



© 2009

SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 17 October 2013 at 7.00pm

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

Graham Blew
Town Clerk

Dated: 11 October 2013

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. COUNCILLOR L J BOBBY.

Members are asked to stand for a minutes silence in respect of Councillor L J Bobby who passed away on 18 September 2013.

2. To receive apologies for absence.
3. 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.

4. To approve the Minutes of the Meeting held on 10 July 2013.
5. 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*).

6. TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE:

- Planning, Major Developments, Transportation & the Environment Committee – 11 September 2013.
- Recreation, Leisure & Amenities Committee – 26 September 2013.
- Finance & General Purposes Committee – 5 September 2013.
- Anti-Social Behaviour & Crime Sub-Committee – 18 September 2013.

7. VACANCIES ON COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS.

There is currently a vacancy able to be filled on each of the following Committees, Sub-Committee and Working Group:-

- Recreation, Leisure & Amenities Committee
- Planning, Major Developments, Transportation & the Environment Committee
- Regeneration & Quality Sub – Committee
- Financial Risk Assessment Working Group

Members previously agreed, minute 337/12-13, for vacancies to be considered once all the recent co-options had taken place.

Recommended: That the vacancies, as listed, be filled.

8. BANK SIGNATORIES – VACANCY.

There is currently a vacancy for a member on the Town Council's Bank Signatories. Members are asked to consider filling this position.

Recommended: That a member be selected to fill the vacancy on the Town Council's Bank Signatories.

9. LAND AT KNOCKHALL ROAD (EMPIRE BOWLS) – LANDHOLD CAPITAL.

Further to minutes 141/13-14 (PTE 11 September 2013), members are asked to consider and agree, in principle at this stage, the 2 possibilities highlighted in the developers letter, dated 4 September 2013. The draft figures for the costs that the Town Council propose would need to be met for the ground maintenance (for 1 year and 20 years) are also attached and would need to be formally agreed by members as a starting point for any negotiations with the developer.

Recommended:

1. That, at this stage, the 2 possibilities contained in the developers letter be agreed in principle.
2. That the Town Clerk, in consultation with the Chairmen of Planning, Major Developments, Transportation & the Environment Committee, Finance and General Purposes Committee and Recreation, Leisure & Amenities Committees, be delegated to enter into negotiations with the developer over the possibility of taking on maintenance of the open space at the site.
3. That the draft figures attached to the report be used as a starting point for any negotiations with the developer.

10. EXTERNAL AUDITOR CERTIFICATE AND OPINION 2012 – 2013.

The external auditor, PKF Littlejohn LLP, has supplied the council with their certificate for the audit of the annual return for the year ended 31 March 2013 and have stated that *"no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."*

Recommended: To note.

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

Please find attached for your information, issue 371 (August 2013) of the Parish News.

Recommended: To note.

12. DARTFORD ASSOCIATION OF PARISH & TOWN COUNCILLORS (DAPTC) – NOW THE BOROUGH AND PARISH FORUM (BPCF).

The DAPTC has been formally dissolved and is now the Borough & Parish Forum. Each local Parish or Town Council may have 2 attendees, one of whom may be the clerk.

Members are asked to consider appointing 2 representatives to attend these meetings (currently held on Tuesday evenings, normally quarterly).

Recommended: To discuss and advise accordingly.

13. ESTIMATES FOR 2014 – 2015.

Members are informed that officers have begun work on the estimates for 2014 – 2015 and that they are invited to contact the RFO, outside of this meeting, and inform her of any suggestions and/or items they feel should be included.

The draft Annual Estimates 2014 - 2015 will need to be approved and endorsed by the full Council in January 2014 before setting the Council Tax Base for the 2014 - 2015 financial year.

Recommended: To note.

14. COUNCIL OFFICE AND CAFÉ CHRISTMAS OPENING ARRANGEMENTS.

Attached is a calendar for the Council Offices and Café over the Christmas and New Year. Members are asked to consider when they wish the office and café to be closed over the festive period. Officers have been consulted and have no objection to using annual leave entitlement to cover any periods of closure.

Recommended: To agree the opening days of the offices and café over the festive period with a notice being displayed, in advance, advising Members of the Public of the closures. As per previous years a relevant message would also be recorded for the Council Office answer machine for this period.

15. ADVICE SERVICE DARTFORD (CITIZENS ADVICE BUREAU).

On behalf of the Town Council the Town Clerk attended a meeting of the 9 partners on 24 September 2013 where it was established that the following outreach services would be provided:-

- Community Café, Swanscombe – 1st, 2nd and 3rd Wednesday of each month – 11am to 1pm.
- Temple Hill – 2nd, 3rd and 4th Thursday of each month – 11am to 1pm
- Stone Pavilion -1st, 3rd and 4th Tuesday of each month – 9.30am to 11.30am

- Greenlands Childrens Centre, Darenth – 1st, 2nd and 4th Wednesday of each month – 1pm to 3pm.

A launch event has also been organised for 26 November 2013 at the David Lloyd Centre from 10am to 12.30pm which members are more than welcome to attend.

- * The minutes from the 24 September 2013 meeting are available in the Council Chamber for inspection.

Recommended: To note.

16. INSURANCE CLAIM REFERENCE: 27/12/00/00703/Z – DAMAGE CAUSED TO GARAGE, BY MESS ROOM, WHEN VAN STOLEN ON 13 NOVEMBER 2012.

The above claim has now been settled.

Recommended: To note.

CORRESPONDENCES.

17. LETTER OF THANKS – SWANSCOMBE MEMORIAL.

The attached letter of thanks has been received from the Project Director, Swanscombe Memorial.

Recommended: To note.

18. REPORTS OF OUTSIDE REPRESENTATIVES.

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

18.1 Borough and Parish Council Forum (BPCF) – formerly the Dartford Association of Parish and Town Councils (DAPTC).

Please see confidential items on the agenda.

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

Councillor R J Lees and the Town Clerk are the Town Council's representatives on the KALCDAC. As previously agreed the minutes from the 20 June 2013 meeting meetings are available in the Chamber for inspection.

18.3 Dartford Youth Advisory Group (DYAG)

Councillor Ms L C Howes is the Town Council's representative on the DYAG. As previously agreed the agenda from the 17 October 2013 meeting and the minutes for the 16 July 2013 meeting are available in the Chamber for inspection.

18.4 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.

19. 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.

20. 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.

21. SEALING OF DOCUMENTS.

The following document requires signing and sealing:

- Istead Rise Bowels Club – Lease.

Recommended: To sign and seal the above document, in accordance with Standing Order 21, a) and b).

22. TOWN MAYOR'S ANNOUNCEMENTS.

23. QUESTIONS.

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

24. 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.

25. THE PAVILION COMMUNITY SPORTS & SOCIAL CLUBS – UPDATE.

The attached information **(A)** has been received from the Pavilion. Since this information was received the Pavilion has been the victim of a break in and theft which is being dealt with between the Pavilion Community Sports & Social Clubs and the Police.

The first instalment of the bond was received on 30 August 2013 and thus far monthly rental payments have been received on time.

Correspondence marked **(B)** is regarding a request to place advertisements for SKY TV on the outside of the building and also about “advert posters” that appeared on railings at various locations in the area (tied to railings at junctions or on road islands)

Recommended: To discuss and advise accordingly.

26. SECTION 136 CONTRIBUTIONS AND THE COUNCIL TAX SUPPORT SCHEME.

At the 8 October 2013 BPCF the attached information was distributed to parish and town councils. This will obviously have an impact on the estimates for the future and members are asked to take this into consideration. This information will obviously need to be considered in depth by the Financial Risk Assessment Working Group.

Recommended: To note.

INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 164 (July 2013), issue 165 (August 2013, issue 166 (September 2013) and issue 167 (October 2013).
- Clerks and Councils Direct –September 2013, Issue 89.
- LCR, The Voice of Local Councils – autumn 2013.
- Action with Communities in Rural Kent – Rural News – Issue 131 and Oast to Coast (autumn 2013).
- DGSM yourChoice – summer 2013 newsletter.
- The valley, newsletter from Darent Valley Hospital – spring/summer 2013.

Swanscombe and Greenhithe Town Council Website:
<http://www.swanscombeandgreenhithetc.kentparishes.gov.uk/>