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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 27 February 2014 at 7.00pm

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

Graham Blew

**Graham Blew
Town Clerk**

Dated: 21 February 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 19 December 2013 and the Special Meeting held on 16 January 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 – 22 January 2014 and 12 February 2014.
- Recreation, Leisure & Amenities Committee – 6 February 2014.
- Finance & General Purposes Committee – 16 January 2014.
- Personnel Committee – 18 December 2014.
- Anti-Social Behaviour & Crime Sub-Committee – 29 January 2014.

6. CASUAL VACANCY – CO-OPTION.

Following the passing of Councillor L J Bobby a public Notice of Casual Vacancy was displayed. This notice of vacancy was advertised between 23 September 2013 and 11 October 2013, providing electors from the Galley Hill Ward with 14 days to write to request a by-election be held to fill the vacancy. Dartford Borough Council (DBC) Electoral Services Department confirmed that no such requests were forthcoming within the 14 day period, entitling the Town council to fill the vacancy by co-option.

Subsequently, minute 174/13-14, an invitation for written Expressions of Interest was displayed on the council notice boards, website etc. with a deadline of 6 December 2013: none were received. This was reported to Town Council 19 December 2013. Since then the attached Expressions of Interest have been received.

A	Ms Linda Manchester
B	Ms Steve Doran
C	Alex Harvey

Standing Order 17 states:-

17. VOTING ON APPOINTMENTS.

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

If required the Town Clerk will count the votes from the first round and announce votes per candidate. Following any number of required rounds of voting, the candidate with a majority vote will be declared by the Town Mayor duly co-opted to the Town Council as a member for Swanscombe Ward.

The co-opted candidate will be required to sign a declaration of acceptance of office confirming his/her status as a Town Councillor. This should take place at the meeting, if present, or as soon as practicable afterward.

Recommended: To consider the Expressions of Interest received from third parties and, by way of a majority vote, to fill the vacancy for the Galley Hill Ward.

7. **REPRESENTATIVES ON OUTSIDE BODIES.**

Councillor J A Hayes has stepped down as the Town Councils representative on the North West Kent Volunteer Centre (previously Dartford Volunteer Bureau).

Members are asked to consider appointing a representative of the Town Council for the North West Kent Volunteer Centre.

Recommended: To consider and appoint, as required, representatives on the outside bodies detailed.

8. **CCTV POSSIBILITIES – (SWANSCOMBE SHOP SAFE SCHEME NO LONGER OPERATIONAL).**

The ASB & Crime Sub-Committee recently considered the report supplied by Dartford Borough Council (DBC) regarding the options available for CCTV in the High Street, Swanscombe (minute 344/13-14). It was confirmed by the Community Safety & Dartford Turnaround Project Manager (DBC) that the Swanscombe Shop Safe Scheme was not operational nor would it be re-instated, the report purely focussed on the provision and monitoring of CCTV cameras.

Recommended: To discuss and advise accordingly.

9. KENT COUNTY COUNCIL (KCC) COMMUNITY WARDEN PROVISION.

The ASB & Crime Sub-Committee recently received the attached information from the KCC Community Warden Supervisor-Dartford Team regarding the possibility of having a designated Community Warden for Swanscombe (although it has since been clarified that “a warden is a movable resource and it may be necessary to widen his deployment area dependent on need, and this is likely to include Greenhithe and other nearby locations as and when required).

Members are asked to consider whether they wish to make the old cashiers office available for use free of charge by the new KCC Community Warden. This would have to be subject to certain conditions.

Recommended: To discuss and advise accordingly.

10. UNDERLEASE OF LAND AT CRAYLANDS LANE, SWANSCOMBE (LEISURE CENTRE) – RENT REVIEW.

The attached letter from the Project Director, Dartford Borough Council (DBC) has been received and updates on the current situation regarding the rent reviews, between the land owner and DBC and also DBC and the Town Council, and informs that the next rent review is scheduled for 26 September 2018.

Recommended: To note.

11. PAVILION WORKING GROUP – MEMBERSHIP.

The Pavilion Working Group is made up of the Leases & Legal Sub-Committee plus Councillor P M Harman.

Councillor P M Harman was recently made a member of the Leases & Legal Sub-Committee. As the Working Group were recently tasked with meeting with the Pavilion (covered in detail further on the agenda), in consultation with the Chairman of the Leases & Legal Sub-Committee the Town Clerk asked Councillor K G Basson if he would be able to attend the meeting as well (*experience of running large local community organisation as well as having a financial background*). Members are asked to formally agree to Councillor K G Basson being a member of the current Pavilion Working Group.

Recommended:

- 1 To endorse the Town Clerks actions to date regarding this matter.
- 2 To agree to Councillor K G Basson being a member of the Pavilion Working Group.

12. INSURANCE CLAIM/S – UPDATE.

The following claim/s has now been settled:-

- Claim Ref: 27130000650/Z – damage to back door and alarm system during break in at The Pavilion on 28/29 September 2013. This claim was subject to an excess of £100.00 (£2,120.00).

Recommended: To note

13. OAST HOUSE – UPDATE.

Further to minute 283/13-14 the attached press statement was received from NW Kent Age UK (distributed to members 16 January 2014).

Recommended: To note.

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

Please find attached for your information, issue 374 (January 2014) of the Parish News.

Recommended: To note.

15. STAFF / MEMBER TRAINING – UPDATE.

The Responsible Financial Officer (RFO) attended the KCC Pensions Forum at Dartford Borough Council on 23 January 2014.

Recommended: To note.

16. JONT TRANSPORTATION BOARD (DARTFORD BOROUGH COUNCIL (DBC)) – REPRESENTATIVE FOR 4 MARCH 2014 MEETING.

The Chairman of the JTB has invited each parish to send a representative to attend the above meeting which has a substantive issue on the agenda regarding Bus Services in the Dartford area.

Recommended: To discuss and advise accordingly.

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 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 and both attended the meeting on 20 February 2014. As previously agreed the agenda is available in the Chamber for inspection.

17.2 Dartford Youth Advisory Group (DYAG)

Councillor Ms L C Howes is the Town Council's representative on the DYAG. As previously agreed the minutes from the agenda for the 4 February 2014 meeting, including the minutes for the 17 October 2013 meeting are available in the Chamber for inspection.

17.3 Advice Service Dartford (ASD)

As previously agreed the agenda and minutes of the partners meetings held on 11 February 2014 are available in the Chamber for inspection.

17.4 Greenhithe Community Association (GCA)

Councillors' Mrs S P Butterfill and Mrs C K Openshaw are the Town Council's representatives on the GCA. As previously agreed the agenda for the 4 February 2014, including the minutes for the 26 November 2013 meeting are available in the Chamber for inspection.

17.5 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 14 January 2014 meeting are available in the Chamber for inspection.

17.6 Bluewater Forum (BF)

Councillor Ms L C Howes substituted for the Town Mayor and attended the meeting held on 28 November 2013 and as previously agreed the minutes from this meeting are available in the Chamber for inspection.

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.

The following documents have been received from the Solicitor's acting on behalf of Persimmon's and require signing and sealing:

- Instrument of Dedication – Swanscombe Skull Site National Nature Reserve (as per minute 361/13-14).

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

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. THE PAVILION COMMUNITY SPORTS & SOCIAL CLUBS – UPDATE AND REQUESTS.

(i) UPDATE ON TOWN COUNCIL REPAIRS TO FLAT ROOF OVER BAR AREA.

Please see the attached correspondences.

Recommended: To discuss and advise accordingly.

(ii) REQUEST TO REMOVE CEILING BOARDS IN THE MEMBERS BAR.

Please see the attached confidential report.

Recommended: To discuss and advise accordingly.

(iii) USE OF SQUASH COURTS AS A TEMPORARY MEASURE.

Please see the attached confidential report.

Recommended: To discuss and advise accordingly.

(iv) **REQUEST TO MOVE DATE OF TOWN MAYORS USE OF HALL.**

Please see the attached confidential report.

Recommended: To discuss and advise accordingly.

(v) **REQUEST TO REFURBISH KITCHEN.**

Please see the attached request (A) and extract of the Lease (B).

Recommended: To discuss and advise accordingly.

(vi) **REQUEST TO ERECT ADVERTISING BANNERS.**

Please see the attached request.

Recommended: To discuss and advise accordingly.

INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 170 (January/February 2014).
- Clerks and Councils Direct – January 2014, Issue 91.
- DGSM yourChoice – Autumn/Winter 2014.
- Celebrations – EllenorLions Hospices – Winter 2014.
- The Clerk Magazine (Society of Local Council Clerks (SLCC) – Vol.45, No.1, January 2014).
- Rural News (Action with Communities in Rural Kent) – Issue 134.

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