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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## SUMMONS & AGENDA

**A Meeting of the Swanscombe and  
Greenhithe Town Council will be held  
on**

**Thursday 15 December 2016 at 7.00pm**

**at: The Council Offices, The Grove, Swanscombe, DA10 0GA.**

**Graham Blew  
Town Clerk**

Dated: 9 December 2016

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.

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## A G E N D A

### A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive apologies for absence.
2. Declarations of interest in items on the Agenda.

***At the Chairman's discretion the meeting will be adjourned at this point to accept questions from the public.***

3. To approve the Minutes of the Meeting held on 13 October and the Special Meeting held on 20 October 2016 July 2016 (p).
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).
5. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p):**
  - Planning, Major Developments, Transportation & the Environment Committee – 19 October, 9 November and 30 November 2016.
  - Recreation, Leisure & Amenities Committee – 24 November 2016.
  - Finance & General Purposes Committee – 3 November 2016.
  - Heritage Park / Skull Site Sub-Committee – 25 October and 22 November 2016.
  - Regeneration & Quality Sub-Committee – 17 October and 30 November 2016.

#### 6. INFORMATION SECURITY POLICY (p).

Members are asked to consider adopting the attached draft policy which will form part of the overall Publication Scheme of the Town Council.

**Recommended:** That the Information Security Policy be adopted.

#### 7. DOCUMENT RETENTION POLICY (p).

Members are asked to consider adopting the attached draft policy which will form part of the overall Publication Scheme of the Town Council.

**Recommended:** That the Document Retention Policy be adopted.

#### 8. DATA PROTECTION POLICY (p).

Members are asked to consider adopting the attached draft policy which will form part of the overall Publication Scheme of the Town Council.

**Recommended:** That the Data Protection Policy be adopted.

**9. SCHEDULE OF CHARGES (included in PUBLICATION SCHEME) (p).**

Members are asked to agree to the Schedule of Charges which are included in the Publication Scheme (last page).

**Recommended:** That the Schedule of Charges be agreed.

**10. PUBLICATION SCHEME (p).**

The attached Publication Scheme has been drafted using the Information Commissioner's Office (ICO) model and may be adopted without modification and will be valid until further notice. The Scheme commits an authority to make information available to the public as part of its normal business activities including the following classes of information:-

Who we are and what we do; what we spend and how we spend it; what our priorities are and how we are doing; how we make decisions; our policies and procedures; lists and registers; the services we offer.

*Nb.*

*The Regeneration & Quality Sub-Committee recently agreed (minute 220-/16-17) that the Town Council registers and applies for accreditation under the Local Councils Award Scheme (in 2017-2018) and part of the criteria required to be met is the publication of a Publication Scheme.*

**Recommended:** That the Publication Scheme be adopted.

**11. ACTION PLAN 2017 – 2018 (p).**

Members are asked to consider adopting the attached Action Plan, for the 2017 – 2018 year, which has been drafted and includes a list of the council's objectives, financial year actions, ongoing actions and future actions for consideration. If adopted this Action Plan will continue and be updated each year .

*Nb.*

*The Regeneration & Quality Sub-Committee recently agreed (minute 220-/16-17) that the Town Council registers and applies for accreditation under the Local Councils Award Scheme (in 2017-2018) and part of the criteria required to be met is the publication of an Action Plan.*

**Recommended:** That the Action Plan be adopted.

**12. COMMITTEE AND SUB-COMMITTEE MEMBERSHIPS (p).**

Further to minute 206/16-17 the attached correspondence was received from Councillor Mrs S P Butterfill regarding amending the membership of both the PTE and RLA Committees and the ASB & Crime Sub-Committees.

In addition to this Councillor P C Harris has stepped down from the Heritage Park / Skull Site Sub-Committee which leaves a vacancy to be filled.

**Recommended:** To agree, as per Standing Order 23 c), the memberships of the RLA and PTE Committees and the ASB & Crime Sub-Committee and the Heritage Park/Skull Site Sub-Committee.

**13. APPOINTMENT TO OUTSIDE BODY – COMMUNITY YOUTH WORKER SWANSCOMBE AND GREENHITHE (p).**

Further to minute 218/16-17 the Director of Strategy and Implementation, Diocese of Rochester has written seeking details of the Town Councils representative on the Steering Group for the project.

**Recommended:** To appoint a Town Council representative to the Steering Group for this project.

**14. GARAGE AREA AT GILBERT CLOSE – NEW BURIAL GROUND ALLOTMENTS (p).**

The attached correspondence has been received from the Head of Housing, Dartford Borough Council, outlining their proposals for securing the garage area at Gilbert Close, along with the reasons this is necessary. This correspondence was originally sent to the borough Councillors for Swanscombe.

With the authors consent this information has been forwarded to the Swanscombe and Greenhithe Allotment and Gardens Association Committee so they are fully aware.

Other than having an additional key it is not envisaged that the proposal from Dartford Borough Council will have any adverse effect on the allotment holders.

Dartford Borough Council have confirmed that the proposed gate will allow vehicular access and that the allotment holders will be included in the talks with local residents.

**Recommended:** To note.

**15. PAVILION – REQUEST TO REPLACE FLOORING IN MAIN HALL (p).**

As per section 4.9.1 of the Lease the Pavilion have submitted the attached request to replace the flooring in the main hall.

**Recommended:** To discuss and advise accordingly.

**16. KENT COUNTY COUNCIL COMMUNITY WARDEN VOLUNTEER SUPPORT WARDEN SCHEME (p).**

Further to minute 576/15-16 the Chief Executive of Kent Association of Local Councils (KALC) has written advising that Kent County Council (KCC) has agreed to offer the Scheme to all Local Councils in Kent.

Members will recall that the Town Council took part in the pilot for this Scheme with Volunteer Wardens being allocated to both Swanscombe and Greenhithe (x2) in March

2016. Unfortunately this was not a success with the Volunteer Warden for Swanscombe leaving in September 2016 and not being replaced and the Volunteer Warden in Greenhithe not being seen since June 2016.

**Recommended:** To discuss and advise accordingly.

**17. SURPLUS LAND DECLARATION REQUEST FOR LAND AT STATION ROAD, GREENHITHE (ADJACENT TO 4 RIVERVIEW ROAD) – KENT COUNTY COUNCIL (p).**

The Senior Highway Definition Officer, KCC has submitted the attached retrospective consultation regarding the area of land indicated.

**Recommended:** To discuss and advise accordingly.

**18. KALC COMMUNITY AWARDS SCHEME (p).**

KALC have supplied details of the 2017 KALC Community Awards Scheme (attached).

Nb.

The Town Council did not previously adopt the KALC Community Awards Scheme as it was beginning its own Recognition Award Scheme and was thought not appropriate/required.

**Recommended:** To discuss and advise accordingly.

**19. PAVILION – UPDATE (p).**

Further to minute 410-15/16 the Pavilion Working Group (which includes the Chairmen of the 3 main Committees) recommended both Short and Long Term Plans for the facility to the Recreation, Leisure & Amenities Committee who agreed and endorsed these at its meeting on 24 November 2016, minute 286/16-17.

Nb.

Members will all have previously received the confidential notes with the papers for the RLA meeting.

**Recommended:** To note.

## 20. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Town Clerk	KALC Introducing Allotment Law and Management to Local Councils – Faversham	8 December 2016
Town Clerk	KALC Media and Communications Conference – East Malling	19 January 2017
Town Clerk	SLCC South East Regional Roadshow – Uckfield	5 April 2017
Councillors' Mrs A E D Barham, Ms L M Cross, D J Mote, B R Parry, B E Read, Mrs I A Read.	Budget/Precept Financial Briefing – Internal	5 December 2016.

**Recommended:** To note.

## 21. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS (p).

Please find attached for your information the November 2016 issue of the Parish News.

**Recommended:** To note.

## 22. MEMBERS SUGGESTIONS FOR 2017 – 2018 ESTIMATES (p).

As Members are aware, Officers begun work on the estimates for 2017 – 2018 earlier in the year and members were first asked for any suggestions in July (minute 122/16-17), with an agreed deadline of 31 August 2016. Full Council then considered the proposals submitted at its meeting on 13 October 2016 (minute 199/16-17) and agreed those it wished to take forward.

Attached are the proposals taken forward along with the final cost implications. Each of these costs has been factored into the draft Annual Estimates that members will be considering under item 24 (Draft Estimates 2017 – 2018).

**Recommended:** To agree the proposals as detailed.

**23. FINANCIAL RISK ASSESSMENT & LONG TERM MAINTENANCE (p).**

Members are asked to consider and endorse the Financial Risk Assessment and Long Term Maintenance figures going into 2017-18. These figures form part of the draft Annual Estimates that members will be considering under item 24.

To assist members in understanding the basis for these figures the notes from the FRA Working Group meetings on 25 October 2016 and 22 November 2016 are attached.

**Recommended:** To consider, and approve, the FRA's for inclusion in the Estimates for 2017 – 2018.

**24. DRAFT ESTIMATES 2017 – 18 (p).**

Please find attached the Draft Annual Estimates 2017 - 2018 for members' information at this stage.

The RFO, in consultation with the Chairman of the Finance and General Purposes Committee (FGP), will be reviewing these drafts over the festive period and the final copies will be submitted to the FGP on 12 January 2017 to be agreed; the agreed figures then being submitted to the Special Town Council meeting held directly after the FGP meeting on 12 January 2017 as this is required to set the Council Tax Rate for Band D.

**Recommended:** That the contents of the Draft Estimates and forecasts be noted and considered by all members ahead of the final figures being provided to the Finance & General Purposes Committee and full Council on 12 January 2017 for endorsement.

**25. THANK YOU TO PREVIOUS TOWN MAYOR – COUNCILLOR P M HARMAN (p).**

The Head of Fundraising and Voluntary Services, little buds fund, has written thanking the previous Town Mayor for the donation received from the funds raised during his civic year.

**Recommended:** To note.

**26. CRAYTOTS PRE-SCHOOL – CEASING OPERATING (p).**

We received a phone message on 7 December 2016 from Craytots Pre-School advising that they would stop operating with a last day being 16 December 2016.

**Recommended:** To note.

## **27. REPORTS OF OUTSIDE REPRESENTATIVES.**

This provides an opportunity for Members' appointed as representatives on outside bodies to provide a report at the Meeting.

### **27.1 Community Liaison Group – London Paramount (CLG)**

Councillor B R Parry is the Town Council's representative on the CLG. As previously agreed the agenda and minutes for the 4 October 2016 meeting, including the minutes from the 21 July 2016 meeting are available in the Chamber for inspection.

### **27.2 Kent Association of Local Councils – Dartford Area Committee (KALCDAC)**

Councillor R J Lees and the Town Clerk are the Town Council's representatives on KALCDAC. As previously agreed the minutes from the 4 October 2016 meeting are available in the Chamber for inspection.

### **27.3 Bluewater Forum (BF)**

The Town Mayor or agreed substitute is the Town Council representatives on BF. As previously agreed the agenda and minutes of the 24 November 2016 meeting are available in the Chamber for inspection.

### **27.4 Elders Forum - Dartford Borough Council (EF)**

Councillor Ms L C Howes is the Town Council's representatives on the EF. As previously agreed the agenda for the 27 October 2016 meeting is available in the Chamber for inspection.

### **27.5 Ingress Park (Greenhithe) Management Limited (IPGM).**

Councillor P M Harman and Mr P C Harris are the Council's representatives on IPGM. IPGM have indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

## **28. REPORT FROM KENT COUNTY COUNCILLOR.**

This item gives Kent County Councillor for Swanscombe and Greenhithe, Mr Peter M Harman the opportunity to submit a verbal report on relevant news or issues from Kent County Council.

## **29. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

This item gives the 6 Dartford Borough Councillors representing Swanscombe and Greenhithe the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

## **30. SEALING OF DOCUMENTS.**

There are none.

## **31. TOWN MAYOR'S ANNOUNCEMENTS.**



## 32. QUESTIONS.

Please note that questions do not form part of the Meeting. They are merely the opportunity for Members to exchange information.

### INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 200, October, Issue 201, November 2016, Issue 202, December 2016.
- The Clerk Magazine, Society of Local Council Clerks, No.5, November 2016.
- LCR, Magazine of the National Association of Local Councils – winter 2016.

**After the meeting Local Historian, Christoph Bull has kindly agreed to give a short dramatic reading entitled “Reverend Stanley Morgan Returns”, about his life and time as a Councillor.**

**Members, and their spouses / partners, are cordially invited to join the Town Mayor for Christmas refreshments after the Meeting.**

