



© 2009

SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 16 October 2014 at 7.00pm

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

Graham Blew

**Graham Blew
Town Clerk**

Dated: 9 October 2014

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA
Tel: (01322) 385513 Fax: (01322) 385849

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 10 July 2014.
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:**
 - Planning, Major Developments, Transportation & the Environment Committee – 10 September 2014 and 1 October 2014.
 - Recreation, Leisure & Amenities Committee – 25 September 2014.
 - Finance & General Purposes Committee – 4 September 2014.
 - Anti-Social Behaviour & Crime Sub-Committee – 2 July 2014.
 - Personnel Committee – 10 July 2014.
 - Allotments & Cemeteries Sub-Committee – 10 July 2014 and 18 September 2014.
6. **TO NOTE DETAILS OF DCLG 'OPEN AND ACCOUNTABLE LOCAL GOVERNMENT' IN RESPECT OF PRESS AND PUBLIC ATTENDANCE AND REPORTING OF LOCAL GOVERNMENT MEETING & TO RESOLVE COUNCIL POLICY REGARDING RECORDING OF COUNCIL MEETINGS INCLUDING AMENDMENT OF COUNCIL STANDING ORDERS (p).**

There have been changes made, as per the attached, by the introduction of the Openness of Local Government Bodies Regulations 2014 (DCLG). These changes require the Town Council to agree a new policy (attached as Appendix A) and subsequently amend its current Standing Orders as indicated (attached as Appendix B).

Recommended:

- 1 That the changes to the rules on the recording, filming, photographing and broadcasting of Council meetings introduced by the Openness of Local Government Bodies Regulations 2014, be noted.
- 2 That the policy on the recording, filming, photographing and broadcasting of Council meetings, attached at Appendix A to the report, be agreed.

- 3 That the amendments to Standing Orders, as outlined at Appendix B, be agreed.

7. DISPENSATION – THE PAVILION (p).

The Council's representatives on the Pavilion Committee recently changed with Councillor P M Harman being replaced by Councillor Ms L M Cross (*Councillor J A Hayes and R J Lees make up the other 2 Town Council representatives*).

Currently all Members have dispensation except the 3 members that are Town Council representatives on The Pavilion Committee, therefore dispensation now needs to be granted to Councillor P M Harman and removed from Councillor Ms L M Cross. To ensure clarity and to keep everything up to date members are also asked to grant/confirm dispensation for the remaining 16 members who are not Town Council representatives on The Pavilion Committee.

Recommended: That dispensation be granted to Councillor P M Harman and the remaining 16 members who are not Town Council representatives on The Pavilion Committee and dispensation removed from Councillor Ms L M Cross.

8. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) 2014 – 2015(p).

Further to minutes 115/14-15 and 474/14-15, confirmation has been received from the Leader of Dartford Borough Council, Councillor Jeremy Kite MBE, that both the applications submitted by the Town Clerk have been approved and the full amounts applied for awarded.

* Members need to begin thinking of suitable projects for next year's bid.

Recommended: To note.

9. SWANSCOMBE AND GREENHITHE TOWN COUNCIL RECOGNITION AWARD – PROPOSAL (p).

The Town Mayor has asked that members consider the introduction of a Swanscombe and Greenhithe Town Council Recognition Award. The attached report outlines the idea behind the proposal.

Recommended: To discuss and advise accordingly.

10. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – COMMUNITY AWARDS SCHEME 2015 (p).

The attached information has been received regarding the KALC Community Awards Scheme and members are asked to consider whether the Town Council wishes to adopt the 2015 Scheme.

Recommended: To discuss and advise accordingly.

11. AMENDMENT TO TOWN COUNCIL'S COMMUNITY ENGAGEMENT STRATEGY (p).

Further to minute 181/14-15 the attached amendment to the Town Council's Community Engagement Strategy is required.

Recommended: To endorse the amendment to the Town Council's Community Engagement Strategy as detailed.

12. LETTER OF THANKS FROM THE DARTFORD CITIZENS ADVICE BUREAU (CAB) (p).

Further to the Town Council awarding the CAB Outreach Service at St Marys Church Greenhithe funding the attached letter of thanks has been received.

Recommended: To note.

13. LETTERS OF THANKS FOR FUNDING FROM WALK TALL AND THE ELLENOR LIONS HOSPICE TO PREVIOUS TOWN MA YOR, CLLR MS L M CROSS (p).

The attached letters of thanks have been received from organisations awarded funding from the proceeds of the previous Town Mayors Charity Fund.

Recommended: To note.

14. INSURANCE CLAIM/S – UPDATE.

The following claim/s has now been settled:-

- Claim Ref: 27140000044 – storm damage (trees, tarmac and fence in Swanscombe Park).

This claim incurred a £250.00 excess.

Recommended: To note

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

Please find attached for your information, September 2014 issue of the Parish News.

Recommended: To note.

16. STAFF / MEMBER TRAINING – UPDATE.

The Town Mayor and Councillor Ms L C Howes attended the launch of Kent's first Community Transport Forum in 14 August 2014.

Recommended: To note.

17. REPORTS OF OUTSIDE REPRESENTATIVES.

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

17.1 Dartford Youth Advisory Group (DYAG)

Councillor Ms L C Howes is the Town Council's representative on the DYAG. As previously agreed the minutes for the 10 July 2014 meeting are available in the Chamber for inspection.

17.2 Borough and Parish Councils Forum (BPCF)

The Town Mayor and the Town Clerk are the Town Council's representatives on BPCF. As previously agreed the agenda for the 7 October 2014 meeting is available in the Chamber for inspection.

17.3 Greenhithe Community Association (GCA)

Councillors' Mrs S P Butterfill and B R Parry are the Town Council representatives on GCA. As previously agreed the agenda for the 9 September 2014 meeting, including the minutes from the 20 May 2014 meeting are available in the Chamber for inspection.

17.4 Bluewater Forum (BF)

The Town Mayor, or agreed substitute, is the Town Council representative on the BF. As previously agreed details of the 25 September 2014 meeting are available in the Chamber for inspection.

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

Councillor R J Lees and the Town Clerk are the Town Council's representatives on the KALCDAC. As previously agreed the agenda for the 18 September 2014 meeting including the minutes from the 5 June 2014 meeting are available in the Chamber for inspection.

17.6 Advice Service Dartford Partnership (ASDP)

The Town Mayor and the Town Clerk attended the Citizens Advice Bureau (CAB) Annual General Meeting on 23 September 2014.

17.7 Ingress Park (Greenhithe) Management Limited (IPGM).

Councillors' P M Harman and 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.

18. 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.

19. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

20. SEALING OF DOCUMENTS.

There are none.

21. TOWN MAYOR'S ANNOUNCEMENTS.

22. QUESTIONS.

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

23. EXCLUSION OF THE PRESS AND PUBLIC.

TO RESOLVE: 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.

24. RIGHT OF ACCESS TO REAR OF HERITAGE COMMUNITY HALL AND CRAYLANDS LANE ALLOTMENTS – UPDATE (p).

Please see the attached confidential report.

Recommended: To note the current situation and to discuss and advise accordingly.

25. PAVILION – UPDATE AND REQUEST TO INSTALL NOTICE BOARD OUTSIDE SQUASH COURTS (p).

The attached request has been received from The Pavilion.

Recommended: To discuss and advise accordingly.

INFORMATION IN THE OFFICE.

- Local Councils Update – Issues 175 (July 2014), 176 (August 2014), 177 (September 2014) and 178 (October 2014).
- LCR, The Voice of Local Councils – autumn 2014.
- Rural News (Action with Communities in Rural Kent) – Issue 139.
- Oast to Coast – autumn 2014.
- The Clerk Magazine (Society of Local Council Clerks (SLCC)) – July 2014, Vol.45 No.4 and September 2014, Vol.45 No.5.
- Clerks and Councils Direct July 2014, Issue 94 and September 2014, Issue95.