

TOWN COUNCIL
27 FEBRUARY 2014

T/C 01/5/14

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 27 FEBRUARY 2014 at 7.00 PM

PRESENT:

- Councillor Ms L M Cross – Town Mayor
- Councillor K G Basson
- Councillor Mrs S P Butterfill
- Councillor Ms L M Hall
- Councillor J M Harman
- Councillor P M Harman
- Councillor P C Harris
- Councillor Mrs A R Harvey
- Councillor J B Harvey
- Councillor Ms L C Howes
- Councillor R J Lees
- Councillor Mrs C K Openshaw
- Councillor V Openshaw
- Councillor B E Read
- Councillor Mrs I A Read
- Councillor P J Scanlan
- Vacant position

ALSO PRESENT:

- Ms S Doran
- Mr A Harvey
- Ms L Manchester
- Sara Stapleton, Responsible Financial Officer (RFO)

ABSENT: There were none

376/13-14. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' J A Hayes (unwell), B R Parry (holiday) and P A Read (work commitments).

An apology for absence was submitted by the Town Clerk due to illness.

377/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor P M Harman declared a prejudicial interest in agenda items 24 (i) to (vi) – The Pavilion Community Sports & Social Clubs Update and Requests, as he is a Town Council representative on the Pavilion Community Sports & Social Club Committee.

Councillor R J Lees declared a prejudicial interest in agenda items 24 (i) to (vi) – The Pavilion Community Sports & Social Clubs Update and Requests, as he is a Town Council representative on the Pavilion Community Sports & Social Club Committee.

Councillors' Mrs A R Harvey and J B Harvey declared a prejudicial interest in agenda item 6 – Casual Vacancy – Co-option, as one of the candidates was related to them.

Councillor R J Lees declared an interest in agenda item 8 – Representatives on Outside Bodies, as he is Trustee for both the Greenhithe Community Association and the Advice Service Dartford (Citizens Advice Bureau).

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

378/13-14. MINUTES OF THE MEETING HELD ON 19 DECEMBER 2013 AND THE SPECIAL MEETING HELD ON 16 JANUARY 2014.

Members were provided with a copy of the Minutes of the Meeting held on 19 December 2013 and the Special Meeting held on 16 January 2014.

RESOLVED:

That the Minutes of the Meeting held on 19 December 2013 and the Special Meeting held on 16 January 2014 be confirmed and signed as a true record.

379/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The RFO advised members of the break-in at Swanscombe Park overnight on Saturday 22 February 2014.

380/13-14. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 22 JANUARY 2014 AND 12 FEBRUARY 2014.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 22 January 2014 and 12 February 2014 be confirmed and the recommendations made therein be adopted.

381/13-14. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 6 FEBRUARY 2014.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 6 February 2014 be confirmed and the recommendations made therein be adopted.

382/13-14. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 16 JANUARY 2014.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 16 January 2014 be confirmed and the recommendations made therein be adopted.

383/13-14. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 18 DECEMBER 2013.

RESOLVED:

That the Minutes of the Personnel Committee Meeting held on 18 December 2013 be confirmed and the recommendations made therein be adopted.

384/13-14. MINUTES OF THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE MEETING HELD ON 29 JANUARY 2014.

RESOLVED:

That the Minutes of the Anti-Social Behaviour & Crime Sub-Committee Meeting held on 29 January 2014 be confirmed and the recommendations made therein be adopted.

385/13-14. FILLING CASUAL VACANCY BY CO-OPTION.

Having already declared a prejudicial interest Councillors' Mrs A R Harvey and J B Harvey left the chamber and took no part in the debate or decision for the Galley Hill Ward co-option.

Members were provided with information regarding the procedure for co-option to fill the vacancy at the Galley Hill Ward along with the expressions of interest received. The Chairman thanked the candidates for attending the meeting and gave them the opportunity to give brief presentations in support of their applications. A ballot was then conducted, in accordance with Standing Order 17, with the following results:

Galley Hill Ward

In favour of Ms Linda Manchester : 2

In favour of Ms Steve Doran : 1

In favour of Mr Alex Harvey : 10

RESOLVED:

That with a majority vote of 10, Alex Harvey be duly co-opted onto the Town Council, representing Galley Hill Ward and requested to sign the Declaration of Acceptance of Office, witnessed by the Responsible Financial Officer in the absence of the Town Clerk.

386/13-14. REPRESENTATIVES ON OUTSIDE BODIES.

Members were informed that Councillor J A Hayes had stood down as the Town Council representative on the North West Kent Volunteer Centre. After discussion it was proposed, seconded and agreed;

RESOLVED:

That Councillor Mrs S P Butterfill replaces Councillor J A Hayes as the Town Council representative on the North West Kent Volunteer Centre.

387/13-14. CCTV POSSIBILITIES – (SWANSCOMBE SHOP SAFE SCHEME NO LONGER OPERATIONAL).

The ASB & Crime Sub-Committee had 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 had been 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.

RESOLVED:

That the matter be referred back to the Anti-Social Behaviour Crime Sub-Committee for further consideration and discussion as members were concerned that there was insufficient information in relation to crime within the High Street, as opposed to other parts of the Town and further discussion and understanding of the benefits of the cameras needed to be clarified.

388/13-14. KENT COUNTY COUNCIL (KCC) COMMUNITY WARDEN PROVISION.

The ASB & Crime Sub-Committee had recently received the information contained in the report from the KCC Community Warden Supervisor-Dartford Team regarding the possibility of having a designated Community Warden for Swanscombe (although it had 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 were asked to consider whether they wished to make the old cashiers office available for use, free of charge, by the new KCC Community Warden. This would be subject to certain conditions. However, it had since been confirmed that the Warden would be based at the Discovery Centre, Ebbsfleet Academy. Members were therefore asked that, if for any reason the Warden could not be based at The Discovery Centre, the Town Clerk be delegated to make appropriate arrangements for the Cash Office.

RESOLVED:

That the Town Clerk be delegated to make appropriate arrangements for the Cash Office to be used by the new KCC Community Warden if the Warden could not be based at the Discovery Centre.

389/13-14. UNDERLEASE OF LAND AT CRAYLANDS LANE, SWANSCOMBE (LEISURE CENTRE) – RENT REVIEW.

A letter had been received from the Project Director, Dartford Borough Council (DBC) which updated on the current situation regarding the rent reviews, between the land owner and DBC and also DBC and the Town Council, and informed that the next rent review was scheduled for 26 September 2018.

RESOLVED:

That the letter be noted.

390/13-14. PAVILION WORKING GROUP – MEMBERSHIP.

Members were advised that Pavilion Working Group were recently tasked with meeting the Pavilion. In consultation with the Chairman the Town Clerk had invited Councillor K G Basson to attend the meeting in light of his experience of running a large local community organisation and his financial background. Members were asked to formally agree to Councillor K G Basson being included in the membership of the current Pavilion Working Group.

RESOLVED:

- 1 That the Town Clerks actions to date regarding this matter be endorsed.
- 2 That it be agreed that Councillor K G Basson be added to the membership of the Pavilion Working Group.

391/13-14. INSURANCE CLAIM/S – UPDATE.

Members were informed that claim ref: 27130000650/Z had been settled subject to an excess of £100.00

RESOLVED:

That the item be noted.

392/13-14. OAST HOUSE – UPDATE.

Further to minute 283/13-14, members were provided with a copy of the press release from NW Kent Age UK detailing the decision to merge the existing Age K North West Kent day services at Swanscombe with the Dartford day service by no later than 21 February 2014. The RFO read members the contents of an email received regarding the "Goodbye Party" held at the Oast House on 20 February 2014 and the number of people willing to transfer to either the Gravesend or the Dartford day services.

RESOLVED:

That the Town Council should bear in mind any opportunities to work in collaboration with NW Kent Age UK.

393/13-14. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS (ISSUE 374 JANUARY 2014).

RESOLVED:

That the item be noted.

394/13-14. STAFF/MEMBER TRAINING – UPDATE.

The Responsible Financial Officer (RFO) had attended the KCC Pension Forum at Dartford Borough Council on 23 January 2014. The RFO advised members of some of the changes to the Local Government Pension Scheme effective 1 April 2014 and also gave an update on automatic enrolment which would become effective from 1 August 2016. She advised members that there would be a lot of additional administrative work when this came into force and prior to this the council would need to consider and adopt various new policies and procedures.

RESOLVED:

That the item be noted.

395/13-14. JOINT TRANSPORTATION BOARD (DARTFORD BOROUGH COUNCIL REPRESENTATIVE FOR 4 MARCH 2014 MEETING).

Members considered the invitation from the JTB Chairman for parish councils to send a representative to the above meeting where local bus services would be substantive issue on the agenda.

RESOLVED:

That Councillor Mrs S P Butterfill attend the meeting as the Town Council's representative.

396/13-14. REPORTS OF OUTSIDE REPRESENTATIVES.

Members were advised that this item provided an opportunity for Members' appointed as representatives on outside bodies to provide a report at the meeting.

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 20 February 2014 meeting was available in the Chamber for inspection.

Dartford Youth Advisory Group (DYAG)

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

Advice Service Dartford (ASD).

The agenda and minutes of the partners meetings held on 11 February 2014 were available in the Chamber for inspection.

Greenhithe Community Association (GCA).

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

Borough and Parish Councils Forum (BPCF).

The Town Mayor and the Town Clerk are the Town Councils representatives on the BPCF. As previously agreed the agenda for the 14 January 2014 meeting was available in the Chamber for inspection.

Bluewater Forum (BF).

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

Ingress Park Greenhithe Management Limited (IPGM).

IPGM had indicated that, although unable to provide documentation, they would like to submit verbal updates to the Town Council.

Councillors' P M Harman and P C Harris are the Town Council's representatives on IPGM.

Members were informed that IPGM held a board meeting on 20 February 2014. The management of the public open space on Ingress Park was slowly but surely being improved with more efficient processes and a new team being introduced. The current Development Manager would remain only until he had resolved all the outstanding issues to his satisfaction.

The issue of the Flint Wall still remained. Crest had refused to share the burden of the repair costs and the Board awaited the decision from the Management Company. The next Board meeting was in March 2014 which would focus on the budget. The long term maintenance plan had now been agreed, funded and was ready for implementation.

397/13-14. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman had submitted a report which included details of the following items:

Full KCC Meeting; KCC Planning Committee; KCC Regulation Committee; Home to Scholl Transport Appeals; Small Community Capital Projects Fund; Local Schemes Grant; Members Community Grant; Members Highway Fund and other Highway Issues; Health and Educational Matters. He also advised of two planning applications for an extension to Knockhall Community Primary School and surface water drainage at Swanscombe Works. Councillor R J Lees asked for an update on the school with regard to the special measures that had been put in force and Councillor P M Harman confirmed that he would try and find out further information. He also advised that Dartford Borough Council were organising a performance of Alice in Wonderland at Ingress Park, which would be 2 weeks prior to the Family Fun Day. And finally he advised that the footpath from Gilberts Close to Childs Crescent had been resurfaced.

RESOLVED:

That the item be noted.

398/13-14. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

The Dartford Borough Councillors on the Town Council reported on the following matters:

- Councillors' Mrs S P Butterfill and B E Read had attended the budget meeting at Dartford Borough Council on Monday 24 February 2014 where the Town Council's element of the budget was accepted. Although the Town Council had frozen its precept, most of the other parishes had chosen to increase theirs.
- Councillor Mrs S P Butterfill advised that she attended a recent meeting of the Community Safety Unit at Dartford Borough Council to keep in touch on items of relevance to the Town Council.

RESOLVED:

That the item be noted.

399/13-14. SEALING OF DOCUMENTS.

Members were advised that, further to minute 361/13-14, the following document required signing and sealing:

- Instrument of Dedication – Swanscombe Skull Site National Nature Reserve.

RESOLVED:

That, in accordance with Standing Order 21 a) and b), the Town Mayor be authorised to sign and seal the documents.

400/13-14. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor thanked members for their support during her term of office and advised that the Civic Night was scheduled for 22 March 2014 at the Swanscombe Centre, Craylands Lane and requested donations of raffle prizes. The Deputy Town Mayor reminded members of the Swanscombe and Greenhithe Schools Under 11s 5-a-side football competition being held on 7 March 2014 in recognition of International Women's Day and thanked Councillors' Ms L C Howes and K G Basson for their assistance with this event.

401/13-14. QUESTIONS.

Members were informed that questions did not form part of the Meeting; they were merely the opportunity for Members to exchange information.

402/13-14. EXCLUSION OF THE PRESS AND PUBLIC.

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

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.

Having already declared a prejudicial interest Councillors' P M Harman and R J Lees left the chamber and took no part in the debate or decisions of the following items.

403/13-14. THE PAVILION COMMUNITY SPORTS & SOCIAL CLUBS – UPDATE AND REQUESTS.

404/13-14. UPDATE ON TOWN COUNCIL REPAIRS TO FLAT ROOF OVER BAR AREA.

Members were provided with a copy of a letter from the contractor that undertook the repairs to the flat roof over the members bar area which was in response to a letter from the Town Clerk requesting an investigation and a written report to why the roof was still leaking.

RESOLVED:

That the item be noted. Members were disappointed that the contractor had failed to point out prior to the works being undertaken that foot traffic on the roof would cause further damage.

405/13-14. REQUEST TO REMOVE CEILING BOARDS IN THE MEMBERS BAR.

Further to the Pavilion Working Group meeting with representatives of The Pavilion on 30 January 2014 a request had been received from them to remove some of the ceiling tiles in the members bar area in order to pin point any damage to the roof structure that cannot be seen and assess where the leak was coming removed.

RESOLVED:

That The Pavilion be allowed to remove the ceiling tiles in line with the requirements of the Town Council's insurer.

406/13-14. USE OF SQUASH COURTS AS A TEMPORARY MEASURE.

* Special Resolution.

RESOLVED:

That the previous decision of the Council regarding the use of the squash courts be reversed following a resolution moved in accordance with Standing Order 16 (b) in pursuance of the request provided to members regarding the temporary use of the squash courts for storage and that The Pavilion now be allowed to use the squash courts for this purpose for a further period of 3 months (end of May 2014), in line with the requirements of the council's insurer and that The Pavilion be responsible for any damage caused to the courts.

407/13-14. REQUEST TO MOVE DATE OF TOWN MAYORS USE OF HALL.

Members were provided with a request for the Mayor's free use of the hall be changed from the last Saturday in November to the last Friday in November for 2014 but that the event be moved to this date from 2015 onward.

RESOLVED:

That the request be declined and that the date remains the same as that contained in the Lease.

408/13-14. REQUEST TO REFURBISH KITCHEN.

A request was received from The Pavilion asking for permission to refurbish the kitchen.

RESOLVED:

That permission be granted and works undertaken in line with the requirements of the Lease at Clauses 4.6.2 and 4.9.1. Members also requested that The Pavilion ensure that all rubbish is removed from site, an updated fire risk assessment is undertaken by

The Pavilion and that they be reminded that on termination of the Lease the refurbishment would be classed as the landlord's fixtures and fittings.

409/13-14. REQUEST TO ERECT ADVERTISING BANNERS.

Members were provided with a request from The Pavilion to display 2 banners on the outside of the squash court wall facing The Grove.

RESOLVED:

That the council agree to the request provided confirmation is received from The Pavilion that they accept full responsibility for repairing any/all damages that may result from erecting the banners.

410/13-14. WATER TANK CHLORINATION AND WATER SAMPLING.

The RFO provided members with details of an email exchange with The Pavilion in relation to the annual requirement of the chlorination of the water tanks at the premises and The Pavilion's request that the Town Council take on responsibility for this.

RESOLVED:

That The Pavilion be advised that this is a tenant's responsibility as detailed in Clause 4.26 of the Lease.

There being no further business to transact the Meeting closed at 9.20 pm.

Signed: _____ Date:- _____
(Chairman)

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T/C 01/5/14

PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE
16 APRIL 2014

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 16 APRIL 2014 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor Mrs S P Butterfill
Councillor P C Harris
Councillor Mrs A R Harvey
Councillor J B Harvey
Councillor B R Parry

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor J M Harman

439/13-14. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' K G Basson (work commitments), P M Harman (work commitments), J A Hayes (DBC Meeting), V OPenshaw (unwell) and P J Scanlan (holiday).

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

440/13-14. SUBSTITUTES.

There were none.

441/13-14. 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.

442/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Chairman reminded members of the Kent County Council 6th Rail Summit being held on 30 April 2014 and advised that the Town Clerk would, in consultation with him, be writing to KCC Cabinet Member, David Brazier, to invite him and the rail network companies inviting them to attend a meeting with the Planning, Major Developments, Transportation & the Environment Committee to discuss the future developments within the Town and the needs of Swanscombe and Greenhithe. Councillor Mrs S P Butterfill advised that she and Councillor P M Harman would be attending the 6th Rail Summit and that she would endeavour to obtain appropriate contact details.

443/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2014.

Recommended: The Minutes of the meeting held on 12 February 2014 were confirmed and signed.

444/13-14. SAFE AND SENSIBLE STREET LIGHTING SCHEME (KENT COUNTY COUNCIL).

Members considered the letter that had been drafted by the Town Clerk, in consultation with the Chairman of Planning, Major Developments, Transportation & the Environment Committee and sent to the KCC Cabinet Member for Transportation and Environment. The Town Clerk advised members that a response had been received from KCC informing that *"We are investigating the matters you have raised and will send a full response to you shortly"*.

This topic was due to be considered by the Dartford Borough Council Scrutiny Committee meeting on 29 April 2014.

Recommended: That the letter to KCC regarding the Safe & Sensible Street Lighting Scheme be endorsed.

TOWN PLANNING:

445/13-14. The following planning applications were responded to due to the cancellation of the 5 March and 26 March 2014 meetings.

DA/14/00185/FUL Demolition of existing garage and erection of a detached 4 bay garage.

Barney Sands, Units P1 – P4, Northfleet Ind. Estate.

OBSERVATIONS: The Town Council has no objections to this application.

DA/14/00210/FUL Erection of a first floor rear extension to existing first floor flat.

Flat above 12-14 Milton Street, Swanscombe.

OBSERVATIONS: No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

DA/14/00193/FUL Erection of a single storey rear extension.

77 Ingress Park Avenue, Greenhithe.

- OBSERVATIONS: No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
- DA/14/00262/TPO Application to remove 10 lowewr branches from 1 No. Lime tree (T1) and reduce height by one third of 1 No. Lime tree subject to Tree Preservation Order No.5 1980.
- 1 Ivy Blower Close, Greenhithe.
- OBSERVATIONS: No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
- DA/14/00218/COU Conversion and part rebuild of outbuilding with provision of dormer window to side elevation and raising ridge line of southern section of roof to match northern section for use of outbuilding as a sungle storey dwelling with side dormer to provide additional room in roof space.
- Rear of 23 High Street, Swanscombe.
- OBSERVATIONS: The Town Council object to this application on the following grounds:
This proposal is an over development of the site and the Town Council has serious concerns regarding the inadequate parking facilitie and access way;
The vehicular access to the site, which is directly from the already heavily used High Street, could have health and safety implications for pedestrians and vehicles on the High Street;
The Town Council respectfully request that the Development Control Board hold a site meeting prior to making any decision on this application.
- DA/14/00337/FUL Demolition of existing rear conservatory and erection of a two storey rear extension.
- 20 Swanscombe Street, Swanscombe.
- OBSERVATIONS: No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
- DA/14/00332/FUL Erection of a detached garage.

The Orchard, Mounts Road, Swanscombe.

OBSERVATIONS: The Town Council has no objections to this application provided that the location of the garage doors does not impede on any pedestrians using the footpath on Mounts Road.

KCC/DA/0029/2014 Knockhall Primary School.

OBSERVATIONS: The Town Council is concerned that residents have not been consulted fully and believe that the planning application should be delayed until all consultations have been completed satisfactorily.
The local road network does not cope with the traffic associated with this school currently and therefore members are very concerned how it is proposed the local road network will cope after the expansion.
Members are concerned that the full and independent traffic survey was not undertaken at an appropriate time and does not fully reflect the traffic issues associated with the school.
There are serious highway safety issues which could put children's safety at risk.

Recommended: That the observations submitted, as detailed above, be endorsed.

446/13-14. APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.

DA/14/00426/FUL Erection of a single storey rear extension.

39 Broomfield Road, Swanscombe

OBSERVATIONS: No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

447/13-14. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.

The following granted decision notices were noted.

DA/14/00075/FUL Erection of a two storey and first floor extensions and alterations to provide a terrace of four bedroom two storey dwellings with associated car parking and

erection of bin/cycle store with iron railings along front boundary.

37-39 Swanscombe Street, Swanscombe

DA/13/01528/VCON

Application for Variation of Condition 02 of Planning Permission DA/07/01315/EQCHRM to amend the approved details to reflect changes to the main streets network and access arrangements from Southfleet Road.

Land at Eastern Quarry, Watling Street, Swanscombe.

DA/13/01164/COU

Change of use of ground floor from part public assembly / part residential to a single family dwelling and alterations to front elevations and rear facing windows.

Village Hall, rear of 8 High Street, Greenhithe.

DA/14/00075/FUL

Erection of a two storey and first floor extensions and alterations to provide a terrace of four 3 bedroom two storey dwellings with associated car parking and erection of a bin/cycle store with iron railings along front boundary.

37-39 Swanscombe Street, Swanscombe.

DA/14/00130/FUL

Erection of a satellite dish on rear elevation.

12 Ingress Park Avenue, Greenhithe.

448/13-14. GRANTED DECISION NOTICES RECEIVED FROM KENT COUNTY COUNCIL FOR MEMBERS INFORMATION.

The following granted decision notices were noted.

DA13/1491

Temporary consent (5 years) for the erection and operation of a construction and recycling facility for concrete and road base/planings and ancillary plant storage areas and reception, weighbridge office and parking.

Eastern Quarry, Watling Street, Swanscombe.

DA/13/827/R7

Details pursuant to Condition (7) (Surface water

drainage discharge) of planning permission
DA/13/827.

Swanscombe Works, Manor Way, Swanscombe.

DA/14/108

Construction of a new 2 storey detached building
accommodating 3 classrooms, hall, changing room,
toilets, store and plant room. The provision of a
parents drop off facility, and additional parking
spaces and relocation of cycle storage area.

Manor Community Primary School, Keary Road,
Swanscombe.

There being no further business to transact, the Meeting closed at 7.25 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 10 APRIL 2014 at 7.00PM

PRESENT: Councillor K G Basson (Chairman)
Councillor P M Harman
Councillor Mrs L C Howes
Councillor Ms L M Hall
Councillor Mrs A R Harvey
Councillor J B Harvey
Councillor B R Parry
Councillor B E Read
Councillor P J Scanlan

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

ABSENT: There were none.

423/13-14. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' J M Harman (other commitments), J A Hayes (DBC meeting) and P A Read (other commitments).

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

424/13-14. SUBSTITUTES.

There were none.

425/13-14. 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.

426/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

427/13-14. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2014.

Recommended: That the Minutes of the Meeting held on 6 February 2014 were approved and signed as a true record.

428/13-14. 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:

Swanscombe Park, Manor Park, Broomfield. Heritage Park, Knockhall and equipment.

Recommended: That the item be note.

429/13-14. ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT.

Members received the Annual Safety Inspection of Play Ground Equipment and were asked to approve the remedial actions indicated in the report. The Town Clerk advised members that, to save on costs, any remedial work able to be done "in-house" would be undertaken by the Parks Department.

The Chairman expressed his satisfaction that, due to the council's investment, the items highlighted in the report had dramatically decreased.

Recommended: That the Annual Safety Inspection of Play Ground Equipment be noted and that the undertaking of the remedial work indicated in the report (yellow) be approved.

430/13-14. BALL GAMES IN BROOMFIELD PARK.

Members considered the email received from a resident of Pentstemon Drive. After discussion with the Senior Groundsman/Gardener it was agreed that the Parks Department monitor this situation and that this item be re-submitted to the next Recreation, Leisure & Amenities Committee meeting.

Recommended: That the Parks Department monitor the situation and that this item be re-submitted to the next Recreation, Leisure & Amenities Committee meeting.

431/13-14. SKATE PARK - REQUEST.

Members considered the email received from a younger member of the community regarding setting up a skate park and asked that they be invited to the next meeting of the Recreation, Leisure & Amenities Committee to discuss the project.

Recommended: That the person submitting the request be invited to attend the next meeting of the Recreation, Leisure & Amenities Committee to discuss the request.

432/13-14. SECURITY MEASURES AT SWANSCOMBE PARK – SECURITY MEASURES (LIGHTING).

Members discussed the options provided by the quotation for the re-instatement of the flood lights attached to the unused telegraph pole next to the Mess Room and agreed that the matter be monitored and re-submitted to the next Recreation, Leisure & Amenities Committee meeting.

Recommended: That the matter be monitored and re-submitted to the next Recreation, Leisure & Amenities Committee meeting.

433/13-14. REQUEST FROM CYGNETS – SANDPIT.

The Town Clerk distributed a picture of the type of sandpit that Cygnets had advised they wished to install.

After consideration it was agreed that permission be granted subject to Cygnets accepting full responsibility for the installation, use and upkeep of the sandpit and also the re-instatement of the area upon them not using the equipment or ceasing to use the hall.

Recommended: That permission be granted subject to Cygnets accepting the following conditions:

1. The siting/location of the sandpit is to have the prior agreement of the Town Councils Senior Groundsman/Gardener ;
2. Cygnets to accept full responsibility for the installation, operation, health and safety compliance and maintenance of the sand pit;
3. The sand is to be kept inside the sandpit;
4. The sand pit is to be closed when not in use;
5. Cygnets are responsible for re-instating the area when the sand pit is ceased to be used or Cygnets vacate the premises

434/13-14. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) – SWANSCOMBE LEISURE CENTRE OPENING TIMES.

Members discussed the proposed changes submitted by GCLL and agreed to them.

Recommended: That the request be agreed.

435/13-14. DOG BIN EMPTYING.

The Town Clerk detailed the actions taken regarding the emptying of the Town Councils dog bins.

Recommended: That the Town Clerks actions in dealing with this matter be endorsed.

436/13-14. HERITAGE COMMUNITY HALL – RADIATORS / FLOOR.

The Town Clerk appraised members of the situation regarding the recent flooding and the damage this had caused. Members considered the information regarding the options for repairing/replacing the flooring in the hall and it was agreed to proceed with the quotation for replacing the flooring with a 2mm thick polyflor standard vinyl.

Recommended: That the item be noted and that the flooring in the hall be replaced using the quotation for a 2mm thick polyflor vinyl standard vinyl.

437/13-14. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read and seconded by Councillor P J Scanlan ;

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.

438/13-14. COMMUNITY CAFÉ WORKING GROUP – UPDATE.

Councillor Ms. L C Howes updated members on the 2 meetings of the Working Group and advised that the next meeting was scheduled for 24 April 2014.

Recommended: That the item be noted.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 13 MARCH 2014 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P C Harris
Councillor Mrs A R Harvey
Councillor Ms L C Howes
Councillor R J Lees
Councillor V Openshaw
Councillor B R Parry
Councillor Mrs I A Read
Councillor P J Scanlan

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

ABSENT: Councillor V Openshaw

411/13-14. APOLOGIES FOR ABSENCE.

An apology for absence was submitted and accepted for Councillor Ms L C Howes (work commitments).

412/13-14. SUBSTITUTES.

There were none.

413/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Mrs S P Butterfill declared a prejudicial interest in agenda item 8 – Applications for Funding under Section 137 of the Local Government Act 1972, as she had submitted an application on behalf of the Ingress Park Family Fun Day.

Councillor R J Less declared a prejudicial interest in agenda item 8 - Applications for Funding under Section 137 of the Local Government Act 1972, as a family member was a member of the Istead Rise Bowls Club.

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

414/13-14. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

The RFO advised members of the works required to one of the parks vans following its MOT and the cost implications involved. She also advised members that new draft

financial regulations had been released by NALC following the abolishment of the two signature rule. This would be reported to the next appropriate meeting of the Finance & General Purposes Committee to review the implications of the new regulations before being submitted to full council for endorsement.

415/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 16 JANUARY 2014.

Recommended: The Minutes of the meeting held on 16 January 2014 were confirmed and signed as a true record.

416/13-14. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

Members were provided with details of all receipts and payments for authorisation for January and February 2014.

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

Recommended: That the receipts and payments for January and February 2014, as per the annexed list, be approved.

417/13-14. SUMMARY OF ACCOUNTS.

Members were provided with details of the Summary of Accounts, balanced to 31 December 2013.

Recommended: That the details of the Summary of Accounts, balanced to 28 February 2014 be noted.

418/13-14. APPLICATIONS FOR FUNDING UNDER SECTION 137 OF THE LGA ACT 1972.

Members were advised that three applications for funding had been received and were provided with copies of the applications for consideration. Members noted that the application form did not provide a space for the amount of funding being applied and it was agreed that this needed to be added to the form. Members were asked to decide on the applications received and if successful, any amounts of funding to be awarded.

Having already declared a prejudicial interest Councillor Mrs S P Butterfill left the chamber and took no part in the debate or decisions of the following item.

Application 1 – Ingress Park Family Fun Day.

Recommended: That £250 from the 2014/15 budget be awarded with the proviso that they expected the organisation to start self funding the event in future years.

Having already declared a prejudicial interest Councillor R J Lees left the chamber and took no part in the debate or decisions of the following item.

Application 2 – Istead Rise Bowls Club

Recommended: That £500 be awarded from the 2013/14 budget.

Application 3 – Friends of Swanscombe Heritage Park

Recommended: That £200 be awarded from the 2014/15 financial year.

419/13-14. SERVER AND PC REPLACEMENT - VIREMENT.

Members were provided with a report detailing the necessity to replace the server and IT equipment due to the fact that Microsoft were no longer supporting Windows XP and Microsoft Office 2003 from 8 April 2014. The report detailed the costs involved and a full schedule of the equipment and software being replaced. Members were advised that the Town Clerk and Responsible Financial Officer in consultation with the Chairman of the Finance and General Purposes Committee had agreed to proceed with the works. Members were advised that a budgeted sum of £4,000 was available for these works within the Financial Risk Assessments and were asked to vire the shortfall from the reduction in the 2014/15 estimated Administration Wages budget (cost centre 14, code 230). Members queried with the RFO why its IT contractor had not advised the Council earlier of this matter.

Recommended:

- 1 To endorse the actions taken in having these works undertaken.
- 2 To agree to vire the funds required as detailed in the report.

420/13-14. ELECTRICAL TEST AND INSPECTION – TOWN COUNCIL OFFICES AND COMMUNITY HALL.

Members were advised that a requirement of the town council's lease with Dartford Borough Council (DBC) and a legislative requirement to have an electrical test and inspection on the electrical installation at the premises. Officers have strived to obtain three quotations but had only been successful in obtaining one which was for the sum of £1,500. The RFO advised that the cost for the works was an approved budgeted expenditure within the Financial Risk Assessments 2014/15. Proposed by 2nd sb all agreed

Recommended: To approve the quotation for the electrical test and inspection on the Town Council Offices and Community Hall to be undertaken in the new financial year.

421/13-14. KENT COUNTY COUNCIL PENSION FUND 2013 EVALUATION – EMPLOYER RESULTS

Members were provided with a report from the RFO which advised members that every three years Kent County Council (KCC), the administering authority for the Kent County Council Pension Fund, undertakes an actuarial valuation of the Fund, which determines the rate of the employer rate of the employer pension contribution rate and members were provided with the employer results for the Council.

Recommended: That the item be noted.

422/13-14. KCC MEMBER COMMUNITY ENGAGEMENT GRANT SCHEME 2013/14

Members were advised that the Town Clerk had been successful in securing a grant of £500 which will be used for the children's summer entertainment activities that had been agreed by members (minute 362-13/14, RLA 6 February 2014).

Recommended: That the item be noted.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 23 APRIL 2014 at 7.00 PM

PRESENT: Councillor B E Read (Chairman)
Councillor P C Harris
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P M Harman
Councillor Ms L C Howes
Councillor Mrs C K Openshaw
Councillor P J Scanlan

ALSO PRESENT: Sara Stapleton, Responsible Financial Officer (RFO)
PC Robert Payne, Beat Officer for Swanscombe, Greenhithe, Stone and Castle Wards
Inspector Gary Woodward, Kent Police
Christine Bates, KCC Community Warden for Greenhithe and Stone
Billy Unsworth, KCC Community Warden for Swanscombe

ABSENT: None.

449/13-14. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Colin Newmarch, Community Safety Unit, Dartford Borough Council (DBC) (other commitments) and Sgt Sarah Tyler, Kent Police (holiday).

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

450/13-14. SUBSTITUTES.

None.

451/13-14. 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.

452/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

453/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 29 JANUARY 2014.

Recommended: That the Minutes of the Meeting held on 29 January 2014 be confirmed and signed as a true record.

454/13-14. "RESPONSIBLE PARKING" WEBSITE LAUNCE.

Members were provided with information from the Community Safety Unit at DBC regarding the website launch "Responsible Parking" which was aimed as a toolkit to offer advice and resources for primary schools to encourage parents and other drivers on the "school run" to consider their journey options, where they park near to a school and how to help make the school environment a safer and healthier one.

Recommended: That the item be noted.

455/13-14. BEAT OFFICER AND POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

Inspector Gary Woodward attended the meeting to provide members with an update on the changes to the policing team within the borough and the neighbourhood team within Swanscombe and Greenhithe. He confirmed that local officers had been re-introduced from December 2013 and that Swanscombe and Greenhithe's local officers would be the local contacts for the area (members had previously been supplied with the details). He gave an overview on his intention for policing within the town and how it was intended to introduce a long term sustained programme to tackle anti-social behaviour and crime. He confirmed that the current focus was in relation to burglaries, other than dwellings, i.e. garage and shed break-ins and nuisance motorbikes on Southfleet Road. However, focusses changed as different priorities were identified. He also advised that there was currently no significant crime within the area that was considered to be out of the ordinary. PC Payne then advised of matters that he had been addressing and the results of these.

Members were very grateful for the police attendance at the meeting and for Inspector Woodward's explanation of how it was intended to police the area and discussed different ways of improving local resident's perception of the police and initiatives to encourage local residents to self-police the areas in which they live. The police advised that everything was in place to establish Neighbourhood watch Groups which were a useful for tool for disseminating information and sharing information. They also helped with the fear of repercussions for reporting crime as the information was being given from a group, rather than an individual. It was agreed that the Sub-Committee would arrange a meeting with the Police, the KCC Community Wardens and John Haddaway, the Neighbourhood Watch Cco-ordinator for Medway, with the aim of the meeting being for all parties to understand the correct process for any local residents wishing to set up a local Neighbourhood Watch Group.

Discussion then focussed on how to improve information sharing. It was agreed that the Police would contribute to the Swanscombe & Greenhithe Resident's Association newsletter and they would also look at trying to re-establish email bulletins on the Kent Community Messaging email system.

Members also asked the police their views on the "Sensible Street Lighting" initiative introduced by Kent County Council (KCC) but were advised that it was too early to

tell whether this initiative would result in an increase in crime. Inspector Woodward confirmed that people's perception might be that crime would increase, but that this might not necessarily be the case.

Recommended: That Inspector Woodward and PC Payne be thanked for attending the meeting and for the ASB Sub-Committee to arrange a meeting with the Police, the KCC Community Wardens and John Haddaway, the Neighbourhood Watch Co-ordinator for Medway with the aim of the meeting being for all parties to understand the correct process for any local residents wishing to set up a local Neighbourhood Watch Group

456/13-14. TOWN COUNCIL'S INCIDENT 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 incident log. The RFO advised that the incident log is emailed monthly to the CSU at DBC and also to the Police. Councillor P M Harman queried the break-ins to the council's properties and PC Payne confirmed that he was in the process of gathering information surrounding the break-ins.

Recommended: That the incident log be noted.

457/13-14. ANTI-SOCIAL BEHAVIOUR VIA DARTFORD HOUSING SERVICES (DBH).

As no officer for Dartford Housing Services was present, no report was given.

Recommended: That the item be noted.

458/13-14. DARTFORD BOROUGH COUNCIL (DBC) – MULTI AGENCY MEETINGS.

Councillor Mrs S P Butterfill advised that she would be attending a meeting next week which would be reported back to the next sub-committee meeting.

Recommended: That the item be noted.

459/13-14. KCC COMMUNITY WARDENS REPORT.

The KCC Community Wardens gave an update on what they had been dealing with in the area. Billy Unsworth advised that he had now been in the area for approximately six weeks and had learnt a great deal about Swanscombe in a short space of time. Some of the issues that he had so far dealt with were in relation to anti-social behaviour in certain hotspots, fly-tipping, drugs, theft of wheelie bins and an environmental issue in the High Street. He had also advised of a telephone scam that involved an elderly resident being telephoned and advised that nuisance calls could be stopped if the person set up a direct debit for £39 into the bogus caller's bank account. Christine Bates advised that she still had issues with youths intimidating customers in the rear car park at Asda and there continued to be anti-

social behaviour at the play area in Ingress Park. There had been the theft of buoyancy rings on the Foreshore which she had reported to the PLA. She was advised that the buoyancy rings were the responsibility of the company that managed the public open space at Ingress Park and Councillor P C Harris would raise this at the next IPGM Board meeting. She also advised that she had sent information to the Town Clerk with regard to arranging a litter pick along the whole of the Foreshore in conjunction with Port of London Authority (PLA).

Recommended: That the report be noted.

460/13-14. **SWANSCOMBE SHOP SAFE SCHEME.**

This item had been deferred back to the sub-committee from the full Council meeting on 27 February 2014 as there were concerns that there was insufficient information in relation to crime within the High Street, as opposed to other parts of the Town and therefore further discussion and understanding of the benefits of the camera needed to be clarified before the council agreed to its installation and associated expenditure. The Police confirmed that they did not think that there was sufficient crime within in the High Street to warrant the installation of the camera and if issues did arise, they would ensure that the relevant resources would be deployed where needed. The CSU at Dartford Borough Council were thanked for the detailed options that were provided to council for consideration.

Recommended: That the Anti-Social Behaviour and Crime Sub-Committee refer back to full Council that the option for a static cameras in the High Street should not be pursued.

461/13-14. **2013 – 2014 ANNUAL CRIME FIGURES FOR SWANSCOMBE AND GREENHITHE, CASTLE AND STONE.**

The Vice-Chairman, Councillor P C Harris, had undertaken a detailed analysis of crime within Swanscombe and Greenhithe in comparison to other parts of Dartford and it was one of the worst areas for crime and the level of Police was lower. Inspector Woodward thanked Councillor Harris for raising the matter as it became evident that the Police website was incorrect and had now been updated. However, Inspector Woodward did confirm that the crime statistic figures were still inaccurate because of the way that the Police reported incidents. When the new Police Commissioner came to post, she undertook a review to assess how the Police recorded crime and if they were doing it accurately and if not, why not. This review found that the Police were about 80%-85% accurate and were therefore underreporting crime. Incidents that were being reported as one incident could have actually been several more. Incidents are now being reported individually, which makes it seem like crime has increased, but in reality, it hasn't. Now that the Police are reporting incidents individually, their accuracy score has gone up to 90%-95%. However, he did advise that the statistics still could not be relied upon because backdated figures were still being put into the system. Members thanked the Vice-Chairman on the work that he done in producing this information. PC Payne advised that ant-social behaviour is generally much lower in Dartford than in other areas.

Recommended: That the item be noted.

462/13-14. ASSOCIATION OF NORTH KENT NEIGHBOURHOOD WATCH – MEETING HELD ON 14 APRIL 2014.

Councillor Mrs S P Butterfill had supplied Members with a summary of the Association of North Kent Neighbourhood Watch meeting held on 14 April 2014.

Recommended: That the item be noted.

463/13-14. KENT COUNTY COUNCILLOR, MR PETER HARMAN – CORRESPONDENCE.

KCC Member for Swanscombe and Greenhithe, Peter Harman had submitted an email from a resident regarding the level of service given by Kent Police and also issues with the alley at the rear of her property,

Recommended: That the item be noted.

464/13-14. SWANSCOMBE CRIME SURVEY – BOROUGH COUNCILLOR STEVE DORAN.

Swanscombe Borough Councillor Steve Doran had produced a crime survey and submitted the results. PC Payne confirmed that the Police van would be in Swanscombe every evening each day next week and also the weekend. The van would be moved around Swanscombe as necessary.

Recommended: That the item be noted

465/13-14. DATE OF THE NEXT MEETING.

Recommended: That the next meeting be held on Wednesday 16 July 2014 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.

There being no further business to transact the Meeting closed at 9.15 pm.

Signed _____
Chairman Date

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GUIDANCE NOTE FOR THE PARISH AND TOWN COUNCIL CAPACITY BUILDING FUND

The Council has earmarked £25,000 in 2014/15 for grants to parish and town councils.

There are no strict criteria for awarding grants except that grants are not designed to simply replace reduced section 136 contributions.

The Council particularly wishes to encourage joint and innovative working between parish and town councils, or projects that will make a real difference to the local community.

It is not essential that the grant is match funded by the applicant but it would be an advantage.

Normally grants will be for maximum of £3,000 but more will be available for joint applications.

Applications are invited (in your own format) explaining what is proposed, the estimated cost and the amount of grant requested.

Applications will be reviewed by a panel consisting of the Leader and Deputy Leader of Dartford Borough Council, the Chairman of the Parish Forum plus another parish Member. The parish Members would not be able to consider applications from their own parish.

The panel will make recommendations to the Managing Director for final decision.

The first round of applications are invited by 31 May. Please send them by email to Tim Sams (Financial Services Manager) at tim.sams@dartford.gov.uk. Applications will be considered in June and applicants notified of the results by the end of June.

Graham Blew

From: Graham Blew
Sent: 09 April 2014 10:23
To: Cllr Annette R Harvey; Cllr Bryan E Read ; Cllr Bryan R Parry; Cllr Jeffrey Harvey ; Cllr John A Hayes; Cllr Josephine M Harman ; Cllr Kevin G Basson ; Cllr Lorna M Cross; Cllr Mrs Susan P Butterfill ; Cllr Ms Lesley C Howes; Cllr Paul A Read ; Cllr Peter C Harris; Cllr Peter M Harman ; Cllr Richard J Lees (mac); Cllr Richard J Lees (Town Council); Cllr Vic Openshaw
Subject: DBC CAPACITY BUILDING FUND (CBF)
Attachments: GUIDANCE NOTE FOR THE PARISH AND TOWN COUNCIL CAPACITY BUILDING FUND.docx
Importance: High

TO ALL MEMBERS

As you are aware the Section 136 contributions from DBC has been reduced and a Capacity Building Fund has been introduced for a section of this monies. Members are asked to look at the attached and consider what projects they would like the Town Council to apply to the CBF for.

Please see the attached which has been supplied by DBC (this will be part of the full Council agenda for the 1 May 2014 meeting.)

DBC have also advised : *It is a guidance note and it is not set in stone so if you think you have a good project that falls outside of the guidance then please submit it.*

Yours sincerely,

Graham Blew
Town Clerk

SWANSCOMBE & GREENHITHE TOWN COUNCIL
Council Offices | The Grove | Swanscombe | Kent | DA10 0GA.
Tel: 01322 385513 | Fax: 01322 385849
www.swanscombeandgreenhithetc.kentparishes.gov.uk/

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SUB-COMMITTEE OF THE RLA COMMITTEE:

❖ **ALLOTMENTS & CEMETERIES – 6 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor Mrs S P Butterfill
Sub-Committee	3.	Councillor J A Hayes
Members:	4.	Councillor Mrs C K Openshaw
	5.	Councillor P J Scanlan
	6.	Vacant Position

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AGENDA ITEM 8

T/C 01/5/14

460/13-14. SWANSCOMBE SHOP SAFE SCHEME.

This item had been deferred back to the sub-committee from the full Council meeting on 27 February 2014 as there were concerns that there was insufficient information in relation to crime within the High Street, as opposed to other parts of the Town and therefore further discussion and understanding of the benefits of the camera needed to be clarified before the council agreed to its installation and associated expenditure. The Police confirmed that they did not think that there was sufficient crime within in the High Street to warrant the installation of the camera and if issues did arise, they would ensure that the relevant resources would be deployed where needed. The CSU at Dartford Borough Council were thanked for the detailed options that were provided to council for consideration.

Recommended:

That the Anti-Social Behaviour and Crime Sub-Committee refer back to full Council that the option for a static cameras in the High Street should not be pursued.

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Serving Parish & Town
Councils in Kent

AGENDA ITEM

T/C 01/5/14

10

THE PARISH NEWS

Issue 376

April 2014

Welcome to your New Look Bulletin!

We have updated our software and have brought our office into the 21st Century! As a result, our publishing programme has also been modernised too. This month's issue of the News is therefore a trial model - but we are keen to get as much news to you as possible without any delay.

Likewise, we have taken delivery of the Survey Monkey feedback programme, which should enable us to gather opinion and feedback analysis much quicker now. Instead of completing a green form at the end of a training event, you will receive an email. We ask that you spend a few minutes answering the questions and send them back to us online. It's very simple, extremely quick and means we can tailor our services to suit your needs better.



Have You Completed your Member- ship Survey?

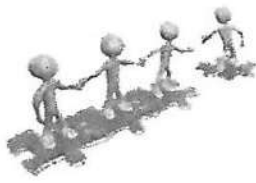
Our first survey via Survey Monkey was recently issued to all member

councils. Please make sure you complete it by Friday 30 May. We will publish the results of this information in the next issue of Parish News. The results of the Membership Survey will help the KALC Executive Committee to produce a strategic plan for the Association



Subscriptions 2014

By now you should have all received your subscription invoices for the coming year. If that is not the case, do let us know. Subscriptions became renewable on 1 April 2014. We appreciate that cheques need to be approved at a meeting but would ask if this action could be taken at your earliest convenience.



Training Matters

Spring is now in full swing and so is our training programme for the season. We had a very successful February and March, with our dedicated CiLCA programme being very well received.

Likewise our Planning Conference, which had a new format this year, was well attended and the workshop delivered by Brian Lloyd at CPRE Protect Kent was just what our delegates needed.



Our Allotment Law and Management course is now full, and so we cannot accept anymore bookings for it. We look forward to seeing all those who are scheduled to attend on 23 April. As there appears to be a demand for this course, we will look at running another one later in the year.

Our other training modules take place in May so if you would like to attend them, please make your online bookings [here](#).

Don't forget that two of our major conferences take place in high summer, before everyone goes off for their holidays or takes a well earned break in whatever way they choose. Our Clerks Conference is always very popular, and we have an advanced training module for experienced clerks to attend this year too. This will be taking place on 12 June.

The Councillors Conference will be at Lenham on 19 July and we are sure to have some interesting keynote speakers in attendance. We will be running our Dynamic Councillor training module at the event for those who require it.

All in all, our spring and summer training programme looks to be very busy, with something for everyone this year.

Do let us know if there is a specific type of training that your council is interested in. We are always willing to tailor to your needs and draw up a bespoke tutoring package for you.

In the meantime, we look forward to seeing as many of you as possible at our events this year.



Dates for your Diary

- Training Module - Allotment Law and Management, Lenham Community Centre, 23 April
- Training Module - An Introduction to Licensing, Dover Town Council, 12 May
- Training Module - An Introduction to Local Council Planning, St Nicholas at Wade Parish Council, 21 May
- Clerks' Conference - West Faversham Community Centre, 12 June
- Councillors' Conference - Lenham Community Centre, 19 July
- Police & Crime Commissioner Event - Kings Hill Community Centre, 9 July

Our Police and Crime Commissioner and Ambulance Service Community First Responder event held on 2 April 2014 at Ashford was attended by Alan Pughsley, the new Chief Constable for Kent Police. The evening was a success and Mr Pughsley will also be in attendance at the event to be held at Kings Hill Community Centre on 9 July. Bookings for this event can be made via our website in the normal way.



KALC Community Awards Scheme



At the time of writing, the KALC offices are full of framed certificates waiting to be posted to those who have been nominated for a Kent Association of Local Councils Community Award. Some of your Councils have opted for a special evening presentation, whilst others are making an effort to present their "unsung hero" at a Council meeting or at the place where their special work takes place. This year's awards have proved extremely popular with our members— thirty two nominations were received by the Association. Terry Martin and Laura Dyer met with the High Sheriff of Kent, the Lord Colgrain, in March who kindly endorsed each and every certificate with his signature! If your Council would like someone to be nominated for an award this year, we will be happy to hear from you. Our closing date for applications will be at the end of February 2015.

<i>Woodnesborough Parish Council</i>	<i>Eastry Parish Council</i>	<i>Hackington Parish Council</i>
<i>Wingham Parish Council</i>	<i>Preston Parish Council</i>	<i>Plaxtol Parish Council</i>
<i>Boxley Parish Council</i>	<i>Capel Le Feme Parish Council</i>	<i>East Peckham Parish Council</i>
<i>Offham Parish Council</i>	<i>Guston Parish Council</i>	<i>Speldhurst Parish Council</i>
<i>Great Mongeham Parish Council</i>	<i>Bobbing Parish Council</i>	<i>Addington Parish Council</i>
<i>Egerton Parish Council</i>	<i>Aldington Parish Council</i>	<i>Rusthall Parish Council</i>
<i>Leysdown Parish Council</i>	<i>Wickhambreaux Parish Council</i>	<i>Gravesham Area Committee</i>
<i>Bean Parish Council</i>	<i>Bridge Parish Council</i>	<i>Langdon Parish Council</i>
<i>St Nicholas At Wade With Sarrre Parish Council</i>	<i>Hunton Parish Council</i>	<i>Headcorn Parish Council</i>
<i>Horton Kirby and South Darenth Parish Council</i>	<i>Upchurch Parish Council</i>	<i>Teynham Parish Council</i>
<i>Snodland Town Council</i>	<i>Halstead Parish Council</i>	



Don't Let Your Bonfire Become a Spring DIY Disaster!



Kent Fire & Rescue Service

Spring is approaching, and for many people that means home improvements, especially over the Easter period. It may be that decorating job that has been hanging on or the little jobs that have been put off over the winter. Kent Fire and Rescue are very keen to warn residents that they should take sufficient safety steps to prevent their DIY efforts leading to disaster.

Some DIY activities can increase the risk of fire and injury in the home. Blow torches being used to strip paint and fires caused by faulty electrical goods stored in damp environments over the winter period come to mind here, but whether it is to improve the kitchen, fixing up the spare room or cutting the grass there can be a fire risk. So the message from Kent Fire and Rescue is clear - if you are Doing It Yourself, then do it safely!



Here are some tips to pass on to your community so that a DIY Disaster can be avoided:

- Have the right tools for the right job
- Keep children and pets safe and remove any obstructions from your workplace when checking or repairing electrical tools, always turn them off at the mains
- Flammable liquids should be used in accordance with manufacturers instructions
- Before attempting to drill holes, check electrical wiring running behind walls
- Fit smoke alarms on each level of your home and test them weekly

And With a Bonfire...

- Hazardous materials that can explode or give off toxic fumes should not be in a bonfire.
- It should be kept to a manageable size and evenly built so that it collapses inwards as it burns
- Check the bonfire's construction - it should be sound prior to lighting it. There should be no children or animals inside it and hazardous materials should have been thrown on to it.
- The bonfires should not be lit by children, nor should it be left unattended. Nothing should be cooked on it.



For further advice on how to keep you, your family or a neighbour safe from fire, call Kent Fire and Rescue Service for free on 08009237000 or go to <http://www.3breaths.info> for further information.



Kent gets a £8.6m Boost to its Pothole Repairs!



Kent's Find and Fix pothole repair campaign has been given an £8.6million boost by the government after the county council lobbied for funding to repair weather-damaged roads.

The award follows the wettest winter on record – in many cases a week's rain fell in just a few hours, resulting in widespread flooding and high water levels. This has led to an increase in potholes across the county combined with road and drainage damage caused by fallen and uprooted trees.

Highways crews have been fixing potholes at record levels – frequently repairing more than 1,000 a week over the past month – with an average turnaround, from reporting to fixing of 13 days.

At the moment, there are more than 40 crews tackling these potholes and additional repairs to the roads and footways in Kent as part of the latest Find and Fix campaign.

David Brazier, Kent County Council's Cabinet Member for Transport and Environment, said:

"We knew the appalling weather was going to cause severe damage to our roads. Fortunately, we were in a strong position because of the investment we have made in the network over the past four years, and we immediately allocated funding to ramp-up the number of crews tackling potholes. However, the roads have taken an absolute pounding and government has recognised this in the funding they have provided.

"While we have been out repairing potholes, our response was initially hampered by the wet weather. We always aim to make permanent, first-time fixes and now the weather has become drier we can accelerate the Find and Fix repair program."

Under this current phase of Find and Fix Kent County Council is identifying the damaged areas caused by the weather and arranging for the most cost effective repair, which includes larger patching jobs rather than just safety-related defects. Where possible, this investment is then protected by surface dressing the whole road later in the year, to prevent the work being damaged by the next bad winter. This cost effective approach to maintenance makes the budget go further and raises the standard of the roads.

Residents are asked to report potholes and other faults on line at www.kent.gov.uk/highways, where details can be easily uploaded and locations pinpointed on an interactive map. Providing this information has helped speed up the rate of repairs. In the event of an emergency, residents should call 03000 41 81 81.

Jumelage En France ?

A Twin in France?

Sometimes KALC does receive requests for possible twins in our area. The French commune of Cany – Barville, in Upper Normandy is currently looking to forge links, and a possible twinning, with a community in Kent or Sussex. Ideally situated only two hours from Calais, it is a very pretty little town, with much to recommend it. More about the town can be found here:

If any of our Councils is interested in making a link, contact the office in the first place here:

And further details can be sent to you.



Fancy Finding a Twin?

This isn't a question about genetics, or long lost families! Towns and villages in Kent have had a long tradition of twinning themselves with towns and villages in Europe. It is a concept that has been up and running for many years and certainly took off after the ravages of the Second World War, in an attempt to forge links with other communities and create a proper Entente Cordiale between them. When a town twinning takes place, it can be one of the most successful connections a community can make. It might mean organizing a school exchange network, inviting your respective twin to your Armistice Memorial Service or arranging a day where everyone meets up and has a good time - in spite of any language barrier! The cultural benefits are superb in this regard, and the European Union takes the idea of these connections very seriously.

If your local Council wants to think about an international link, you will have to research it properly before dipping your toes across the Channel! There are, thankfully, many resources to help you in this regard.

- Start off by contacting the United Kingdom government contact - the details can be found by looking at this [document](#)
- Read up on the subject - the website <http://twinning.org> is generally a good place to start and has some good pointers regarding the success of the project.
- Remember - it doesn't have to be France but logistically for our county it is the nearest foreign soil to us apart from Belgium. There are now 28 countries within the EU, and many of them are keen to have cultural links with the United Kingdom. Just in case you don't know who you could make an alliance with - a list can be found [here](#).

So what's to stop you? You never know - it could mean a town friendship that could last for evermore. What's more, your community may just enjoy it too!

New Local Audit steps move £1.2Billion Savings Closer

Brandon Lewis, the Local Government Minister, announced on 21 March that plans to save £1.2 billion from the abolition of the Audit Commission are a step closer. The Local Government Association will set up a new company to take on responsibility for management of the Audit Commission's contracts until the legal introduction of local appointment in 2017. The Local Audit and Accountability Act 2014 will disband the residual Audit Commission and introduce a new local audit framework.

After the Audit Commission closes at the end of March 2015, contracts for audit services will be managed by an independent, private company created by the Local Government Association, which will be responsible for overseeing the Commission's current external contracts with private audit firms for both principal audited bodies and smaller bodies until the new audit framework comes fully into force. This is the point at which local public bodies will be required to appoint their own auditors and manage their contracts individually or collectively. This could be as early as 2017, although Government has an option to extend some or all of the contracts until 2020. As you know, Littlejohn LLP is the contracted external auditor for our area.

David Buckett, our financial consultant at KALC, will be giving a full update on this new local audit framework at the Clerks' Conference on 12 June 2014.

Community Assets and Services Grants.

£10m in grants is available as part of the Community Assets and Services grants programme made available by DCLG to help community organisations with feasibility studies or the initial setup of a service. This grants programme is available for organisations using the Community Right to Challenge and for the running of local services more broadly. Grants available include:

- Pre-feasibility grants for amounts of up to £10,000 for organisations to build internal capacity to help them to compete to deliver public services.
- Feasibility grants for organisations that are able to demonstrate that they have good potential to compete effectively to deliver public services. These grants are for up to £100,000 and can be used to support organisations in preparation for competing in procurement bids.
- Service delivery grants – a small number of service delivery grants will be available. These grants will not be available by open application but applications will be invited from relevant bodies against a set of agreed criteria.
- Pre feasibility and feasibility grants are also available to community groups looking to buy buildings and assets.

<http://mycommunityrights.org.uk/community-right-to-challenge/grants/>

Sport England - Inspired Facilities



Inspired Facilities is the £110 million programme that funds the renovation and modernisation of local sports facilities via Sport England

Clubs, local authorities, schools and local Councils are all eligible for help under the scheme.

As a result of feedback from previous applicants, the organisation has changed the application process for Inspired Facilities. It is now an open programme which means that organisations can submit their application as soon as they are ready rather than having to rush to send it in by a specific date.

Decision meetings take place twice a year, the first one of these will be in **September 2014** when all applications received prior to the **6 June** will be assessed. The second will take place in **February 2015** for applications received before 3 November. Please note only one application per organisation can be considered at each decision meeting. For further information, you should look at the dedicated website [here](#), which will give you the guidelines required for any application.

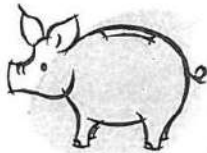


If your council has a minibus in ownership, you may wish to consult the "Mini Bus Website". Yes, such a portal does exist and it is a mine of information regarding all things that concern your responsibilities for such an item. Insurance is always a "hot topic" here, and you may find the relevant material that you need for the right cover. Likewise they can provide links for the training you or your parishioners may need for the correct driving licence required for it.

The Mini Bus Website can be found by visiting the following link:

<http://www.minibuswebsite.com/>

You may just find it useful!



Fundraising Opportunities

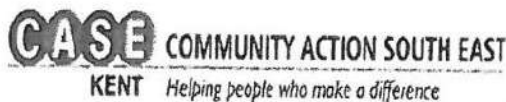
The People's Millions Project. Now in its 9th year, this competition is overseen by ITV News and the Big Lottery Fund. It awards Lottery funding to community projects that improve the lives of local people. The criteria for funding is wide; anything from youth and environmental projects to schemes that improve employment prospects and help people that are in need. The trick is for the entrants to convince their communities via broadcast on ITV regional news in November this year. There are four awards of up to £50000 available this year, in each of the 19 ITV regional areas. For further information, please visit the People's Millions [website](#). Bear in mind that the closing date for entries is 16 May 2014.



The latest round of funding is now open and applications for specific projects will need to be submitted by 25 May 2014. Please visit the Foundation [website](#) for further details. There are also grants available that do not have a deadline. The Phillips Fund, for example, aims to protect and nurture rural landscapes and communities. Grants of up to £2000 are admissible for this purpose and the fund is administered via the KCF.

For further funding advice, you may want to look at the website of [Funding Central](#). It is a mine of information regarding all things that involve fundraising. It is supported by the Cabinet Office and the National Council for Volunteering Organisations. It is an excellent starting point for any grant or loan application.

Get That Big Lottery Funding!



CASE Kent are running workshops for those organisations who have an idea

for funding via the Big Lottery Fund. If you have a relevant idea, or have already started your project, this may be the opportunity for you to polish up your application to the Fund, who provide "small" Lottery grants of between £300 and £10000.

Contact [CASE Kent](#) in the first place for more information on the events which will take place on the following dates:

- Shepway (New Romney) Thursday 15 May
- Thanet (Ramsgate) Thursday 22 May

Contact Us

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