITTEE (DARTFORD BOROUGH COUNCIL (DBC)).**

Members received the minutes of the 11 February 2015 meeting, including a copy of the presentation made by the Chief of Staff and the Deputy Chief Constable.

**Recommended:** That the item be noted.

90/15-16. **DATE OF THE NEXT MEETING.**

**Recommended:** That the next meeting be held on Wednesday 30 September 2015 at 7.00pm, unless there was a requirement to call a meeting earlier and that the RFO, when dispatching the agendas to the outside representatives, also asks them to confirm their attendance.

91/15-16. **EXCLUSION OF THE PRESS AND PUBLIC.**

There were no confidential items to discuss.

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

Signed \_\_\_\_\_  
Chairman Date