

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at the TOWN COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 21 MAY 2014 at 7.00pm

PRESENT:

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

ALSO PRESENT:

- Graham Blew – Town Clerk
- Carol Rose – Administration Assistant
- Sara Stapleton – Responsible Financial Officer (RFO)
- 29 x members of the public

1/14-15. ELECTION OF TOWN MAYOR.

The Town Mayor requested nominations for the position of Town Mayor for the forthcoming year.

MOVED by Councillor B E Read and seconded by Councillor R J Lees.

RESOLVED:

That Councillor Mrs S P Butterfill be duly elected as Town Mayor for the ensuing year 2014 – 2015.

2/14-15. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following her election, Councillor Mrs S P Butterfill made her declaration of office and signed the Acceptance of Office form.

3/14-15. ELECTION OF DEPUTY TOWN MAYOR.

MOVED by Councillor B E Read and seconded by Councillor J A Hayes.

RESOLVED:

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That Councillor P M Harman be the Deputy Town Mayor for the ensuing year 2014 - 2015.

4/14-15. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following his appointment, Councillor P M Harman made his declaration of office and signed the Acceptance of Office form.

5/14-15. VOTE OF THANKS.

Councillor Mrs S P Butterfill gave a vote of thanks to the outgoing Town Mayor, Councillor Ms L M Cross.

6/14-15. PAST MAYOR'S BADGE.

Councillor Mrs S P Butterfill presented the past Town Mayor, Councillor Ms L M Cross with a past mayor's badge.

7/14-15. RESPONSE BY COUNCILLOR MS L M CROSS.

Councillor Ms L M Cross advised that she had thoroughly enjoyed her year in office and wished to thank the Deputy Town Mayor, all the Town Councillors but especially Councillors' Mrs C K Openshaw, B E Read and Mrs I A Read for their support; as a token of gratitude she presented all three with a gift.

Councillor Ms L M Cross listed some of the events she had held over the course of her term and acknowledged the support she had received from her family.

Councillor Ms L M Cross wished the new Town Mayor, and Deputy Town Mayor, all the best during their term in office.

8/14-15. APOLOGIES FOR ABSENCE.

An apology for absence was received and accepted from Councillor J A Harvey (other commitments).

An apology for lateness was received and accepted from Councillor J M Harman (work commitments).

9/14-15. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.

Councillor R J Lees declared a DPI in agenda item 23 as he is a Trustee of the Citizens Advice Bureau.

Councillor R J Lees declared a DPI in agenda item 27 as he is a Trustee of the Cygnets Pre-School.

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

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10/14-145. TO APPOINT COMMITTEES AND SUB-COMMITTEES, THEIR CHAIRMEN AND VICE-CHAIRMEN.

- a) Recreation, Leisure & Amenities Committee.
- b) Finance & General Purposes Committee.
- c) Planning, Major Developments, Transportation & Environment Committee.
- d) Personnel Committee.
- e) Executive & Emergency Committee.
- f) Heritage Park / Skull Site Sub-Committee.
- g) Allotments & Cemeteries Sub-Committee.
- h) Leases & Legal Sub-Committee.
- i) Anti -Social Behaviour & Crime Sub-Committee.
- j) Regeneration / Quality Council Sub-Committee.

MOVED by Councillor B E Read and seconded by Councillor V Openshaw.

RESOLVED:

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the annexed list.

11/14-15. TERMS OF REFERENCE OF THE COMMITTEES AND SUB-COMMITTEES.

Members were provided with the Terms of Reference of the Committees and Sub-Committees to be approved.

MOVED by Councillor B E Read and seconded by Councillor K G Basson.

RESOLVED:

That the Terms of Reference of the Committees and Sub-Committees be approved as per the annexed list.

12/14-15. DATES AND TIMES OF MEETINGS.

- a) The Council
- b) Standing Committees

The Town Clerk advised members that, in consultation with the Chairman of Planning, Major Developments, Transportation & the Environment Committee, the meeting scheduled to be held on 22 May 2014 had been cancelled due to insufficient business.

MOVED by Councillor B E Read and seconded by Councillor R J Lees.

RESOLVED:

That the dates and times of the above Meetings be approved as per the annexed list.

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13/14-15. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

- a) Town Mayor or agreed substitute to serve upon the Bluewater Forum
- b) One Representative on the Dartford Association of Town and Parish Councils, to be the Town Mayor (plus the Town Clerk).
- c) One Representative to serve upon the Committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- d) One representative to serve upon the Kent County Council Dartford Local Board.
- e) One representative to attend meetings of the Development Control Users Forum (Dartford Borough Council).
- f) One representative to serve upon the Elderly Forum (Dartford Borough Council).
- g) One representative to serve upon the Eastern Quarry Community Liaison Group.
- h) One Representative to serve upon the Gravesend and District Society for the Mentally Handicapped.
- i) Two Representatives to serve upon the Greenhithe Community Association.
- j) The Town Mayor or agreed substitute to serve upon the Green Swan@Manor (working for the Community).
- k) Two members to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- l) Two Representatives to serve upon the County Area Committee of the Kent Association of Local Councils (KALC).
- m) Two Representatives to serve upon the Dartford Area Committee of the Kent Association of Local Councils (KALC).
- n) One Representative to serve upon the Police Community Liaison Group.
- o) One representative to serve upon the SureStart – Knockhall Children’s Community Centre Committee.
- p) One representative to serve upon the SureStart – Swanscombe U1R Children’s Community Centre Committee.
- q) Three representatives to serve upon the Pavilion Community Sports & Social Club.
- r) One Representative to serve as Village Transport Representative.
- t) One representative to serve upon the (Dartford) Youth Advisory Group (YAG).

The Town Clerk highlighted the 2 vacancies currently on the list of representatives to Outside Bodies and members agreed to defer filling these positions until the next full Council meeting.

MOVED by Councillor B E Read and seconded by Councillor Ms L M Cross.

RESOLVED:

That the appointment of representatives to outside bodies be approved as per the annexed list and the 2 vacancies be considered at the next full Council meeting.

14/14-15. **BANK SIGNATORIES.**

MOVED by Councillor B E Read and seconded by Councillor R J Lees.

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RESOLVED:

That the following Members be appointed as signatories to authorise the payment of cheques;

Current Account	Town Mayor's Charity Account
1 Cllr Mrs S P Butterfill	1 Town Clerk
2. Cllr P M Harman	2. RFO
3. Cllr Mrs A R Harvey	
4. Cllr R J Lees	
5 Cllr Mrs I A Read	
6 Cllr P J Scanlan	

15/14-15. **MINUTES OF THE MEETING HELD ON 1 MAY 2014.**

MOVED by Councillor B E Read and seconded by Councillor V Openshaw.

RESOLVED:

That the Minutes of the meeting held on 1 May 2014 be confirmed and signed as a true record.

16/14-15. **REPEAL OF S.150 (5) OF THE LOCAL GOVERNMENT ACT 1972 – IMPLEMENTATION OF NEW FINANCIAL REGULATIONS.**

The RFO detailed the report and the reasoning behind the proposed implementation of new Financial Regulations.

During the consideration of this item the changes to the administrative procedures and responsibilities highlighted were agreed and included;

- 2.2 *Councillor Mrs C K Openshaw be appointed to verify the bank reconciliations for all accounts produced by the RFO;*
- 3.1/3.2 *Three year financial forecast of revenue and capital receipt and payments to be considered by the Finance and General Purposes Committee;*
- 4.1 *All three classes of expenditure on revenue items be set at £5000.00;*
- 4.4 *The RFO to supply the Personnel Committee, prior to the Estimates being provided to the members in December, with salary budget reviews;*
- 5.1 *The Council to seek credit references in respect of members or employees who act as signatories;*
- 5.5 *Fund transfers within the councils banking arrangements up to the sum of £35000.00 provided that a list of such payments shall be submitted to the next meeting of the Finance and General Purposes Committee;*
- 5.6 *That the list of regular payments be reviewed annually at the AGM of first meeting of the full Council;*
- 5.8 *Members who are signatories must sign checks in accordance with the Code of Conduct and therefore consider any disclosable, pecuniary or other interests before signing and authorising any payments;*
- 6.3 *The Council will need to make a resolution to pay accounts by direct on line banking methods where it is absolutely necessary to pay in this manner and when suppliers advise the council that it will only accept*

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payments online, all payments made by this method are to be supported by an appropriate voucher which is signed in accordance with the cheque signatory arrangements;

- 6.11 *The Town Clerk and RFO to review all PIN's and passwords and provide a full list to be given to the Town Mayor as required;*
- 6.15 *That the signatories for the Town Mayor's Charity Account be amended to the Town Clerk and RFO;*
- 7.6 *The personnel Committee be tasked with undertaking an Annual Appraisal for the Town Clerk;*
- 11.1 *The amount be left at its current level of £25000.00.*

RESOLVED:

1. That the repeal of S.150 and changes as indicated be noted.
2. That the changes to the administrative procedures and responsibilities highlighted be agreed.
3. That the new Financial Regulations be adopted.

17/14-15. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.

Members had previously been provided with a copy of the current standing orders and financial regulations and were asked to consider agreeing to the amendments proposed and seconded at the 24 April 2013 meeting (as per S/O 42 (b)).

MOVED by Councillor B E Read and seconded by Councillor J A Hayes.

RESOLVED:

That the Standing Orders and Financial Regulations be endorsed and adopted.

18/14-15. REVIEW OF INTERNAL AUDIT.

Members were asked to review and confirm they were satisfied with the internal audit.

Councillor B E Read drew members' attention to the fact that the Town Council had recently received extremely complimentary feedback from the Internal Auditor which included an "upgrade" from very *good* standard to very *high* standard and that this had only been used once before. Members agreed that this was a credit to the administration team and asked that their acknowledgement of this be recorded.

Members reviewed the legal requirements, regarding control objectives, which included an assessment of each of the following: the scope of internal audit, independence, competence, relationships, audit planning and reporting the council had to achieve throughout the financial year and agreed that the council had an adequate and effective system of internal audit.

RESOLVED:

That, after assessing the process for the internal audit, specifically: the scope of internal audit, independence, competence, relationships, audit planning and

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reporting; the effectiveness of the council's internal controls were deemed adequate and that these ensured the regulatory requirements regarding control objectives were being met.

19/14-15. **ANNUAL RISK MANAGEMENT REVIEW.**

The Town Clerk advised members that the proposed amendments included in the Annual Risk Management Review were in line with advice received from the Society of Local Council Clerks (SLCC). Members considered, and endorsed the amendments to the Annual Risk Management.

RESOLVED:

That the amendments suggested as part of the Annual Risk Management Review be noted and endorsed.

20/14-15. **REVIEW OF COUNCIL POLICIES AND PROCEDURES.**

Members were asked to review the current policies and procedures of the Town Council.

MOVED by Councillor B E Read and Seconded by Councillor P J Scanlan.

RESOLVED:

That the policies and procedures as listed be endorsed.

21/14-15. **BALANCE SHEET FOR YEAR END 31 MARCH 2014.**

Members considered the balance sheet for the year end 31 March 2014.

MOVED by Councillor B E Read and Seconded by Councillor V Openshaw.

RESOLVED:

That the balance sheet for the year end 31 March 2014 be approved.

22/14-15. **ANNUAL RETURN FOR YEAR END 31 MARCH 2014.**

Members considered the annual return, the annual governance statement and supporting documents requested by the External Auditor, for the year end 31 March 2014. Members thanked the Administration Team for their professionalism in ensuring that the Town Council received positive reports from both internal and external auditors.

MOVED by Councillor B E Read and Seconded by Councillor K G Basson.

RESOLVED:

That the annual return and annual governance statement, for the year end 31 March 2014 be approved and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

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23/14-15. **INSURANCE CLAIM/S – UPDATE.**

Members were informed that claim reference: 27130000487/Z had been settled.

RESOLVED:

That the item be noted.

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

24/14-15. **ADVICE SERVICE DARTFORD – REQUEST TO HOLD BENEFITS CLINIC.**

Members considered the request to hold a "Benefits Clinic" in the Community Café, Church Road on Wednesday 30 July 2014.

RESOLVED:

That the request be agreed.

25/14-15. **SEALING OF DOCUMENTS.**

There were none.

26/14-15. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor R J Lees and seconded by Councillor B E Read;

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 DPI Councillor R J Lees left the chamber and took no part in the debate or decision of the following item.

27/14-15. **REQUEST FROM CYGNETS PRE-SCHOOL REGARDING HALL HIRE CHARGES.**

Members gave full consideration to the request contained in the letter and whilst sympathetic to Cygnets Pre-School it was agreed that the standard of the facilities, along with the concessionary rate already given, demonstrated good value for money and that it would be very difficult to agree to the request.

RESOLVED:

That the request be refused.

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There being no further business to transact the Meeting closed at 8.05 pm.

Members were invited to join the Mayor Elect for refreshments after the Meeting.

Signed:
CHAIRMAN

Dated:

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 11 JUNE 2014 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor P J Scanlan
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor P M Harman
Councillor P C Harris
Councillor Mrs A R Harvey
Councillor J B Harvey
Councillor B R Parry
Councillor P A Read

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor J A Hayes

28/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' V Openshaw (other commitments).

Members requested that their best wishes be passed on to Councillor V Openshaw for a speedy return to health for his mother.

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

29/14-15. SUBSTITUTES.

There were none.

30/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Mrs S P Butterfill declared a persona interest in application DA/14/00645/FUL as she resides near the site.

Councillor P M Harman declared a prejudicial interest in applications KCC/DA/020/2013 and KCC/DA/0003/2014 as he is the Kent County Council Member for the area these applications are in.

Councillor P C Harris declared a persona interest in application DA/14/00645/FUL as he resides near the site.

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

31/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

32/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 8 MAY 2014.

Recommended: The Minutes of the meeting held on 8 May 2014 were confirmed and signed.

33/14-15. SAFE AND SENSIBLE STREET LIGHTING SCHEME (KENT COUNTY COUNCIL (KCC)) - UPDATE.

Members considered the exclusion criteria for Phase 2 of the Scheme that had been supplied by KCC. Members voiced their dissatisfaction with how this scheme had been handled by KCC and reiterated that Swanscombe and Greenhithe was not the correct type of area/location for this scheme.

Recommended: That the response be noted and the matter be monitored and revisited as and when required.

TOWN PLANNING:

34/14-15. APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.

Due to the timescales involved the following observations were submitted by the Town Clerk, in consultation with the Chairman.

DA/14/00588/RCON	Application for removal of condition 3 of planning permission DA/06/01382/COU in respect of joinery details. 87 High Street, Swanscombe.
OBSERVATIONS:	No observations.
DA/14/00584/EQCHC	Submission of Castle Hill (Central) Area Master Plan pursuant to Condition 19 of Planning Permission DA/12/01451/EQVAR. Eastern Quarry, Watling Street, Swanscombe.

OBSERVATIONS:	No observations.
DA/14/00625/FUL	Erection of a detached garage. 53 Valley View, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council would also request confirmation that drop down pavements are provided as part of this application were it to be approved.

Recommended: To note and endorse the observations submitted.

35/14-15. **APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/14/00645/FUL	Erection of a detached building to provide a sales office at Ingress Park for temporary use for a period of up to 5 years (retrospective application). Crest Sales Office, Stonely Crescent, Greenhithe.
OBSERVATIONS:	The Town Council strongly object to this proposal because the previous commitments of the production of a Management Plan and the building of the Community Centre have not yet taken place. as was agreed in Section 5 of the Section 106 Agreement (page 36), this is also detailed in paragraphs 11 and 25, of the DBC Officers report for the application DA/12/00233/FUL dated 19 April 2012. Members are disturbed that this retrospective application does not appear to show or indicate any link up to the community facility and appears to be on the same roundabout that was intended for the community facility. It is very concerning that this retrospective application has come forward when previously agreed commitments do not appear to have been met.

DA/14/00686/FUL	Erection of a single storey front and rear extensions. 12 Ivy Villas, Station Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

Having already declared a prejudicial interest Councillor P M Harman left the chamber and took no part in the discussion or decision of the following two applications.

36/14-15. **APPLICATIONS SUBMITTED BY KENT COUNTY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

KCC/DA/0201/2013	Construction of a Renewable Energy Facility involving Advanced Thermal Technology to generate energy in the form of combined heat and electricity by using residual waste materials as a fuelstock and converting them into a gas. Land at Manor Way Business Park, Swanscombe.
OBSERVATIONS:	<p>Members strongly object to the application on the following grounds:</p> <p>Firstly, members strenuously oppose the application because they are seriously concerned about the environmental impact this site would have on the local area and even though the developer states that it can control the gasses emitted, because the area is highly developed and populated, they think it a dangerous facility to have in such close proximity to residential areas.</p> <p>Members also object to the application because it is in the vicinity of the proposed Paramount Resort and could interfere with the needs of the resort which could in turn prejudice the objective of achieving a vibrant mixed use development on Swanscombe Peninsula and is contrary to Policy CS6 of the Planning Authorities adopted Core Strategy.</p> <p>Members are also concerned about the Heavy Goods Vehicles (HGVs) that will to and from form</p>

	<p>the site and the need for them to be directed away from the town's inner roads. Members note that KCC do state that roads are marked that should not be used but think, if planning is granted, that a condition should be made on the operator to only utilise the main roads to the site and not use the town's inner roads. Operators generally employ contracting firms that would not necessarily follow road signage stating "no HGVs" etc and therefore unless KCC is to marshal all of these roads, it must be made an obligation on the contractor to keep to the proper routes if there is a chance that the operator could lose its licence.</p> <p>Members do not feel that the proposed location of the plant is sustainable, particularly as all waste delivered to the plan is to arrive by road.</p>
KCC/DA/0003/2014	<p>Construction of a building to accommodate plant for the processing and transfer of construction, demolition and excavation wastes and commercial and industrial wastes with weighbridge and office, external processing plant, storage bays and fencing.</p> <p>Plot 14 and Units C12 and C3 Manor Way, Swanscombe.</p>
OBSERVATIONS:	<p>Members wish to seek assurances that the proposed development will not prejudice the Paramount Resort proposals and/or the Planning Authorities objective of achieving a vibrant mixed use development on Swanscombe Peninsula and is not contrary to Policy CS6 of the Planning Authorities adopted Core Strategy.</p>

37/14-15. **GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following granted decision notices were noted.

DA/14/00426/FUL	<p>Erection of a single storey rear extension.</p> <p>39 Broomfield Road, Swanscombe.</p>
DA/14/00480/FUL	<p>Provision of a commemorating mural on west wall.</p>

	RBL Social Club, London Road, Greenhithe.
DA/14/00588/RCON	Application for removal of condition 3 of planning permission DA/06/01382/COU in respect of joinery details. 87 High Street, Swanscombe.
DA/14/00513/FUL	Proposed single storey rear extension with roof lantern. 116B Knockhall Road, Greenhithe.

38/14-15. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted

Recommended:

That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to respond to planning applications during the recess period.

There being no further business to transact, the Meeting closed at 7.40 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 8 MAY 2014 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor P J Scanlan
Councillor K G Basson
Councillor P M Harman
Councillor P C Harris
Councillor J A Hayes

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor Mrs A R Harvey
Councillor J B Harvey
Councillor V Openshaw

485/13-14. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Mr S P Butterfill (family bereavement), J M Harman (work commitments) and B R Parry (work commitments).

An apology for lateness was submitted by Councillor J A Hayes.

Members requested that their condolences be passed on to Councillor Mrs S P Butterfill at this sad time.

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

486/13-14. SUBSTITUTES.

There were none.

487/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor P M Harman declared a prejudicial interest in application DA/144/00502/FUL as he resides near the site and has objected to previous applications at this site.

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

488/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

489/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 16 APRIL 2014.

Recommended: The Minutes of the meeting held on 16 April 2014 were confirmed and signed.

490/13-14. SAFE AND SENSIBLE STREET LIGHTING SCHEME (KENT COUNTY COUNCIL (KCC)).

Further to minute 444/13-14 Members considered the response received from Mr David Brazier, KCC Cabinet Member for Environment & Transport.

Members were unhappy with the response but agreed that raising the issues, which were outside of the Town Council's control or remit, with KCC had been the correct thing to do but felt let down by the response by Mr David Brazier.

Councillor J A Hayes advised members that he had attended the Scrutiny Committee meeting at DBC on 29 April 2014 where this item had been considered. He felt that the attitude of KCC was not at all flexible and quite unhelpful. He also felt that comments made at the Scrutiny Meeting regarding Swanscombe residents not reading newspapers or going to libraries was quite insulting and derogatory.

The Town Clerk, who had also attended the Scrutiny Meeting, informed members that he felt the point that had attempted to be made was that placing notices in libraries and newspapers was perhaps not the best option for a consultation as these may not reach a wide audience.

Recommended: That the response be noted and the matter be monitored and revisited as and when required.

491/13-14. INVITATION TO MR DAVID BRAZIER REGARDING PENDING MAJOR DEVELOPMENTS WITHIN SWANSCOMBE AND GREENHITHE.

Further to minute 442/13-14 Members considered the response received from Mr David Brazier, KCC Cabinet Member for Environment & Transport.

Members were extremely disappointed with the reply from Mr David Brazier and particular the fact that KCC did not appear to wish to come to the Town Council Chamber and discuss these matters with the Town Council.

Members agreed that the Town Clerk, in consultation with the Chairman, would send a response to Mr Brazier advising him of the Council's dissatisfaction.

Members noted that the Leader of Dartford Borough Council, Councillor J A Kite and the local MP, Gareth Johnson were both due to attend the Bluewater Forum on 22 May

2014 to discuss the Garden City Scheme and agreed that members should send any questions they wished the Town Mayor to raise with them, to the Town Clerk.

Recommended:

- 1 That the Town Clerk, in consultation with the Chairman, would send a response to Mr Brazier advising him of the Councils dissatisfaction
- 2 That Members submitted any questions they wished to be raised at the Bluewater Forum on 22 May 2014 to the Town Clerk.

TOWN PLANNING:

492/13-14. **APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/14/00480/FUL	Provision of as a commemorating mural on west wall. Royal British Legion Social Club, London Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
<i>Having already declared a prejudicial interest Councillor P M Harman left the chamber and took no part in the discussion or decision of the following application.</i>	
DA/14/00502/FUL	Erection of a detached 4 bedroom house with associated parking involving demolition of existing buildings on the site. Neptune Slipway Pier Road Greenhithe
OBSERVATIONS:	The Town Council object to the application for the following reasons:- 1. <i>The proposal would give rise to an increase in on street parking in an area where there is very limited capacity, contrary to Policies T22 and T23 of the Dartford Local Plan, Policy T11 of the Dartford Local Plan Review Second Deposit Draft and Policy TP19 of the Kent and Medway Structure Plan 2006.</i> 2. <i>The proposal would be out of character within</i>

	<p><i>the existing conservation area.</i></p> <p>3. <i>The proposal does not comply with the Greenhithe Riverfront Urban Design Strategy Supplementary Planning Guidance Approved June 2004 (also contained in the Town Council's Local Development Framework :Minute 136, DBC Cabinet 22 January 2009) with regard to:-</i></p> <ul style="list-style-type: none"> <i>a) The continuation and enhancement of the PROW footpath along the riverfront;</i> <i>b) The site was listed for community /recreational use;</i> <i>c) Protecting existing views and vistas of the conservation area from the river and the park;</i> <i>d) Should use traditional materials and building techniques;</i> <i>e) Retain established building heights;</i> <i>f) Pier Road is a low key and intermittent environment;</i> <i>g) Should be an opportunity for small scale development in an important part of Greenhithe Village that protects and enhances the qualities of the village;</i> <i>h) It should protect the conservation area and not compromise its character;</i> <i>i) It should be a small, carefully detailed community building.</i>
DA/14/00513/FUL	<p>Proposed single storey rear extension with roof lantern.</p> <p>116B Knockhall Road, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/14/00525/FUL	<p>Erection of a single storey side extension/single storey front extension with provision of velux windows in front and rear elevations in connection with providing additional rooms in the roof space.</p> <p>59 Caspian Way, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring</p>

	properties are consulted prior to the decision of the application.
DA/14/00564/FUL	Erection of a single storey rear extension and conversion of existing integral garage into habitable room together with associated alterations to front elevation. 17 Caspian Way, Swanscombe.
OBSERVATIONS:	The Town Council objects to this application as it would take away an off street parking facility and therefore be detrimental to the character of the surrounding area and is therefore contrary to the objectives of Policies CS15 and CS17 of the adopted Dartford Core Strategy and Policy B1 and Appendix 9 of the Dartford Local Plan. Policy B1 of the Dartford Borough Local Plan 1995 includes; "(a) Proposed Use – The nature of and characteristics of the proposed use should be appropriate for its location and should not have a detrimental effect on the local area through visual impact, traffic generation, noise, fumes or other factors" as well as (f) Parking and Garaging

493/13-14. **GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The Town Clerk advised members that application DA/14/00185/FUL had incorrectly been included in the Refused Decision Notices on the additional agenda when in fact it was a Granted Decision Notice.

The following granted decision notices were noted.

DA/14/00337/FUL	Demolition of existing rear conservatory and erection of a two storey rear extension. 20 Swanscombe Street, Swanscombe.
DA/14/00185/FUL	Demolition of existing garage and erection of a detached 4 bay garage. Barney Sands Units P1-P4, Northfleet Ind. Estate.

494/13-14. **REFUSED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following granted decision notices were noted.

DA/14/00210/FUL	Erection of a first floor rear extension to existing first floor flat. Flat above 12-14 Milton Street, Swanscombe.
DA/14/00332/FUL	Erection of a detached garage. The Orchard, Mounts Road, Greenhithe.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 26 JUNE 2014 at 7.00PM

PRESENT: Councillor Mrs S P Butterfill (ex-officio)
Councillor Ms L C Howes
Councillor A Harvey
Councillor Mrs A R Harvey
Councillor J B Harvey
Councillor B R Parry
Councillor P J Scanlan

ALSO PRESENT: Master Handley – resident
Mrs Handley – resident
Mr Jepp – resident
Mr Ware – resident
Graham Blew - Town Clerk
Dan Usher – Senior Groundsman/Gardener

ABSENT: Councillor Ms L M Hall
Councillor J M Harman
Councillor J A Hayes

51/14-15. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' K G Basson (holiday), P M Harman (work commitments) and B E Read (unwell).

An apology for lateness was received and accepted from Councillor A Harvey.

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

52/14-15. **ELECTION OF CHAIRMAN FOR THE MEETING.**

As both the Chairman and Vice-Chairman were not present it was duly proposed, seconded and agreed:

Recommended:

That Councillor Mrs S P Butterfill be elected as Chairman for the meeting.

53/14-15. **SUBSTITUTES.**

There were none.

54/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Ms L C Howes declared a prejudicial interest in agenda item 7.8 – Request to us Swanscombe Park – Walk Tall, as she was jointly responsible for organising the event and had submitted the request.

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

At this point the Chairman welcomed Master J Handley to the meeting and invited him to discuss his idea for a skate park. This is minuted under the Skate Park – Request item below.

At this point the Chairman welcomed Mr Jepp and Mr Ware to the meeting and invited them to discuss the problems they encountered with children playing football in the area of Broomfield indicated in the report for this item. This is minuted under the Ball Games in Bromfield Park item below.

55/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk informed members that, in consultation with the Chairman and Vice-Chairman that a request to hold a charity football match, in aid of Cancer Research UK, on 17 August 2014 at Knockhall had been agreed.

56/14-15. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 10 APRIL 2014.

Recommended: That the Minutes of the Meeting held on 10 April 2014 were approved and signed as a true record.

57/13-14. CHANGE OF ORDER OF AGENDA.

As members of the public were present for specific items it was agreed to consider and move these to the beginning of the agenda.

58/14-15. SKATE PARK – REQUEST.

Further to minute 431/13-14 Master J Handley presented the meeting with his idea for the provision of a skate park. It was acknowledged that there were similar facilities located at Dartford Park and at Cygnets, Gravesend, both of which incurred travel expenses to get to.

Members were concerned that neither Dartford Borough Council nor Groundwork had responded to correspondence from Master J Handley and the Town Clerk asked that he be copied in on the emails so that he could forward them on Master J Handley's behalf and attempt to obtain feedback.

It was agreed that finding a suitable location for this type of facility was very difficult and Worcester Park (Steele Avenue) was suggested as a potential site although it was acknowledged that this was owned by Dartford Borough Council and was within the parish of Stone.

Funding for this type of project was discussed and it was agreed that more detail would be required before the idea could be progressed.

On behalf of the Committee the Chairman thanked Master Handley and Mrs Handley for attending the meeting and showing such enthusiasm and drive.

Recommended: That Master Handley obtains more detail regarding the project (level of support, funding potential etc.)
That the Town Clerk forward correspondence from Master Handley to Dartford Borough Council in order to obtain a response.

59/14-15. BALL GAMES IN BROOMFIELD PARK.

Further to minute 430/13-14 members considered the information supplied by Councillor P M Harman who had met with Mr Ware. Members discussed the issues raised by both Mr Jepp and Mr Ware and agreed that the most appropriate potential solution could be the location of similar trees, to those already at the site, in such a way that would deter the playing of football in the direction of the fence/road.

After discussing the matter with Mr Jepp and Mr Ware it was agreed that a site meeting be held with the Senior Groundsman/Gardener and Mr Jepp to investigate the possible location of trees.

On behalf of the Committee the Chairman thanked Mr Jepp and Mr Ware for attending the meeting.

Recommended: That that a site meeting be held with the Senior Groundsman/Gardener and Mr Jepp to investigate the possible location of trees.

60/14-15. 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. Knockhall, Heritage Park, Valley View and Saxon Court.

Recommended: That the item be noted.

61/14-15. **DISPOSAL OF OLD TRACTOR.**

Members were asked to agree the best way to dispose of the old tractor and were informed that some interested parties had contacted the council and that Councillor P M Harman had made several tractor/farm clubs aware of the old tractor and that this had helped raise awareness of it.

After discussion it was agreed to proceed with the disposal of the tractor by sealed bids which would be opened by the Town Clerk, in the presence of the Chairman or Vice-Chairman and the offer representing best value for the council being accepted.

Recommended: That, in accordance with S/O 14.2 the old tractor be disposed of using the sealed bid method detailed above with a deadline date, for receiving bids, of 31 July 2014.

62/14-15. **SECURITY MEASURES AT SWANSCOMBE PARK – SECURITY MEASURES (LIGHTING AND ALARM MONITORING).**

Further to minute 432/13-14 members were informed that 3 attempted break-ins had occurred. The Town Clerk detailed the issue that the new alarm had in respect of de-activation when it went off "out of hours".

Members discussed the matter and agreed that the use of a local resident as an out of hours contractor to re-set the alarm should/when it goes off was the best solution to this matter and that this should be done with the contractor invoicing the council six monthly in arrears (£500.00 per year). The Town Clerk clarified that advice had been sought from both South East Employers (SEEMP) and the council's insurance company and that they had both advised that there were no problems in using a contractor in this manner.

In response to a member enquiry the Senior Groundsman/Gardener confirmed that any activation of the alarms is recorded on the system and can be viewed to verify that it has gone off.

It was also agreed that the flood lights attached to the unused telegraph pole next to the Mess Room should not be re-instated at this time.

Recommended:

- 1 That a local resident be used as an out of hours contractor to re-set the alarm should/when it goes off and that this be done with the contractor invoicing the council six monthly in arrears (£500.00 per year).
- 2 That the flood lights attached to the unused telegraph pole next to the Mess Room should not be re-instated at this time.

63/14-15. FOOTBALL PITCH ALLOCATION.

Members discussed the applications received to hire pitches for the 2014 – 2015 season as detailed in the report. The Town Clerk advised that an additional application had been received from South East Hampton FC for Saturday games at Knockhall and that the Senior Groundsman/Gardener could not see any problems accommodating this.

The Town Clerk informed members that during a meeting with representatives from the Football Association (the FA) they had recognised that the fees charged by the Town Council were extremely competitive and they felt that they represented good value for the standard of facilities provided.

Recommended: That the football pitch allocations for 2014 – 2015, as detailed in the report, be agreed.

64/14-15. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) – ANNUAL REPORT 2013.

Members had previously been supplied, by email, with a copy of the report on 9 May 2014.

Recommended: That the item be noted.

65/14-15. COMPLAINT TO DARTFORD BOROUGH COUNCIL – BIN CORRALS IN GILBERT CLOSE.

Members acknowledged the complaint and noted that it was directed at Dartford Borough Council who were responsible for the bin corrals in Gilbert Close.

Recommended: That the item be noted.

Having already declared a prejudicial interest Councillor Ms L C Howes left the chamber and took no part in the discussion or decision of the following item.

66/14-15. REQUEST TO USE SWANSCOMBE PARK ON 8 AUGUST 2014 – WALK TALL.

Members considered the request to use an area of Swanscombe Park on 8 August from 1pm to 2pm.

Recommended: That the request be agreed.

67/14-15. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated to conduct the normal business of the council during the recess period.

68/14-15. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor P J Scanlan and seconded by Councillor J B Harvey;

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.

69/14-15. RIGHT OF ACCESS TO REAR OF HERITAGE COMMUNITY HALL AND CRAYLANDS LANE ALLOTMENTS – UPDATE.

Members discussed the content of the confidential report and noted the current situation and asked for this matter to be considered by the first full Council meeting after the summer recess so that all members could have an opportunity to input into any decisions regarding possible legal proceedings and the financial implications of these.

Recommended: That the current situation be noted and that this matter be considered by the first full Council meeting after the summer recess so that all members could have an opportunity to input into any decisions regarding possible legal proceedings and the financial implications of these.

70/14-15. COMMUNITY CAFÉ WORKING GROUP – UPDATE.

Members noted the figures in the confidential report (takings). The Town Clerk advised members of the email received from Groundwork regarding the Spark It facility on the 1st floor of the building and it was agreed that the Working Group discuss this at their next meeting.

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 12 JUNE 2014 AT
7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor Mrs A R Harvey
Councillor Ms L M Cross
Councillor P C Harris
Councillor P M Harman (ex officio)
Councillor Ms L C Howes
Councillor R J Lees
Councillor B R Parry
Councillor Mrs I A Read
Councillor P J Scanlan

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

ABSENT: None

39/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were submitted and accepted for Councillors' K G Basson (other commitments), Mrs S P Butterfill (other commitments), V Openshaw (other commitments).

40/14-15. SUBSTITUTES.

There were none.

41/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

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

42/14-15. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

43/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 13 MARCH 2014.

Recommended: The Minutes of the meeting held on 13 March 2014 were confirmed and signed as a true record.

44/14-15. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

Members were provided with details of all receipts and payments for authorisation for March and April 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 March and April 2014, as per the annexed list, be approved.

45/14-15. SUMMARY OF ACCOUNTS.

Members were provided with details of the Summary of Accounts, balanced to 30 April 2014.

Recommended: That the details of the Summary of Accounts, balanced to 30 April 2014 be noted.

46/14-15. APPLICATIONS FOR FUNDING UNDER SECTION 137 OF THE LGA ACT 1972.

Members were provided with copies of the application for consideration. Members were asked to decide on the applications received and if successful, any amounts of funding to be awarded.

Application – Victim Support.

Recommended: That no donation be awarded and that they provide more detailed information, as to the benefit of the residents of Swanscombe and Greenhithe, be provided if they wished to submit an application in the future.

47/14-15. INTERNAL AUDITOR'S REPORT 2013 - 2014.

Members were very pleased to see that the report had been "upgraded" from the previous very good standard to a very high standard and noted that the internal auditor had only ever used this once before.

Recommended: That the item be noted and that the council was pleased to receive a glowing report from the internal auditor and thanked the officers for their hard work and diligence.

48/14-15. FINAL FIGURES AGAINST PROBABLE'S FOR 2013 – 2014.

Members considered the detailed information of the final figures against the probable figures for the 2013 – 2014 financial year.

Recommended: That the item be noted.

49/14-15. **THREE YEAR FINANCIAL FORECASTS OF REVENUE AND CAPITAL RECEIPTS AND PAYMENTS.**

Further to minute 16/14-15 members considered how to begin this process. The RFO suggested that a further two columns could be added to the Annual Estimates with the figures in the future years index linked. The RFO also advised that the Financial Risk Assessments were a large part of the forecast, which were already included within the Estimates.

Recommended: That the suggestions for a three year financial forecast by the RFO, as above, be agreed and endorsed.

50/14-15. **DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the council during the recess period.

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

Signed: _____ Date: _____
(Chairman)

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- 1 Regular Payments (Financial Regulations say that RFO and Clerk to draw up a list but they DO NOT state that the payments should be authorised by resolution).

Cost Centre 1 Public Lighting

Street lighting maintenance contract (Streetlights - £1291.26 per annum)
Christmas Lighting (Festive £1900 per annum until 2015)

Cost Centre 4 Parks Establishment

Gang Mowing (JB Westwood - £7324 per annum)

Cost Centre 10 Leisure Centre

Management Fee (GCLL - £61300 per annum)

Cost Centre 14 Administration

Building Maintenance

Heating, Plumbing and Air-conditioning maintenance contract (LW Burt - £4308.55 per annum)
Lightning Protection maintenance contract (JW Gray - £180 per annum)
Roller shutter maintenance contract (RSL - £1200 per annum)
Lift maintenance (Schindler - £1468.60 per annum)
Water sampling and chlorination (Alpha Chemicals - £770 per annum)
Fire Alarm/Emergency Lighting maintenance contract (Fireout - £132 per annum)
Intruder Alarm/CCTV/Access Control maintenance contract and Central Monitoring Station (Active Security - £766.48 per annum)
Emergency Response Keyholders (G4S - £731 per annum)
Electronic Door maintenance contract (ACE Doors - £1050 per annum)

All Cost Centres

Fire Extinguisher Service
Portable Appliance Testing

Memberships/Subscriptions

Smartstamp
KALC
SLCC Membership (Clerk and RFO)
Local Council Update
Action for Communities in Rural Kent (ACRE)
National Society of Allotment and Leisure Gardeners
Payroll Software (Sage)
Data Protection (The Information Commissioner)
Accounts Software (Scribe 2000 Ltd)
Kent Wildlife Trust
Fields in Trust

Employment Advisors/Consultants (South East Employment)

IT Services/Website

IT Support/Maintenance and off-site back up (ABC ICT Ltd - £2742 per annum)
.gov.uk domain registration (TalkTalk Business - £250 per annum)

Halls – Town Council Offices/Church Road Hall/Heritage Hall

Water sampling and chlorination (Alpha Chemicals)

Old Fire Station Café

Keyholding Service (G4S - £731 per annum)

2 Online banking payments and direct debits payments to be authorised by resolution

1. KCC Employee and Employer Pension Contributions (variable payments)
2. Inland Revenue PAYE and NI (variable payments)
3. NNDR bills (Dartford Borough Council) (variable payments)
4. Fuel bills (parks vehicles) (variable payments)
5. British Telecom Bills (all phone lines and broadband/internet) (variable payments)
6. Postage (Royal Mail Smartstamp)
7. Coffee Machine Rental (Tchibo)

3 Variable Direct Debits to be authorised by resolution

Utilities bills for council offices, halls, parks and café (gas, electricity, water rates)

THE PARISH AND TOWN COUNCIL CAPACITY BUILDING FUND - UPDATE

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

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

It was indicated that grants will normally be for maximum of £3,000 but that more will be available for joint applications.

Applications were invited by 31 May and were required to explain the proposal, the estimated cost and the amount of grant requested.

Individual bids have been received from:

- Darenth Parish Council.
- Swanscombe & Greenhithe Town Council
- Longfield and New Barn Parish Council
- Stone Parish Council
- Wilmington Parish Council

A joint bid was received from Darenth Parish Council, Bean Parish Council & Sutton-at-Hone & Hawley Parish Council.

Expressions of interest to be on the panel were requested on the 21st May and it can now be confirmed that the panel will consist of:

The Leader and Deputy Leader of Dartford Borough Council, Councillor Noreen Salway and Councillor Richard Lees. Please note The Leader / Deputy Leader will not take part in any discussion affecting a Parish on which they sit.

It is hoped that the 1st meeting of the Panel will be held in early to mid-July.

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REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2014 – 2015.

❖ **ADVICE SERVICE DARTFORD (CAB)**

1. Councillor Ms L M Cross

❖ **BLUEWATER FORUM:**

1. The Town Mayor or agreed substitute

❖ **DARTFORD ASSOCIATION OF TOWN AND PARISH COUNCILS (DAPTC) (1 MEMBER PLUS THE TOWN CLERK):**

1. The Town Mayor

❖ **NORTH WEST KENT VOLUNTEER CENTRE (PREVIOUSLY DARTFORD VOLUNTEER BUREAU) (1 MEMBER):**

1. Councillor Mrs S P Butterfill

❖ **DARTFORD LOCAL BOARD (1 MEMBER):**

1. Councillor P J Scanlan

❖ **DEVELOPMENT CONTROL USERS FORUM (1 MEMBER):**

1. Councillor B E Read

❖ **ELDERLY FORUM (1 MEMBER):**

1. Councillor Ms L C Howes

❖ **EASTERN QUARRY COMMUNITY LIAISON GROUP (1 MEMBER):**

1. Councillor P J Scanlan

❖ **GRAVESEND AND DISTRICT SOCIETY FOR THE MENTALLY HANDICAPPED (1 MEMBER):**

1. Councillor Mrs L C Howes

❖ **GREENHITHE COMMUNITY ASSOCIATION (2 MEMBERS):**

1. Councillor Mrs S P Butterfill

2. Vacant position

* _____ *



REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES FOR 2014 – 2015.

❖ **INGRESS PARK MANAGEMENT (GREENHITHE) LTD (IPGM) (2 MEMBERS) – DIRECTORSHIP:**

1. Councillor P M Harman
2. Councillor P C Harris

❖ **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) COUNTY AREA COMMITTEE (2 MEMBERS):**

1. Councillor Ms L C Howes
2. Councillor Mrs S P Butterfill

❖ **KALC DARTFORD AREA COMMITTEE (2 MEMBERS):**

1. Councillor R J Lees
2. Graham Blew – Town Clerk

❖ **POLICE COMMUNITY LIAISON GROUP (1 MEMBER):**

1. Councillor Ms L M Cross

❖ **SURESTART – KNOCKHALL CHILDREN'S COMMUNITY CENTRE COMMITTEE (1 MEMBER):**

1. Councillor R J Lees

❖ **SURESTART – SWANSCOMBE U1R CHILDREN'S CENTRE COMMITTEE (1 MEMBER):**

1. Councillor R J Lees

❖ **THE PAVILION COMMUNITY SPORTS AND SOCIAL CLUB (THE PAVILION) (3 MEMBERS):**

1. Vacant position _____ *
2. Councillor J A Hayes
3. Councillor R J Lees

❖ **VILLAGE TRANSPORT REPRESENTATIVE (1 MEMBER):**

1. Councillor B E Read

❖ **(DARTFORD) YOUTH ADVISORY GROUP (1 MEMBER):**

1. Councillor Ms L C Howes



SWANSCOMBE & GREENHITHE TOWN COUNCIL
STANDING ORDERS

- c) When a special resolution or any other resolution moved under the provisions of paragraph (b) of this Order has been disposed of, no similar resolution may be moved within a further six months.

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.

18. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL.

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 34(a)).

19. RESOLUTIONS ON EXPENDITURE.

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance & General Purposes Committee or of another Committee after recommendation by the Finance Committee) and which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance & General Purposes Committee shall report on the financial aspect of the matters).

20. EXPENDITURE.

Orders for the payment of money shall be authorised by resolution of the Council in accordance with the Financial Regulations and signed by two members.

21. SEALING OF DOCUMENTS.

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) **The Council's Common Seal shall alone be used for sealing documents. It shall be applied and signed by the Town Mayor if**



**SWANSCOMBE & GREENHITHE TOWN COUNCIL
STANDING ORDERS**

of the meeting without the express prior written approval of the Council.

- f). If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

35. RELATIONS WITH THE PRESS/MEDIA.

Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media unless prior approval has been given by the Town Council or Town Clerk.

36. CONFIDENTIAL BUSINESS.

- a) No member of the Council or of any committee or sub-committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- b) Any member in breach of the provisions of paragraph (a) of this Standing Order may be removed from any committee or sub-committee of the Council by the Council, subject to any decision made as per Standing Order 14 (e).

37. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS.

- a) A list of the scheduled meetings, as agreed at the AGM summons and Agenda for each meeting shall be sent, as way of an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.
- b) At the discretion of the Clerk a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

38. PLANNING APPLICATIONS.

The Clerk shall, as soon as it is received, keep a records of the following particulars of every planning application notified to the Council:

- i) the date on which it was received
ii) the name of the applicant
iii) the place to which it relates;

Graham Blew

From: karen melbourne-dowse <thepavilion2014@telstra.net.au>
Sent: 21 June 2014 09:40
To: Graham Blew
Subject: Fun Day 2015

Hi Graham

The committee would like to request the use of the Park again for our Fun day on Sunday 24th May which again is the Bank holiday weekend. We would like the same area but extend it from the wall of the Pavilion patio outwards to the left slightly. Again we will respect the cricket pitch as we did this year and give the same attention to ensuring the park is left in the same condition that you request.

Look forward to your reply

Kind Regards
Karen

Graham Blew

From: Graham Blew
Sent: 20 January 2014 11:50
To: 'Jackie [REDACTED]'
Subject: Request to use part of Broomfield Park on Sunday 25 May 2014
Attachments: EVENTS NOTIFICATION FORM - Jan 2014.doc

Importance: High

Jackie

Further to your recent request the Town Council have considered this and it was agreed to permit this request provided the following conditions were agreed prior to the event:

1. *None of the Town Councils sports facility hirers are to be disturbed or inconvenienced by this event in any way;*
2. *The area designated by the Town Council to be used is agreed and, if required, marked out;*
3. *A named representative of the Pavilion to be designated to take responsibility for the event both prior to, during and after its completion;*
4. *The Pavilion to assume all liability for, and attached to, the event and to obtain and supply all the required insurance covers for the event and for the equipment to be used during the event;*
5. *The Pavilion to be responsible for all medical, safety and security arrangements for the event and to provide confirmation that all the relevant Health & Safety, Fire and permissions have been obtained for the event;*
6. *The Pavilion to acknowledge the Town Councils support in all advertisement materials used for the event;*
7. *Advertisement/publicity for the event to be appropriate with all permissions/licenses required obtained;*
8. *The Pavilion to carry out and supply the appropriate Risk Assessments;*
9. *The Pavilion to be responsible for any/all damage caused as a result of the event and that this includes any cost incurred by the Town Council as a result of the event;*
10. *The Town Council's decision on whether the event goes ahead due to weather conditions be final and not challenged;*
11. *Access to the park to be at the absolute discretion of the Town Council;*
12. *Only the activities/facilities agreed with the Town Council prior to the event are to take place;*
13. *The Pavilion be responsible for clearing any litter etc. resulting from the event and this is to be done immediately after the event and to the satisfaction of the Town Council.*

I await your response.

T/C 10/7/14

KALC COMMUNITY AWARDS ARE GO!

May/June 2014



Serving Parish & Town Councils in Kent

KENT ASSOCIATION OF LOCAL COUNCILS

The Parish News

The KALC Community Awards have proved very popular with thirty two very worthy nominations having been made. Some of the awards have already been presented, with many Councils making a very special occasion of the proceedings! We would be very pleased to receive any pictures you have of any ceremony, big or small, that you have arranged for your recipient.

We have been lucky enough to have three councils who have already done so and are happy to share their good news.



- Wingham Parish Council presented their award to Alison Sims, who does an awful lot of work "behind the scenes" with local clubs and societies. Bryan Curtis presented the award to Alison with her family present at Wingham's Annual Parish Meeting.



- Tom Hogg from Plaxtol is the outgoing Chairman of the Memorial Hall Committee, who spearheaded a concerted effort to change the fortunes of the once dilapidated village facility. According to the Parish Council nomination, Tom almost single handedly turned the Memorial Hall into the thriving community hub that it is today. As the Chair of the committee, he harnessed various grants and encouraged the development of an enthusiastic Committee at the Hall. The Parish Council was very keen to promote Tom's tireless work. The picture above shows Tom receiving his award from the Chairman of KALC, Mr Ray Evison.



- Margarette and Roy Gilham were nominated by Headcorn Parish Council for their sterling work in the day to day running of its village hall. This is an outstanding voluntary contribution that Headcorn was naturally eager to highlight. Here are Margarette and Roy receiving their well deserved award at the Council's Annual Parish Meeting on 24 April.

VERY WELL DONE TO ALL OUR NOMINEES!

Training Matters and Dates for Your Diary...

Clerks Conference

12 June 2014

West Faversham
Community Centre

Equality Act Workshop

19 June 2014

Lenham
Community Centre

Councillors Conference

19 July 2014

Lenham
Community Centre

KALC

Events with Kent Police

9 July 2014

Kings Hill Community
Centre.

Our training season continues throughout the spring and early summer of this year. Two of our major annual conferences are now available for booking via our website. The Clerks' Conference looks to be a busy day, with two different workshops available for our delegates to attend. We are running our usual "Clerk in Action" session in the morning that covers subjects relevant to new clerks or those who might need a refresher. In

the afternoon, we will be inviting Allison Burton, Clerk of Dover Town Council, to lead a workshop for those clerks who have more experience and would like to extend their knowledge further. Our conference speakers all have something interesting to offer our Clerks. From guiding you through the new audit process, to sharing ideas from other Councils, the day looks to be a popular event. Should you require any further information, do not hesitate to contact us at the office.

Likewise, our Councillors' Conference is our last major event before the traditional summer break. Always an event that is worth going to, we will be rolling out our normal Dynamic Councillor training sessions on the day, with a choice of morning or afternoon attendance. The Conference's theme will be on the lines of the Vibrant Community, which we know is very relevant to our County. Our speakers will reflect that theme, with subjects such as licensing, volunteering and leadership being covered this year.

A new pilot workshop is also being launched, and we hope that as many of you will attend as possible. The Equality Act 2010 affects every one of us, and our workshop will cover the finer aspects of the Act so that our Councils are up to date and know how to interpret

the Law as regards employment and Council business too.

Don't forget our events that are held in conjunctions with Kent Police. The next one will be held on 9 July 2014 with Anne Barnes, the Police and Crime Commissioner, in attendance. We are also expecting the new Chief Constable, Alan Pughsley, at the event.

As normal, all of our events can be booked online via our website.

You can take a look at all our events [here](#), and make your bookings as you wish.

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.



**Kent Fire &
Rescue Service**

Watch that Summer Fire!

Kent firefighters are urging residents to heed safety warnings to help prevent outdoor and rubbish fires.

KFRS Community Safety Manager Charlie Smith said: "During the warmer months outdoor fires are a major issue for our crews as they can spread easily and destroy thousands of acres of countryside, crops and wildlife habitats. This puts enormous demands on our resources as well as posing a serious threat to lives and homes."

He added: "We are appealing to people to ensure that they take extra care not to start fires, whether it is simply disposing of cigarettes in a responsible manner, to being fire safe with outdoor activities such as camping and barbecuing. Parents can help us by reminding their children of how starting a fire could mean a huge fine or even a prison sentence. By following our simple safety tips you will help protect the countryside, and help to prevent fires starting in the first place."

Keep matches and lighters out of the way of children and remind them that they are not toys

If you are a parent you are strongly advised not to leave young people to wander in the countryside supervised. Ensure that they are aware of the dangers of fire

Don't light fires in the countryside or drop litter which could be set alight

Don't accumulate rubbish which can act as potential fuel for deliberate fire setters

Contact your local district or borough council to arrange collection of unwanted furniture, or to report abandoned vehicles or fly tipped waste (Clean Kent 24 hour reporting line – 0845 345 0210)

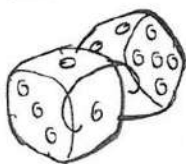
Report any information about illegal fire setting activities and those responsible (anonymously) to Crimestoppers on 0800 555 111.

For further fire safety advice go to www.kent.fire-uk.org or call 0800 923 7000.

Vacancies

Please take a look at our website [here](#) for details of any vacancies that occur throughout the county.

Betting Shop - Time for Councils to take A Punt...



Just after the last News was put online, David Cameron announced

guidelines for a new planning class that will be created specifically for betting shops.

Whilst most see this announcement as a somewhat small technical point, it will generally make a huge difference to our high streets, if it goes ahead. Towns and districts have complained for a long time that the current planning system does not allow them much control over the kind of establishment that comes to their area. This is particularly a problem when large companies decide to open a branch of their brand in a small town or village where an independent trader already has a presence. As councillors will be aware, planning law puts land and buildings into various "classes". In order to change a buildings purpose, from a shop to a restaurant for example, permission has to be sought. However, changing a shop purpose - lets say from a butcher to a sweet shop - requires no permission. This, of course, means that bookmakers have been able to use that law to open premises along high streets everywhere.

Naturally, this news will be welcomed by local councils.

Some of this legislation could apply to your community and so further information regarding the Prime Minister's announcement can be found by following this link:



www.parliament.uk/briefing-papers/SN01301.pdf

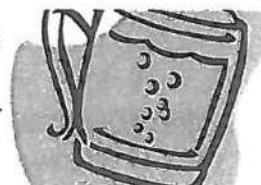
Whilst it is not particularly specific, it gives a good enough outline as to what we can expect regarding the changes.

Along with gambling, the purchase and consumption of alcohol also require licences in order to operate within the law. Whilst we generally think of pubs and clubs when the subject arises, it also applies to community facilities. It is always worth making sure that your Council has the right licence for the right event - the following link is a very useful tool:

<https://www.gov.uk/alcohol-licensing>

It covers the conventional applications as well as those that might be considered more obscure. Likewise, correct information is also

available for those who wish to make representation to stop or withdraw a licence from a particular premises.



If your Council requires specific advice or training on the finer parts of Licencing Law, we do run bespoke workshops on the subject. Our consultant, Jim Ratchford, has recently attended an event at Dover Town Council. The feedback there was extremely positive, so we intend to run a similar evening in the future.

In the meantime, it could well be that the popular pastime of counting the of betting shops and money lenders in a high street could be a thing of the past...

We will keep you posted.



Some information sourced from the Guardian, 2 May 2014

Licensing... An Update From Our Consultant

This is the first of a regular series of features offering Licensing information to members of KALC. The object is to keep you updated on the (almost) constant changes to the licensing regime and how it affects you. These articles will not pull punches – I will tell it as I see it, from the perspective of my 35 years experience in licensing (33 years enforcing the Act and two as a Licensing Consultant). References to legislation are backed up with Act and Section for you to check out – opinions offered are mine alone.

What is most important is your feedback - questions, suggested solutions (what has worked/not worked in your area). We can all learn from the experiences, good and bad, of others. So let's make this a live, and lively, debate. I will happily deal with the generality of an issue. For specific advice however please, in the first instance, contact KALC. Having said all this, shall we start with the most recent update on the Licensing Act 2003?

Minimum Pricing of Alcohol



On 28th May 2014 it became illegal to sell alcohol below the cost of VAT and duty. This was brought in to resolve the issue of alcohol being sold at what seemed to be ever lower prices, with the consequent concerns over health and anti-social behaviour. We will have to see how that translates into the prices on our off-licence shelves. (*The Licensing Act 2003 (Mandatory Conditions) Order 2014*)

And now let's take a look at:

Community Halls



The last couple of years have seen dramatic changes to the Act, taking a lot of smaller venues completely out of the licensing regime. The following activities are no longer licensable if held between 8am (08:00hrs) and 11pm (23:00hrs):

Plays with no more than 500 people in the audience

Performances of Dance with no more than 500 people in the audience (That's people dancing for an audience, to entertain them. Patrons dancing, at a Valentine's Day dance for example, is not a licensable activity)

Indoor Sporting Events with no more than 1000 people in the audience (I always think of swimming galas or a national darts champion putting on an exhibition match)

Unamplified Live Music (that means that not even the singer has a microphone!) with NO audience limit. (Buskers, as long as they don't have any amplification, can now perform anywhere and are totally outside the Act)

Amplified Music, as long as it's on premises licensed to sell alcohol, they are selling alcohol at the time and there are no more than 200 people in the audience. (it is expected that this will rise to no more than 500 people in July)



Please come back to KALC with licensing matters you would like covered in future editions of Parish News.

I look forward to meeting Councillors at the KALC Conference in Lenham on 19th July

Jim Ratchford DipHE FBII.tp MLoL

Licensing Consultancy Services Ltd



As a key part of our channel migration strategy, the highways team have spent the last year listening to our customers suggestions about we can improve the online fault reporting tool and get more customers using it to let us know about a wide range of issues such as pot-holes. We have carried out several customer surveys and asked customers who currently email and call via our Contact Centre, how we can encourage them to use the tool which is the quickest, easiest and cheapest way to tell us about faults and ensure that we receive the right high quality information that we need to respond. Customers asked for the ability to upload photos and for easier ways to find our assets such as streetlights, salt bins and bollards. A new version of the tool went live on Friday 2 May including all these improvements.

We still find that many customers are choosing to email faults through to us, but that there is often not enough information to go on for us to find and investigate issues.

We have therefore proposed a trial switch off of the generic highways email box with an auto response directing customers towards the online tool for fault reporting, to the KCC website for information and to the Contact Point for urgent or complex enquiries. This change has been communicated to all email customers over the last month and only a handful of customers have shared their concerns about this change (out of over 2,000 + customers who have emailed us). We need your help and support in educating customers that this is the preferred way to let highways know about faults and if you are able to update your own parishioners via websites and newsletters etc. with a link to the tool would be much appreciated. (the address is www.kent.gov.uk/highwayfaults).

We appreciate that many customers still come to the District, Town & Parish Councils in the first place and it would be great if you can simply give customers the website address (or our 03000 418181 phone number if they don't have internet access). We do not want you having to pass on customer reports to us directly as that often gives the impression to customers that they need to come back to

you in the future, instead we would simply ask that you respond to customers explaining that they need to contact us directly and the easiest way to do this is via our website. The highways mailbox will be closed from Monday 12 May for a period of 3 months with a final decision about permanent closure being taken in July

You can of course still speak to your Highway District Managers and Stewards if you have any particular concerns in your area.

Finally, we have changed the link to the Parish Portal. It is now:

<http://webapps.kent.gov.uk/KCC.ParishPortal.Web.Sites.Public/UnsecurePages/Login.aspx>

This site still refers you to the public facing reporting tool for faults, but also allows you to find all faults within your parishes.



Serving Parish & Town
Councils in Kent

KENT ASSOCIATION OF LOCAL COUNCILS

Dover District Council Offices
White Cliffs Business Park
Whitfield
Dover
CT16 3PJ

Tel 01304 820173
fax 01304 820174
Email: kalc@btconnect.com
web: www.kentalc.gov.uk

Nice to See You, To See You...



We love seeing you all in our new offices and look forward to visits from our members.

If you have an important matter to discuss, it is probably wise to make an appointment with us in the first place, so that we can make sure that we are available for you. We would hate any of our members to travel far and then find that the member of staff they wanted to see was not here. A phone call will normally suffice, so that we can make the appropriate arrangements for you. Clive and Terry are sometimes at external meetings and therefore not available, so do ring us first if you intend to visit us for any reason.

Fundraising Opportunities



There are various different funding rounds for help with renovating - or

building - municipal facilities in your communities.

- The Church and Community Fund is one such avenue that may be of help, especially if you have a strong link to your local Anglican church in your civic parish.
- Likewise, Kent County Council has an ongoing Village and Community Hall Grants process, that can provide a certain amount towards renovations or building.

In the first place, you should email:

mark.reeves@kent.gov.uk

[v.uk](http://www.kent.gov.uk)

Who can provide further information.

Rural communities can also benefit from funding rounds that are currently in operation in our county and elsewhere:

- The Plunkett Foundation is working with rural communities, especially those with community shops and other enterprises. Aiming to reverse the trend of ru-

ral decline, its funding round is open to those who wish to create a viable and sustainable community business. More details can be found [here](#)

- The Co-Operative Community Fund provides small grants for community projects, up to an amount of £2000. Their criteria can be found [here](#), but generally any project must be of a community nature that will benefit all.



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AGENDA ITEM 18

T/C 10/7/14

- September 2014 - Arm Chair Talk about Swanscombe - to be arranged
- September 2014 - Arm Chair Talk about Greenhithe – to be arranged
- 28 November 2014 – Town Mayors Murder Mystery Evening with Fish and Chip Supper @ The Pavilion.
- 17 January 2014 – Town Mayors Tea Dance with music at the Town Council offices Community Hall.
- 24 January 2015 7.30 pm until 11 pm
Play – Al a Carte - Lamour at the Greenhithe & Swanscombe Royal British Legion, 7.30 until 10. 30 pm £6 per ticket with nibbles on the table
- 14 February 2014 – Town Mayors Vintage Valentines Dance with Brendan Shaw and his orchestra
- 28 March 2015 – Town Mayors Civic Reception at Swanscombe Leisure Centre – Swing Along.
- 11 April 2015 - 7.30 until 10.30 £10 per ticket with nibbles on the table:
Play - The Importance of Being Ernest - The Glow, Bluewater (to be confirmed)

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