

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 15 OCTOBER 2015 at 7.00 PM

PRESENT:

Councillor P M Harman (Town Mayor)
Councillor B E Read (Deputy Town Mayor)
Councillor Mrs A E D Barham
Councillor K G Basson
Councillor Ms L M Hall
Councillor J A Hayes
Councillor Ms L C Howes
Councillor K M Kelly
Councillor R J Lees
Councillor D J Mote
Councillor A S Reach
Councillor Mrs I A Read

ALSO PRESENT:

Graham Blew – Town Clerk
Sara Stapleton – Responsible Financial Officer (RFO)
Gill Franz – Administration Assistant

ABSENT: There were none.

262/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Mrs S P Butterfill (work commitments), Ms L M Cross (other commitments), Dr J M Harman (other commitments), Mrs M B Kelly (unwell), Mrs L D McFadden (work commitments), B R Parry (holiday), Mrs C K Openshaw (other commitments) and S J Ryan (work commitments).

263/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor R J Lees declared a prejudicial interest in agenda items 20 – Pavilion Changing Rooms Cleaning Contributions and 21 – Pavilion Update, as he is one of the Town Councils representatives on the pavilion Committee and also a member of the Pavilion.

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

264/15-16. MINUTES OF THE MEETING HELD ON 9 JULY 2015.

Members were provided with a copy of the Minutes of the Meeting held on 9 July 2015.

RESOLVED:

That the Minutes of the Meeting held on 9 July 2015 be confirmed and signed as a true record.

265/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

ASSISTANT TOWN CLERK/RFO.

The Town Clerk informed members that, further to the interviews being held on 15 September 2015, the new Assistant Town Clerk/RFO was scheduled to commence on 2 November 2015.

266/15-16. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 9 SEPTEMBER 2015 AND 30 SEPTEMBER 2015.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 9 September 2015 and 30 September 2015 be confirmed and the recommendations made therein be adopted.

267/15-16. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 24 SEPTEMBER 2015 AND 30 SEPTEMBER 2015.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 24 September 2015 and 30 September 2015 be confirmed and the recommendations made therein be adopted.

268/15-16. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 10 SEPTEMBER 2015.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 10 September 2015 be confirmed and the recommendations made therein be adopted.

269/15-16. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 2 JULY 2015, 15 JULY 2015 AND 7 SEPTEMBER 2015.

RESOLVED:

That the Minutes of the Personnel Committee meeting held on 2 July 2015, 15 July 2015 and 7 September 2015 be confirmed and the recommendations made therein be adopted.

270/15-16. MINUTES OF THE EXECUTIVE & EMERGENCY COMMITTEE MEETING HELD ON 29 JULY 2015.

RESOLVED:

That the Minutes of the Executive & Emergency Committee meeting held on 29 July 2015 be confirmed and the recommendations made therein be adopted.

271/15-16. MINUTES OF THE HERITAGE PARK/SKULL SITE SUB-COMMITTEE MEETING HELD ON 2 JULY 2015 AND 16 SEPTEMBER 2015.

RESOLVED:

That the Minutes of the Executive & Emergency Committee meeting held on 2 July 2015 and 16 September 2015 be confirmed and the recommendations made therein be adopted.

272/15-16. TERMS OF REFERENCE OF INTERNAL AUDIT.

Further to minute 198/15-16 members considered the Terms of Reference to cover the scope of internal audit.

RESOLVED:

That the Terms of Reference for the scope of internal audit, as attached, be adopted.

273/15-16. DARTFORD BOROUGH COUNCIL (DBC) – CONSULTATION ON DARTFORD'S STATEMENT OF GAMBLING POLICY FOR THE PERIOD 3 JANUARY 2016 TO 2 JANUARY 2019.

RESOLVED:

That the item be noted.

274/15-16. PARISH / TOWN COUNCIL REPRESENTATION ON THE DARTFORD JOINT TRANSPORTATION BOARD (JTB).

Further to minute 142/15-16 Members agreed that the Council votes for Councillor R J Lees.

RESOLVED:

That the Town Council votes for Councillor R J Lees.

275/15-16. **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.**

Members were supplied with the July and August 2015 edition of the Parish News.

RESOLVED:

That the item be noted.

276/15-16. **STAFF / MEMBER TRAINING - UPDATE.**

Members were informed that the following training had been booked:-

Cllr Ms L C Howes	Annual Finance Conference (KALC)	22 October 2015
Cllr R J Lees	Annual Finance Conference (KALC)	22 October 2015

RESOLVED:

That the item be noted.

277/15-16. **INSURANCE CLAIMS – UPDATE.**

Members were informed that the following claims had been settled:

Claim Ref: 27150000378 – damage to permanent goalpost (Broomfield) - £100 excess.

Claim Ref: 27150000289 – damage to St Peter & St Paul Church Wall – this had incurred a cost of £3,471.94 to the Town Council.

RESOLVED:

That the item be noted.

278/15-16. **WORKING GROUP MEMBERSHIPS.**

Members considered the memberships of the Working Groups and these were agreed as follows:

Grove Car Park	Pavilion	Financial Risk Assessments (FRA)	Café
Mrs S P Butterfill	K G Basson	Chairman of FGP	P M Harman
Ms L C Howes	P M Harman	J A Hayes	Ms L C Howes
P M Harman	J A Hayes	Ms L C Howes	B E Read
B E Read	R J Lees	R J Lees	
	B E Read		
	Mrs I A Read	RFO	

- ** Working Groups generally meet in the Council Chamber during the day (11am)

No members requested to be included in the memberships of the Working Groups.

RESOLVED:

That the Working Group memberships remain as shown above.

278/15-16. **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.

KALC Dartford Area Committee (KALCDAC)

Councillor R J Lees and the Town Clerk are the Town Council's representatives on KALCDAC. As previously agreed the agenda and draft minutes for the 1 October 2015 meeting and the minutes from the 2 July 2015 meeting were available in the Chamber for inspection.

Bluewater Forum (BF)

The Town Mayor, or agreed substitute, is the Town Council's representative on the BF. As previously agreed details of the minutes from the 28 May 2015 meeting were available in the Chamber for inspection.

Borough and Parish Forum (BPF) (DBC)

The Town Mayor and Town Clerk are the Town Council's representatives on the B&PF. As previously agreed the agenda for the 6 October 2015 meeting was 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.

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

Mr P C Harris had submitted the following update: "it had been a rather turbulent time for Ingress Park and IPGM. Over the summer both the Development Manager (DM) and the Assistant Development Manager (ADM) departed for various reasons. However, the ADM post was quickly filled and First Port (Consort) hoped to have the DM post occupied soon. The second exit to Ingress Park opposite Craylands Lane appears to be on schedule and the construction of the long awaited Community Centre is (according to Crest) due to begin in 4 – 6 weeks. The AGM was being held on 26 November 2015"

Members discussed the future management of the Community Centre and requested that Crest be invited to discuss this with the Chairmen of the 3 main Committees.

280/15-16. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman advised that 38 councils nationally had applied for the new devolution powers but due to the criteria required KCC had decided not to apply.

Issues that had recently been considered included; the effects of migration and in particular the matter of unaccompanied children; Operation Stack where a decision to originally include Ebbsfleet International Station as an option had been taken by Central Government without KCC being consulted; the change to LED street lighting which was a 2 year project.

RESOLVED:

That the item be noted.

281/15-16. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

A recent announcement had been made regarding Tesco selling the land at Lowfield Street.

The removal of the cliff face at Eagle Road, Greenhithe had begun in September and involved the play equipment being removed from the play area (this equipment was the responsibility of DBC).

Planning Application DA/14/01035/OUT which had previously been withdrawn had now been re-submitted. Councillor K M Kelly advised that he would again be requesting to speak against the application when it was considered by the Development Control Board.

DBC were looking to implement Protection Orders in public spaces to address a range of issues, particularly anti-social behaviour.

The Swanscombe Community Alcohol Partnership had recently met at the Council Offices with Gareth Johnson MP where issues discussed had included the use of legal highs.

RESOLVED:

That the item be noted.

282/15-16. SEALING OF DOCUMENTS.

There were none.

283/15-16. TOWN MAYOR'S ANNOUNCEMENTS.

There were none.

284/15-16. QUESTIONS.

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

285/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

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

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

286/15-16. PAVILION CHANGING ROOMS – CLEANING CONTRIBUTIONS.

Members considered the information provided and it was agreed that a grant of £500.00 be made to the Pavilion, using the General Power of Competency, towards the cleaning contributions of the changing rooms.

RESOLVED:

That, using the General Power of Competency, a grant of £500.00 be awarded to the Pavilion towards the cleaning of the changing rooms.

287/15-16. PAVILION-UPDATE.

In addition to the documents/information included in the agenda Members were supplied with: the latest email from Dartford Borough Council, dated 12 October 2015, which contained revised wording for the confirmation that DBC required if they were to commence with the proposed boiler/heating upgrades; Members were informed that the Asbestos Survey had been received and that the Pavilion Working Group had all been supplied with a copy and had met on 13 October 2015 to consider the contents. Members were supplied with, and considered, information regarding the areas in the survey recommended for action.

In response to the Town Clerk members confirmed that they were satisfied with the documents and information that had been provided to them for this item.

The RFO informed members of the approximate costs involved, where within the current budgets funds were currently available and the fact that VAT would not be able to be claimed back on this project.

There ensued an in depth debate regarding this issue and it was recognised that, whatever was decided, the Town Council needed to formulate a plan regarding the future of the facility/building.

In accordance with Standing Order 41 b) it was proposed, seconded and adjourned without discussion to the next ordinary meeting of the council :-

That the value of Standing Order 38 b) be increased from £25,000.00 to £50,000.00.

In accordance with Standing Order 19 it was proposed, seconded and adjourned without discussion to the next ordinary meeting of the council :-

That the Town Council agree to the revised conditions provided by DBC, dated 12 October 2015, regarding the heating upgrade works.

That an additional sum of £16,000.00 be included in the 2016 – 2017 estimates for the Pavilion roof repairs.

That the monies currently contained in the 2015 – 2016 estimates (Cost Centre 18, Cost Code 345) be used towards any roof repairs/replacement required above any boiler installation / the boiler room area.

That the Town Council agree to repair/renew the roof above the boiler area as soon as is possible and that any additional costs/funds required are funded from monies currently in the Financial Risk Assessments.

That the Town Council formulates a plan to repair/renew the remainder of the roof (the Chairmen of the 3 main Committees to consider this and report this back to full Council).

RESOLVED:

That the Town Council proceed with obtaining quotes for the replacement of the areas highlighted in the Asbestos Survey.

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

Signed: _____ Date: - _____
(Chairman)

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 21 OCTOBER 2015 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor Mrs S P Butterfill (Vice-Chairman)
Councillor P M Harman (ex-officio)
Councillor Ms L C Howes
Councillor D J Mote
Councillor B R Parry
Councillor S J Ryan

ALSO PRESENT: Graham Blew – Town Clerk
Lorna Hughes Communications & Engagement Manager (EDC)
Councillor R J Lees (public gallery)

ABSENT: Councillor K M Kelly

288/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were submitted and accepted from Councillors' K G Basson (other commitments), Dr J M Harman (work commitments), J A Hayes (other commitments), Mrs C K Openshaw (holiday) and A S Reach (other commitments).

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

289/15-16. SUBSTITUTES.

There were none.

290/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor P M Harman declared a prejudicial interest in application DA/15/01553/TPO as he is one of the Town Councils representatives on the IPGM Board.

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

291/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Chairman welcomed the Communications & Engagement Manager from the Ebbsfleet Development Corporation (EDC) who gave an update on the current progress which included:

The EDC were now temporarily based at the Northfleet Police Station but hoped to be moving to accommodation at Ebbsfleet International Station. They were currently a small team of 16 but would be a maximum of 32 officers when complete. Appointments had been made for the Chief Planning Officer, Director of Finance, Assistant to Director of Finance and Head of Place Marketing.

The EDC had applied, along with Medway and Maidstone, to Central Government to become an Enterprise Zone.

A decision was awaited soon regarding whether Ebbsfleet would be allocated a Healthy New Town status.

Central Government were expected to announce how much funding would be allocated to the EDC this year.

There had been discussions regarding Crossrail extension to Ebbsfleet and the EDC had formed a partnership with TfL and Bexley Council to assess what the costs for this would be.

The Framework Master Plan would be led by the appointed consultants (Acom).

The EDC Board meetings were being held in public and people were encouraged to submit questions and attend.

Working Groups had been established to help the EDC deliver its programme. A 3 hour session was scheduled for 26 November (location to be confirmed) for a public engagement event (participating workshop) to give the public an opportunity to help develop the vision for the Garden City.

The EDC had asked DCLG if an amount of money could be spent on Community Projects (funding) and a response was awaited.

Members then raised various topics/enquiries which included: the need to include Starter Home Initiative to encourage younger people to be included in the Garden City; it was felt that the Healthy New Town initiative would have a greater strength if it included Swanscombe and fibre optic connections was raised as one example. Members reiterated that the Town Council would like to be involved in the project at all stages and welcomed the opportunity to meet with the planning Team.

Members felt strongly that there needed to be cohesion between the current residents/communities and the new residents/communities that would be coming to the area. The Communications & Engagement Manager (EDC) confirmed that they wanted the residents of Swanscombe to benefit from the Garden City and that Swanscombe was not excluded in any way from the growth that would come with the development of the Garden City.

292/15-16. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 30 SEPTEMBER 2015.**

Recommended: The Minutes of the meeting held on 30 September 2015 were confirmed and signed.

TOWN PLANNING:

293/15-16. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/15/01477/ECREM	Submission of reserved matters relating landscaping for the Fastrack area within Castle Hill Central area pursuant to conditions 2 and 25 of planning permission DA/12/01451/EQVAR. Fastrack area within Castle Hill Central Area, Eastern Quarry., Swanscombe.
OBSERVATIONS:	No observations.
DA/15/01499/FUL	Provision of bi fold doors in rear elevation. 24 Empire Walk, Greenhithe.
OBSERVATIONS:	No observations.
DA/15/01497/REM	Submission of reserved matters relating to appearance, layout, scales and landscaping pursuant to outline application DA/12/01325/OUT (granted on appeal) for the erection of 40 residential dwellings (comprising 16 x 3 bed, 13 x 4 bed, 7 x 3 bed houses and 4 x 1 bed maisonettes) and provision of public open space. Former Empire Sports Ground, south of Knockhall Road, Greenhithe.
OBSERVATIONS:	Members highlighted that this area was, and had been for a long time, a potential leisure facility for the Town and as such was identified in the Planning Authorities Local Plan. If this proposal were agreed it would result in the loss of this potential leisure facility to current inhabitants of the Town as well as the many future inhabitants of the large developments proceeding within the Town; this needs to be

	<p>considered and the Town Council would request that the Planning Authority ensures that a legal agreement is drawn up to include a contribution to the Town Council for community leisure facilities to be enhanced and maintained. It is noted that the proposal indicates that access to Knockhall Park from the development would be included and that Knockhall Park would be the closest recreational facility for the residents of this development to use and enjoy. The proposal would add extra traffic 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. The Planning Authority are urged to confirm that the proposed junction (entry/exit to the site) will not have a negative impact/effect on the bus route in this area. The Town Council also has concerns that any footpaths within the development should include restrictions against the use by motorbikes (such as kissing gates).</p>
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Having already declared a prejudicial interest Councillor P M Harman left the chamber and took no part in the discussion or decision on the following application.

DA/15/01553/TPO	<p>Application to crown lift to approx. 2.4 metres several Lime trees (T215-248) and 4 No. Norway Maples (T112, T113, T145, T146) subject to Tree Preservation Order No.1 1990.</p> <p>The Boulevard, Greenhithe, Kent.</p>
OBSERVATIONS:	No observations.
DA/15/01554/COU	<p>Change of use from residential (Class C3) to doctors' surgery (Class D1) with associated alterations to elevations.</p> <p>Glenwood, London Road, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council would ask that the Development Control Board members be provided with confirmation, prior to any decision being made, that the proposal will include adequate off street parking facilities for the staff and users of the facility.</p>

294/15-16. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/15/01292/TPO	Application to reduce height of trees by a maximum of 4m and bring in the lateral sides by up to 2m subject to Tree Preservation Order No.8 1988 and within Greenhithe Conservation Area. The Warren, 29 High Street, Greenhithe.
DA/15/01332/TPO	Application for various works to various trees subject to Tree Preservation Order No.3 1984. Swanscombe Park, Park Road, Swanscombe.

295/15-16. NOTE OF CONFIRMATION OF PUBLIC FOOTPATH ORDER/S DS30 (PART), DS3 (PART) AND DS1 (PART).

Further to minutes 311/14-15 and 492/14-15 the above Orders had been received from Dartford Borough Council and Kent County Council.

Recommended: To note.

There being no further business to transact, the Meeting closed at 8.15 pm.

Signed: _____ Date: _____
(Chairman)

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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 NOVEMBER 2015 AT 7.00PM

PRESENT:
Councillor B E Read (Chairman)
Councillor Mrs S P Butterfill (Vice-Chairman)
Councillor J A Hayes
Councillor Ms L C Howes
Councillor D J Mote
Councillor B R Parry

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT:
Councillor K M Kelly
Councillor A S Reach

317/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were submitted and accepted from Councillors' K G Basson (unwell), Dr J M Harman (work commitments), Mrs C K Openshaw (other commitments) and S J Ryan (work commitments).

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

318/15-16. SUBSTITUTES.

There were none.

319/15-16. 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.

320/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

321/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 21 OCTOBER 2015.

Recommended: The Minutes of the meeting held on 21 October 2015 were confirmed and signed.

TOWN PLANNING:

322/15-16. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.

DA/15/01498/VCON	<p>Application for Variation of Condition 4 of outline planning permission DA/12/01325/OUT (allowed on appeal) in respect of substituting the approved spine road sections with amended plans (To replace reference to drawings IP13_782_0/001, 002/A, 003 and 004 with drawings 5194-005-C-100-P4 General Arrangement, 5194-005-C-101-P2 Long Sections 1 of 3, 5194-005-C-102-P2 Long Sections 2 of 3 and 5194-005-C-103-P2 Long Sections 3 of 3), 5194/005/C-104/P1, -106/P1 and -107/P1).</p> <p>Former Empire Sports Ground, south of Knockhall Road, Greenhithe.</p>
OBSERVATIONS:	<p>Members highlighted that this area was, and had been for a long time, a potential leisure facility for the Town and as such was identified in the Planning Authorities Local Plan. If this proposal were agreed it would result in the loss of this potential leisure facility to current inhabitants of the Town as well as the many future inhabitants of the large developments proceeding within the Town; this needs to be considered and the Town Council would request that the Planning Authority ensures that a legal agreement is drawn up to include a contribution to the Town Council for community leisure facilities to be enhanced and maintained. It is noted that the proposal indicates that access to Knockhall Park from the development would be included and that Knockhall Park would be the closest recreational facility for the residents of this development to use and enjoy.</p> <p>The proposal would add extra traffic 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.</p> <p>The Planning Authority are urged to confirm that the proposed junction (entry/exit to the site) will not have a negative impact/effect on the bus route in this area.</p> <p>The Town Council also has concerns that any footpaths within the development should include restrictions against the use by motorbikes (such as kissing gates).</p> <p>Members also wanted to inform the Development Control Board that local residents have voiced concerns that a</p>

	<p>consultation that was understood to be being undertaken by the developer does not appear to have begun and they would obviously like to be included in this to enable them to submit their comments and views.</p>
DA/15/01466/ECCDNA	<p>Submission of details relating to construction management plan pursuant to condition 35 of outline planning permission DA/05/00308/OUT for redevelopment of site comprising a mixed use of up to 950 dwellings & non-residential floorspace for: shopping, food & drink, hotel use, community, health, education & cultural uses; assembly & leisure facilities & associated works to provide the development.</p> <p>Northfleet West Grid Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	<p>Members have serious concerns regarding the effect on local roads that this proposal will have. In the application the developer appears to dissuade contractors from parking on site and this will lead to them seeking on street parking in the local area which already experiences serious issues with this and does not have the capacity of facilities to absorb this. The Development Control Board members are requested to clarify where the construction workers/contractors for the proposal will be parking the vehicles they will use to travel to the site prior to any decision being made on this application.</p> <p>Members also have serious concerns regarding the construction vehicles using Stanhope Road/Southfleet Road (Page 11) as, in its current form, this road is not suitable for this type of traffic and this will cause further problems in an area that's infrastructure is already under pressure.</p>
DA/15/01614/FUL	<p>Erection of a single storey rear extension and provision of a velux to rear roof.</p> <p>19 Calcroft Avenue, Greenhithe.</p>
OBSERVATIONS:	<p>Members have no observations but would like to ask the Planning Authority to ensure that the Development Control Board members are made aware of any restrictive covenants that are in place. Please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/15/01609/COU	<p>Conversion of existing single property into 2 x 2 bed self-contained flats together with provision of an external rear</p>

	<p>staircase and entrance to door to first floor flat, bin storage area and communal garden.</p> <p>60 Knockhall Road, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council recalls that a previous application was made for this site 2 years ago which included off street parking provisions whereas this current application does not include any of street parking provisions. Members are concerned that this would give rise to an increase in on street parking in an area where there is very limited capacity. The Planning Authority are requested to clarify, prior to any decision being made, whether this meets the requirements of the Core Strategy/Local Plan regarding off-street parking provision.</p>

323/15-16. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/15/01375/FUL	<p>Provision of hardstanding and new vehicular access onto Hope Road.</p> <p>32 Stanhope Road, Swanscombe.</p>
EDC/15/01308/ECADV	<p>Display of PVC banner hoarding along fence on Southfleet Road.</p> <p>Eastern Quarry, Watling Street, Swanscombe.</p>
DA/15/01356/FUL	<p>Erection of a detached garage to front.</p> <p>The Orchards, Mounts Road, Greenhithe.</p>

324/15-16. **ESTIMATES FOR 2016 – 2017.**

Members were informed that officers had begun work on the estimates for 2016 – 2017 and that they were invited to contact the RFO, outside of the meeting, and inform her of any suggestions and/or items they feel should be included.

The draft Annual Estimates 2016 – 2017 would need to be approved and endorsed by the full Council in January 2016 before setting the Council Tax Base for the 2016 – 2017 financial year.

Recommended: That the item be noted.

There being no further business to transact, the Meeting closed at 7.15 pm.

Signed: _____ Date: _____
(Chairman)

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 2 DECEMBER 2015 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor Ms L C Howes
Councillor D J Mote
Councillor B R Parry
Councillor S J Ryan

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – ATC/RFO

ABSENT: Councillor A S Reach

365/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were submitted and accepted from Councillors' K G Basson (work commitments), S P Butterfill (unwell), Dr J M Harman (other commitments), J A Hayes (holiday), K M Kelly (other commitments) and Mrs C K Openshaw (other commitments).

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

366/15-16. SUBSTITUTES.

There were none.

367/15-16. 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.

368/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members' that, in consultation with the Chairman, a response to the KCC Street Lighting Consultation document and questionnaire had been submitted.

The Town Clerk advised members that Arriva had informed of the result of the recent 455 bus service consultation and that the service would revert back to its original route on 1 February 2016 (members had been forwarded Arriva's correspondence).

Members' were pleased to hear this news and agreed that the right decision had been arrived at as a result of the consultation responses.

369/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 11 NOVEMBER 2015.

Recommended: The Minutes of the meeting held on 11 November 15 were confirmed and signed.

TOWN PLANNING:

370/15-16. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.

DA/15/01680/FUL	Erection of a single storey attached garage and front porch. 26 Alamein Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/15/01624/LDC	Application under Section 10 of the Planning and Compensation Act 1991 (Lawful Development Certificate) for the erection of a detached building. 1 Arethusa Place, High Street, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/15/01711/NONMAT	Application for non-material amendment following grant for planning permission DA/15/00502/FUL in respect of adding approved drawing numbers as a condition. Neptune Slipway, Pier Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/15/01770/ECCDNA	Submission of Eastern Quarry Castle Hill (South) Area Master plan (AMP) and Written Statement pursuant to conditions of DA/12/01451/EQVAR for the development of up to 6,250 dwellings and up to 231,000 sq m of built floorspace for business premises, education, community and social facilities and associated works. Eastern Quarry, Watling Street, Swanscombe.

OBSERVATIONS:	No observations.
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371/15-16. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/15/01423/FUL	Erection of a rear conservatory. 17 Bridge View, Greenhithe.
DA/15/01331/TPO	Application to carry out various works to various trees subject to Tree Preservation Order No.3 1991. Manor Park (Playground and surrounding Church), St Peters Close, Swanscombe.

372/15-16. REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/14/01035/OUT	Outline application (approval sought for access only) for the erection of up to 33 residential units, comprising 3 x 3 bed houses, 4 x 2 bed houses and 26 x 1 bed apartments, together with medical centre and associated parking, landscaping and amenity space. Land North of railway line and East of Station Road, Greenhithe.
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373/15-16. PLANNING APPLICATIONS SUBMITTED BY NEIGHBOURING / OTHER AUTHORITIES FOR MEMBERS' OBSERVATIONS.

20151054	Consultation on an application to make permanent the temporary permission granted under application reference 20140199 for the use of up to 50 car parking spaces within the Cyclopark car park for commuter parking within Gravesham Borough Council. Cyclopark, The Tollgate, Watling Street, Gravesend.
OBSERVATIONS:	No observations.

DA/15/01716/CPO	Consultation under Regulation 3 for amended details of external materials, car parking and vehicular accesses, programme of archaeological work, Construction Environmental Management Plan, Ecological Design Strategy, Landscaping Scheme and tree protection measures, surface water drainage and construction management strategy pursuant to conditions 3,4,7,11,12,13,16 and 18 of planning permission DA/14/209. Knockhall Academy, Eynsford Road, Greenhithe.
OBSERVATIONS:	Members were concerned that the drop off parking area should be created and in place at the outset of this development and should not be undertaken at a later stage of the development.

374/15-16. KENT COUNTY COUNCIL (KCC) – PROPOSAL TO INTRODUCE TRAFFIC REGULATION ORDER TO REDUCE EXISTING 50mph SECTIONS OF CROSSWAYS BOULEVARD TO 40mph.

The formal Notice of Intention was being published in the local press on 4 December 2015 with a deadline for letters of support or objection of 18 December 2015.

Recommended: No observations / objections.

There being no further business to transact, the Meeting closed at 7.10 pm.

Signed: _____
(Chairman)

Date: _____

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 26 NOVEMBER 2015 at 7.00PM

PRESENT: Councillor B E Read (Chairman for the meeting)
Councillor Ms L M Cross
Councillor Ms L M Hall
Councillor J A Hayes
Councillor D J Mote
Councillor B R Parry

ALSO PRESENT: Graham Blew - Town Clerk
Martin Harding – Assistant Town Clerk/Responsible Financial Officer
Dan Usher – Senior Groundsman/Gardener

ABSENT: Councillor Mrs M B Kelly.

344/15-16. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' K G Basson (work commitments) Mrs A E D Barham (other commitments), P M Harman (other commitments), Ms L C Howes (other commitments) and Mrs L M McFadden (work commitments).

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

345/15-16. **TO ELECT A CHAIRMAN FOR THE MEETING.**

As the Chairman and Vice-Chairman were absent it was proposed, seconded and duly agreed;

Recommended: That, in accordance with Standing Order 3 a), Councillor B R Read be elected as Chairman for the meeting.

346/15-16. **SUBSTITUTES.**

There were none.

347/15-16. **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.

348/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

349/15-16. TO APPROVE AND SIGN THE MINUTES OF THE MEETINGS HELD ON 24 AND 30 SEPTEMBER 2015.

The Town Clerk advised members that this item should have included the 30 April 2015 meeting as well as the 24 April 2015. Both sets of minutes had already been approved by full Council on 15 October 2015.

Recommended: That the Minutes of the Meetings held on 24 and 30 September 2015 were approved and signed as a true record.

350/15-16. SENIOR GROUNDSMAN/GARDENER'S REPORT.

The Senior Groundsman/Gardener updated members on the work undertaken, by Parks Department and also the work planned for the future which included:

Swanscombe Park, Manor Park, Broomfield Park, Knockhall Park, Leisure Centre, Valley View, Saxon Court, Staff and equipment.

Recommended: That the item be noted.

351/15-16. UNAUTHORISED USE OF KNOCKHALL PARK.

Members received the updated information on the unauthorised use of Knockhall Park, from 4 April to 7 November 2015, which the Parks Department had monitored.

A discussion was held on what options were available to the Town Council. Members were advised of the financial implications of exploring a legal injunction, it was noted that no unauthorised use had occurred over the last 4 weeks.

Recommended: That continued monitoring of the park be undertaken and a further report be submitted to the committee should the unauthorised use persist.

352/15-16. EAGLES ROAD PLAY AREA, GREENHITHE.

Councillors' Ms L C Howes and R J Lees had requested that members of the committee consider the management of this play area which was currently the responsibility of Dartford Borough Council (DBC). The Town Clerk had subsequently contacted DBC for their views and a response was awaited.

A discussion was held on the current state of the site and the expected timetable for DBC to have completed work in the area. Members were advised that a local residents group

had been set up to consider the site and were looking into funding and fundraising for equipment.

Recommended:

- 1 That the committee await further information from DBC on their plans for the site and the Town Councils position be considered at a later meeting
- 2 That if required the Town Clerk and Senior Groundsman/Gardener discuss any equipment being considered with the residents group to assist with ensuring its suitability and durability.

353/15-16. GANG MOWING.

Further to minute 293/14-15 and Financial Regulation 11.1 (iv) members were informed of the contract for the gang mowing of the Town Councils areas for 2016.

Recommended:

- 1 That, the contract for the gang mowing of the Town Councils areas for 2016, in accordance with Financial Regulation 11.1 (iv) be approved.
- 2 That the actions of the Town Clerk be endorsed.

354/15-16. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) – SCALE OF CHARGES 2016.

In accordance with the Management Agreement (Section 27.2.2), the Managing Director, GCLL, had advised of the proposed charges for 2016.

Members acknowledged the comparison prices provided by GCLL and agreed the scale of charges proposed for 2016.

Recommended:

That the proposed Scale of Charges 2016 be agreed.

355/15-16. PILOT WARDEN SUPPORT OFFICER SCHEME.

Further to minutes 25/15-16, 83/15-16 and 224/15-16 the Kent Association of Local Councils (KALC) had informed that the re-launch of the recruitment campaign would begin on 1 December 2015 with the closing date for applicants being 1 February 2016.

Recommended:

That the item be noted.

356/15-16. CRAYLANDS LANE ALLOTMENTS / HERITAGE HALL RIGHT OF WAY – UPDATE.

The Town Clerk informed members of the meeting held on 29 October 2015 with the new owners of the former St Johns Hall site and the councils Solicitors.

Recommended: That the item be noted.

357/15-16. USE OF COMMUNITY CAFÉ - HERO.

Members considered the request to hire the confidential room at the Community Café, Church Road for the HERO Project.

Recommended: That the request be agreed.

358/15-16. COUNCIL OFFICES AND CAFÉ CHRISTMAS OPENING ARRANGEMENTS.

Members agreed that the Council Offices and Café should be closed on 29, 30 and 31 December 2015.

Recommended: That the Council Offices and Café be closed on 29, 30 and 31 December 2015 with a notice being displayed in advance, advising Members of the Public and a relevant message being recorded on the Council Office answer machine.

359/15-16. CAPACITY BUILDING FUND 2015.

Members considered the content of the report which updated on the revised quotation (further to minute 231/15-16). Members thanked the Town Clerk for his actions in contacting Dartford Borough Council and awaited their response.

Recommended: That the item be noted.

360/15-16. ESTIMATES FOR 2016 – 2017.

Members were informed that officers had begun work on the estimates for 2016 – 2017, and that they were invited to contact the RFO, outside of the meeting, and inform her of any suggestions and/or items they feel should be included.

The draft Annual Estimates 2016 – 2017 would need to be approved and endorsed by the full Council in January 2016 before setting the Council Tax Base for the 2016 – 2017 financial year.

Recommended: That the item be noted.

361/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor D J Mote and seconded by Councillor B R Parry;

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

362/15-16. INGRESS PARK COMMUNITY CENTRE.

The Town Clerk updated members on the correspondences received from Crest Nicholson.

Members agreed to form a Working Group to investigate this matter and report back to the Committee. It was agreed that the Working Group membership would be:-

Councillor K G Basson
Councillor P M Harman
Councillor D J Mote
Councillor B E Read

Recommended: That the item be noted and that a Working Group, as indicated above, investigate this matter and report back to the Recreation, Leisure & Amenities Committee.

363/15-16. LAND FRONTING KNOCKHALL ROAD.

Members considered the contents of the confidential report, and the correspondences received and, after discussion, agreed to secure the access using quote A option 2 (a single lockable barrier).

Recommended:

- 1 That quote A, option 2 be used to remove the current barrier and install a new single lockable barrier.
- 2 That a key to the barrier be supplied to the owner of the "garage area" once a satisfactory agreement with them had been reached.

364/15-16. **PARKS OPERATIONS.**

Members considered the request to form a Working Group to review the operation and implications of the Park Keeper role in the future and, after discussion, agreed to form a Working Group to investigate this matter and report back to the Committee. The Working Group membership would be:-

Councillor K G Basson
Councillor P M Harman
Councillor D J Mote
Councillor B E Read
Councillor R J Lees

Recommended: That the item be noted and that a Working Group, as indicated above, investigate this matter and report back to the Recreation, Leisure & Amenities Committee.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 5 NOVEMBER 2015 at 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor R J Lees (Vice-Chairman)
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P M Harman
Councillor D J Mote
Councillor B R Parry

Councillor S J Ryan

ALSO PRESENT: Graham Blew – Town Clerk
Sara Stapleton – Responsible Financial Officer (RFO)
Martin Harding – Assistant Town Clerk/RFO

ABSENT: Councillor K M Kelly

305/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' K G Basson (holiday), Ms L C Howes (work commitments) and Mrs I A Read (unwell).

An apology for lateness was submitted by Councillor S J Ryan

306/15-16. SUBSTITUTES.

There were none.

307/15-16. 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.

At this point the Chairman took the opportunity to welcome Martin Harding, the new ATC/RFO, and thanked Sara Stapleton for her excellent work over the last 13 years.

308/15-16. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

309/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2015.

Recommended: The Minutes of the meeting held on 10 September 2015 were confirmed and signed as a true record.

310/15-16. MONTHLY BANK RECONCILIATIONS.

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor K G Basson was appointed (minute 57/15-16).

Recommended: That the bank reconciliations for August and September 2015, and verified by Councillor K G Basson, be noted.

311/15-16. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in August and September 2015.

Recommended: That the bank transfers undertaken in August and September 2015 be approved.

312/15-16. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for August and September 2015.

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 August and September 2015, as per the annexed list be approved.

313/15-16. SUMMARY OF ACCOUNTS.

Members were provided with details of the Summary of Accounts, balanced to 30 September 2015.

Recommended: That the details of the Summary of Accounts, balanced to 30 September 2015 be noted.

314/15-16. ESTIMATES FOR 2016 – 2017.

Members were reminded that officers had begun work on the estimates for 2016 – 2017 and that they were invited to contact the RFO, outside of the meeting, and inform her of any suggestions and/or items they feel should be included.

The draft Annual Estimates 2016 - 2017 would need to be approved and endorsed by the full Council in January 2016 before setting the Council Tax Base for the 2016 - 2017 financial year.

There ensued a discussion regarding the possibility of Community Facilities within the Town, not currently the responsibility of the Town Council, requiring ongoing management. After considering this matter it was agreed that it would be prudent to include a contingency figure in the estimates for 2016 – 2017 which, if required, could be used towards this.

Recommended: That £10,000.00 be added to the estimates for 2016 - 2017 for potential new Community Facilities.

315/15-16. FINANCIAL RISK ASSESSMENTS (FRA's) 2016 – 2017.

Members considered the deliberations of the FRA Working Group (who had met on 21 October 2015 and were scheduled to meet again on 26 November 2015). It was unanimously agreed that there should be no amendments or changes to the current FRA's, with the exception of:

- Monies should be allocated from the current amounts held in the FRA's for the Pavilion roof repairs/renew (smaller area above boiler room) and that these amounts be replaced in future years (this was felt to be more prudent than borrowing funds externally);
- That the estimated cost of the remaining roof project be built into the FRA's over a 7 year period.

Members thanked the FRA Working Group and officers for the diligent manner in which the FRA's had been progressed and managed since their inception.

Recommended:

- 1 That the work of the FRA Working Group to date be noted and that it be agreed that the FRA's remain the same with exceptions detailed above.
- 2 That the final FRA figures be submitted to full Council (17 December 2015) for information and to the Finance & General Purposes Committee and full Council on 14 January 2016 for

endorsement and inclusion in the Annual
Estimates for 2016 – 2017.

315/15-16. **PAVILION UPDATE.**

The RFO informed members that, further to minutes 249/15-16 and 287/15-16, and as per Standing Order 19, the financial aspect of this matter would be reported to the 14 January 2016 meeting as it would be incorporated when the FRA/Annual Estimates were agreed by the Committee.

Recommended: That the item be noted.

There being no further business, the Meeting closed at 7.50 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 5 NOVEMBER 2015 at 11.00 AM.

PRESENT: Councillor P M Harman (Chairman)
Councillor R J Lees (Vice-Chairman)
Councillor Ms L M Cross
Councillor B E Read
Councillor Mrs I A Read

ABSENT: Councillor Mrs A E D Barham

ALSO PRESENT: Graham Blew, Town Clerk
Sara Stapleton, Responsible Financial Officer (RFO)
Martin Harding, ATC/RFO

295/15-16 APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillor D J Mote (other commitments).

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

296/15-16. 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.

297/15-16. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

The Town Mayor introduced members to the new Assistant Town Clerk/RFO who had started at the Town Council on 2 November 2015.

298/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 7 SEPTEMBER 2015.

The Town Clerk advised members that the agenda had incorrectly stated 15 July 2015 minutes when it should have read 7 September 2015.

Recommended: That the minutes from the meeting held on 7 September 2015 be confirmed and signed.

299/15-16. NATIONAL LIVING WAGE.

Members received the information regarding the National Living Wage and agreed that this would need to be borne in mind for future estimates/budgets.

Recommended: That the item be noted.

300/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor R J Lees and seconded by Councillor Ms L M Cross;

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

301/15-16. PENSION AUTO-ENROLMENT.

The RFO advised members of her meeting with an Independent Financial Advisor (IFA) and of the costs involved in the set-up fee for an IFA to research the various pension schemes and provide details of those suitable to the council for auto-enrolment. Members were also informed of the monthly cost for the chosen scheme to be managed by the IFA.

Members discussed what would be involved/included in the monthly fee for managing the pension scheme. The RFO advised that this would be something that the IFA would detail fully when they came back to the Personnel Committee with their proposals for suitable pension schemes.

Members clarified with the RFO that the monthly management fee was not currently being asked to be agreed but only the engagement of an IFA to investigate and propose pension schemes.

Recommended: That it be agreed to engage the service of an IFA to research suitable pension schemes to provide to existing and new employees of the Town Council at the cost indicated in the report.

302/15-16. SALARY BUDGET REVIEWS.

As per Financial Regulation 4.4 the Personnel Committee reviewed the salary budgets for all staff, prior to members being provided with the Estimates for the ensuing year. The RFO detailed the contents of the report and after reviewing the figures members agreed the salary budgets for the ensuing year (2016 – 2017)

Recommended: To agree the salary budgets for the ensuing year (2016 – 2017).

303/15-16. PARK KEEPER.

Members discussed the information provided regarding the future of the Park Keepers position/role.

After lengthy debate members agreed to request the Recreation, Leisure & Amenities Committee to set up a Working Group to review the current Park Keepers role and the effects it has on the operations of the Parks Department. Members also agreed to delegate the Town Clerk to further investigate the proposal that had been supplied regarding possible operation of the Park Keepers undertakings.

Recommended:

- 1 That the Recreation, Leisure & Amenities Committee be asked to form a Working Group to review the operation and implications of the Park Keeper role.
- 2 That the Town Clerk be delegated to further investigate the proposal that had been supplied regarding possible operation of the Park Keepers undertakings.

304/15-16. ABOLITION OF "CONTRACTING OUT" FROM 6 APRIL 2016.

Members received the information supplied by the Society of Local Council Clerks (SLCC), dated 28 October 2015, which informed that from 6 April 2016 the basic State Pension and Additional State Pension would be abolished and replaced with a single State Pension and as a consequence contraction-out for "defined benefit" schemes such as the LGPS would also be abolished. Members noted that it would mean that for employees who are members of the LGPS employers would pay more National Insurance Contributions and employees' take home pay would decrease.

The RFO advised that she would seek advice from SLCC/KALC and SEEMP regarding how and when employees' affected needed to be informed that their take home pay would decrease

Recommended: That the item be noted.

There being no further business, the Meeting closed at 12.05pm.

Signed: _____ Date: _____
(CHAIRMAN)

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MINUTES of the MEETING of the ALLOTMENTS & CEMETERIES SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 25 NOVEMBER 2015 at 11.00 AM

PRESENT: Councillor B E Read – Chairman
Councillor R J Lees
Councillor B R Parry

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/ Responsible Financial Officer

ABSENT: Councillor Mrs S P Butterfill

336/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' J A Hayes (other commitments) and Mrs C K Openshaw (other commitments).

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

337/15-16. SUBSTITUTES.

There were none.

338/15-16. 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.

339/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members that as per minute 75/15-16, plot 15 Keary Road had been being adjusted by Dartford Menshed / the Allotment Association for community use for people with limited mobility. Members had agreed to an initial period of 3 months used for people with limited mobility free of charge. The Allotment Association had arranged a meeting with Dartford Menshed to get Advice on the correct criteria required regarding access etc. It was agreed that the Town Clerk be delegated to allow a further 3 months use of the plot free of charge.

340/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 18 JUNE 2015.

Recommended: That the Minutes of the Meeting held on 18 June 2015 be confirmed and signed as a true record.

341/15-16. **AGREEMENT BETWEEN SWANSCOMBE AND GREENHITHE TOWN COUNCIL AND THE SWANSCOMBE AND GREENHITHE ALLOTMENT AND GARDENS ASSOCIATION (FORMED NOVEMBER 2014).**

Further to minute 71/15-16 informal meetings had been held on 27 August and 28 October with the Allotment Association where a draft agreement, using the National Allotment Society's template as a starting point, had been drawn up.

Recommended: That the draft Agreement be approved and used

342/15-16. **AGREEMENT BETWEEN THE SWANSCOMBE AND GREENHITHE ALLOTMENT AND GARDENS ASSOCIATION (FORMED NOVEMBER 2014) AND TENANT (PLOT HOLDERS).**

Further to minute 71/15-16 informal meetings had been held on 27 August and 28 October with the Allotment Association where a draft agreement, using the National Allotment Society's template as a starting point, had been drawn up.

Recommended: That the draft Agreement be approved and used.

343/15-16. **LETTER ADVISING PLOT HOLDERS.**

At the meetings with the Allotment Association a draft letter was compiled which could be sent to all plot holders advising them that the new Agreement would be introduced in April 2016 and if anyone requested it that an open meeting could be held to discuss the changes.

Members asked that their appreciation for the work put into this project by the Town Clerk be recorded.

Recommended: That the draft letter be agreed and used.

There being no further business to transact, the Meeting closed at 11.10 am.

Signed _____
Chairman Date

MINUTES of the MEETING of the HERITAGE PARK / SKULL SITE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on WEDNESDAY 18 NOVEMBER at 1.00 PM

PRESENT: Councillor Ms L C Howes (Vice-Chairman)
Councillor Mrs A E D Barham (substituting for Councillor Mrs S P Butterfill)
Councillor R J Lees
Councillor Mrs C K Openshaw

ALSO PRESENT: Sara Stapleton, Responsible Financial Officer (RFO)
Martin Harding, Assistant Town Clerk & RFO
Garnet Johnson, Groundwork
Mrs Brenda Bobby, Friends of Swanscombe Heritage Park
Liz Dyson, Kent County Council (KCC)

ABSENT: None.

325/15-16. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors' Mrs S P Butterfill (work commitments), B E Read (hospital appointment), D J Mote (other commitments) and Becky Plunkett and Rosemary Godfrey of Natural England.

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

326/15-16. SUBSTITUTES

Councillor Mrs A E D Barham substituted for Councillor Mrs S P Butterfill.

327/15-16. TO DECLARE INTERESTS 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.

328/15-16. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

None.

329/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 16 SEPTEMBER 2015.

Recommended: The Minutes of the meeting held on 16 September 2015 be confirmed and signed as a true record.

330/15-16. HLF BID – PROGRESS TO DATE.

Members were provided with a copy of the response from the HLF on the Expression of Interest. In addition feedback was provided regarding the meeting held with the HLF earlier that day. Garnet Johnson explained that it was a very positive meeting and that the HLF were very keen that the bid be fully developed. The HLF provided guidance and direction on the structure of the bid to ensure its success. It was explained that there was two parts to the bid, which were the development phase and delivery phase. Garnet also advised members that Walk Tall were keen to assist the Town Council with the bid and its delivery. Members were asked to agree with this proposal. During discussions it was clear that a Service Level Agreement (SLA) was needed between all parties involved, as it was evident that individual roles and responsibilities needed to be defined.

Recommended: That Walk Tall be included as an additional partner within the bid and that a SLA be entered into with all interested parties.

331/15-16. NATURAL ENGLAND – SWANSCOMBE MANAGEMENT PLAN.

Members agreed that the Town Council was keen to fulfil its management / maintenance responsibilities, most of which would be met by a volunteer wardening scheme. The RFO advised that details on other schemes had still not been received from Natural England and it was agreed that the RFO would contact Natural England again to chase this up. Members also requested clarification on the deadline for when the updated management plan would be ready and what would be expected from the Town Council as this had budgetary implications.

Recommended: That the RFO contact Natural England as detailed above.

332/15-16. FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.

Members were provided with an update from Mrs Brenda Bobby regarding the Friends Group of activities undertaken since the last meeting. A successful Halloween party had recently been held. She also advised that dog walkers were picking up litter on the site. A deep litter pick was being planned and a date for this would be confirmed to the Town Council once known.

Recommended: That the report be noted.

333/15-16. HERITAGE PARK WEBSITE.

This item reminded everyone that any items to be included on the website needed to be forwarded to the RFO.

Recommended: That information from the British Museum, if received, be placed on the website.

334/15-16. ANY OTHER ITEMS RELATED TO THE HERITAGE PARK / SKULL SITE.

Liz Dyson advised that she would be working with GCLL to submit a small bid to the HLF to update the small display cabinet within The Swanscombe Centre.

335/15-16. DATE OF NEXT MEETING.

It was agreed that a meeting would be held to discuss and agree a SLAt between all partner agencies for the HLF bid.

Recommended: That the next meeting be scheduled for 15 December 2015 at 10.00am

There being no further business to transact, the meeting closed at 2.00 pm.

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 7 OCTOBER 2015 at 7.00 PM

PRESENT: Councillor B E Read (Chairman)
Councillor Ms L M Cross – (Vice-Chairman)
Councillor Mrs A E D Barham (substituting for Councillor Mrs S P Butterfill)
Councillor P M Harman
Councillor Mrs C K Openshaw
Councillor B R Parry
Councillor A S Reach

ALSO PRESENT: Sara Stapleton, Responsible Financial Officer (RFO)
PC Robert Payne, Kent Police for Swanscombe, Greenhithe and Stone
David Edie, Housing Officer, Dartford Housing Services
1 x member of the public

ABSENT: Councillor Mrs M B Kelly

250/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillor S P Butterfill (work commitments),

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

251/15-16. SUBSTITUTES.

Councillor Mrs A E D Barham substituted for Councillor Mrs S P Butterfill.

252/15-16. 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.

Mr P Scanlan advised that the service road in front of the garages at the back of Milton Road was in a very bad state of repair and that he had twisted his ankle whilst walking there today. Mr Scanlan thought that the service road was the responsibility of Dartford Housing Services, whom he had reported it to previously. He also advised that a boat was parked in the road. Councillor Mrs C Openshaw also confirmed that she had reported the disrepair of the road to Dartford Borough Council back in April of this year.

253/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

254/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 24 JUNE 2015.

Recommended: That the Minutes of the Meeting held on 24 June 2015 be confirmed and signed as a true record.

255/15-16. TOWN COUNCIL'S PROBLEM 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 problem log. The RFO advised that the problem log was emailed monthly to the CSU at DBC and also to the Police.

Recommended: That the problem log be noted.

256/15-16. BEAT OFFICER AND POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

PC Rob Payne gave an overview of issues that he had been dealing with since the last meeting. He confirmed that there were not many problems within Swanscombe at the current time. There was a new wave of youths (12/13 age group) that were causing minor issues which were being dealt with appropriately by the Police. In addition, there were some issues in the new Castle Hill development with youths from Swanscombe going into the play area within the estate and causing minor damage. Members were advised that the Castle Hill estate was not private and that the developers were responsible for the area until the development was completed. PC Payne confirmed that a Neighbourhood Watch was being set up in the area and that the Police would be holding surgeries in Castle Hill. In addition, he also advised on some successful arrests in relation of burglaries, not necessarily in Swanscombe, but with the culprits living in Swanscombe.

Members were also advised that Greenhithe had seen a spike in crime, all mainly related to the theft of push bikes in Ingress Park, which he explained in detail to members and the actions being taken. He also advised that the residents of Greenhithe did not seem to report crime and reiterated the importance of reporting crime to the Police. PC Payne advised that the Police were undertaking a youth engagement scheme the following week across Swanscombe and Greenhithe. PC Payne confirmed that his monthly bulletins would be re-instated.

Recommended: That PC Payne be thanked for his report and for attending the meeting.

257/15-16. DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.

Members were provided with the up to date detailed analysis of crime figures for Swanscombe and Greenhithe. Councillor B R Parry queried whether the shops i.e. Asda reported crime to the Police and PC Payne confirmed that not all shops did report shop-lifting and advised of the procedure that these shops undertook. This meant that shop lifting was not necessarily truly reflected within the statistics provided.

Recommended: That the item be noted.

256/15-16. ANTI-SOCIAL BEHAVIOUR VIA DARTFORD BOROUGH COUNCIL, DARTFORD HOUSING SERVICES (DHS).

David Edie, Senior Housing Officer, Dartford Housing Services (DHS) attended the meeting. He confirmed that there were not many cases within the area at the present time and the few that were, were being dealt with appropriately. He confirmed that he would take up the issues made by the member of the public as minuted in the public section of the meeting.

Recommended: That the DHS Officer be thanked for attending the meeting and providing an update report.

257/15-16. KCC COMMUNITY WARDENS REPORT.

Members were advised that that the Warden Service would not be represented at the meeting, as KCC Warden Unsworth was on annual leave and KCC Warden Bates was on restricted duties following a period of sick leave.

Recommended: That the item be noted.

258/15-16. PILOT LOCAL WARDEN SUPPORT OFFICER SCHEME.

As reported to the Recreation, Leisure & Amenities Committee on 24 September 2015, the Kent Association of Local Councils (KALC) had informed that only 2 applications had been received for the 12 pilots and as a result the Scheme had been put on hold whilst the KALC Working Group revisited the recruitment campaign and timetable.

Recommended: That the item be noted.

259/15-16. SPEEDWATCH DATA – GREENHITHE JUNE 2015.

Members received the observations supplied by the Speed Watch Support (Police) which included 120 new observations of speeding being added to the Kent Community Speed Watch Support database and the generation of 11 letters of advice for high end (+50%) speeding.

Recommended: That the item be noted.

260/15-16. **DATE OF THE NEXT MEETING.**

Recommended: That the next meeting be held on Wednesday 27 January 2016 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.

261/15-16. **EXCLUSION OF THE PRESS AND PUBLIC.**

It was proposed by Councillor B E Read and seconded by Councillor P M Harman:

RESOLVED:

That, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for item 16 of the agenda on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

A councillor reported a location of fly-tipping, which PC Payne agreed to follow up.

Members queried Dartford Borough Council's (DBC) initiative for issuing fixed penalty tickets for anyone littering and it was confirmed that DBC were currently undertaking a consultation on the scheme, with a pilot scheme planned in the New Year.

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

Signed _____

Chairman

Date



- iii) the place to which it relates;

38. FINANCIAL MATTERS.

- a) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:
 - i) the accounting records and systems of internal control;
 - ii) the assessment and management of risks faced by the Council;
 - iii) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
 - iv) the financial reporting requirements of members and local electors and
 - v) procurement policies (subject to (b) below) including the setting of values for different procedures where the contract has an estimated value less than £5025,000.
- b) **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 38 (c) below.**
- c) Any formal tender process shall comprise the following steps:
 - i) a public notice of intention to place a contract to be placed in a local newspaper;
 - ii a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii) tenders are to be sent, in a sealed marked envelope, to the Responsible Financial Officer by a stated date and time;
 - iv) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and/or Responsible Financial Officer and at least one Member of Council;
 - v) tenders are then to be assessed and reported to the appropriate meeting of Council or committee.
- d) The Council, nor any committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 30 (e), 31 regarding improper activity.
- e) **The Financial Regulations of the Council shall be subject to an annual review.**
- f) **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No.6, as amended) apply to the**

- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £5025,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
 - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
 - f. If less than three tenders are received for contracts above £5025,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Order 39.
 - h. When it is to enter into a contract of less than £5025,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
 - i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.



Serving Parish & Town
Councils in Kent

IN THIS ISSUE

- Welcome - Our Annual Meeting
- Page 2 Special Word from Our Chairman
- Page 3 Training Matters
- Page 4 Learning and Development - What You Need to Know
- Page 5 President's Pieces - John Rivers writes for the Parish News
- Page 6 Came And Co Advertisement
- Page 7 The Latest on Rochester's Bid for a Town Council
- Page 8 KALC - Moving with the Times
- Page 9 NALC News
- Page 10 Join the Debate - Current Consultations
- Pages 11 and 12 Kent Fire and Rescue Service - Current Campaigns
- Page 13 Kent County Council News
- Page 14 Fly the Flag!
- Page 15 Clean for the Queen 2016
- Page 16 More Help for People with Dementia
- Our Last Word.

Annual Meeting 21 November 2015

Our Annual Meeting is fast approaching and by the time this issue of *The News* reaches your Inbox, you should be receiving your papers for attendance. It is, of course, KALC's keynote event of the year and we do like to see as many representatives from our Councils as possible at our usual venue of Ditton Community Centre. You can send more than two people to the event, but you *may only have two voting*

representatives in your party. Lunch will again be sponsored by Came and Company, Local Council Insurers, and will be by prior order only. You will receive a menu with choices available with your papers. Our two guest speaker sessions in the morning will be:

- Paul Sutton (Chief Executive) and Tony Thorne (Chairman) from South East



Coast Ambulance Service

- Dr Jonathan Owen (Chief Executive) of our National Association of Local Councils

There will be, of course, our regular mix of trade stands.

Our afternoon session will be dedicated to the business of the Association, and this is when our voting takes place. All in all, it is a packed agenda that promises to be interesting and informative. We look forward to receiving your RSVP as soon as possible so that we can make appropriate arrangements for all our delegates!

This Note is from the Chairman of the Association is Directed at YOU - or rather at all of US



You will see, when the drafts minutes of the Executive Committee meeting held on 26 October are published on the KALC website, that I brought forward in the agenda the consideration of Development and Training of members.

This item is usually dealt with towards the end of our Executive meeting and has not, in my view, always had the detailed consideration as it deserves.

So at this meeting we looked closely at what is offered to all members, reflected on the generally disappointing level of attendance overall at training by members and decided that we needed to give greater prominence to the subject if we are to be taken seriously in preparing councillors, especially those that are newly elected, for the decisions we have to take.

Also, from examination of the summaries of Area Committee Reports it is clear that collectively we need to improve. There are too many instances of KALC having to record that Minutes of a meeting held months previously are still 'awaited' and of, in some areas, rather ordinary attendance levels at Area Committee meetings.

I apologise for sounding like a Dickensian headmaster but I would not be doing my job properly if I did not ask us all to look at our commitment to improving the way we serve our communities. I would specifically ask every councillor, (**and this does mean YOU**), to check out our training programme to see where they could update or broaden their knowledge.

I ask each parish to create a Training budget so that even in the smallest parishes, at least one of their number and their Clerk can attend a conference or training event each year.

I ask each parish council, if they do not already have one, to appoint a Training Officer...someone who would, may be for a year only, examine what skills need updating among members of the council or what knowledge needs to be acquired for the council as a whole

I ask each Area Committee Chairman to persuade one of their members to take responsibility for informing each parish in their area of opportunities for training.

If you would like any advice on any aspects of training Clive Powell the Local Councils Adviser at KALC is always available to provide it.

Cllr Sarah Barker, Tonbridge & Malling Area [Sarah.Barker@kingshillparish.gov.uk] and Cllr Carole Pickaver, Dover Area, [carole.pickaver265@btinternet.com] have the experience of organising Training which would be invaluable to you. You are invited to contact any of these people for advice.

Ray Evison
Chairman



Training Matters

What's Going On at KALC?

Upcoming Events ...Book Yours
at www.kentalc.gov.uk/events

Transparency Fund Event for Smaller

Authorities

19 October 2015 9:00 AM

• North Hall, Staplehurst Village Centre, High Street, Staplehurst, TN12 0BJ

Transparency Fund Event for Smaller

Authorities

20 October 2015 9:00 AM

• West Faversham Community Centre, Bysing Wood Road, Faversham, ME13 7RH (YOUTH HALL)

Finance Conference 2015

22 October 2015 9:00 AM

• Kings Hill Community Centre 70 Gibson Drive, Kings Hill, ME19 4LG

New Councillor Induction

27 October 2015 7:30 PM

• Iwade Village Hall, Ferry Road, Iwade, Sittingbourne ME9 8RG

Achieving CiLCA - Workshop and Training

06 November 2015 10:00 AM

• Lenham Community Centre
Groom Way
Lenham
ME17 2QT



Now that our round of Post Election New Councillor Events is drawing to a close, our event timetable is gathering pace for the next season. We have our Finance Conference scheduled for 22 October. It has proved very popular! If you wish to

come, and there are no spaces available, do let us know and we can try to accommodate you should there be any cancellations beforehand.

We are also holding two events for our smaller authorities, covering the finer points of the Transparency Code that became mandatory in April 2015. Specially aimed at those with a turnover of less than £25000 (or if it may be the case within the near future), it is a mine of information, and lets those councils know what they may get funding for in order to follow the Code accordingly.

Our training block for Clerks that wish to obtain the Certificate In Local Council Administration (colloquially known as the CiLCA qualification) begins on 6 November and has a duration of three consecutive weeks. If you wish to join us, do book your place as soon as possible.

LEARNING AND DEVELOPMENT



Our online booking system has been operational since 2012 when we changed our software. Obviously, the format has to change from time to time as the system gets upgraded but the principle is always the same. If you see an event on our website, book it online! Generally there is a link provided if we advertise the event via the Parish News or by special flyer, so that they are easy to find. If you need assistance, then contact us by email or telephone, but do try the website first. It is surprisingly easy!

Once your booking is registered, you will get at least two notifications from us - one that confirms the booking and one that tells you

ADMINISTRATION

- the event is still going ahead
- if there are any changes that you need to know about
- what time you should aim to arrive at on the day.

Normally, we have registration and refreshments to start with, around 20-30 minutes before our sessions begin. You should try not to be too early, as the venues we use can be quite busy, and sometimes unable to accommodate our delegates for a long period beforehand.

Don't forget your own notetaking material! We provide packs at all our events, but you may wish to bring some paper with you if this is how you prefer to work. We always have some kind of refreshment at our events, generally at the beginning if it is a short course. If it is an all day Conference, we provide refreshments and an appropriate lunch that should suit your dietary needs if you have informed us beforehand. Generally, our "Comfort Breaks" during these events do not include more tea or coffee - this is because we like to have as much time as possible to engage professionally with our delegates. We always provide bottled water at tables for those who may be thirsty.

PRESIDENT'S PIECES

A Word or Two from John Rivers, KALC President.



As Autumn gains a firm foothold, it is that time of year when we gear-up for, arguably, our most important meeting of the year: our AGM held on November 21st at Ditton Community Centre, near Maidstone.

The morning session is set aside for presentations from outside organisations. This year we will be hearing from Paul Sutton [*Chief Executive*] & Tony Thorne [*Chairman*] of South East Coast Ambulance Service NHS Foundation Trust (*SECAMB*). The Trust is going through a very significant transformation of the service to meet the modern challenges it faces and, as such, it is something I feel all of you will benefit from learning about. There will be time for questions and comments at the end, which I hope you will make full use of.

Following on from the SECAMB presentation, Dr Jonathan Owen, Chief Executive of the National Association of Local Councils, will be giving his presentation on the challenges and opportunities facing the sector. We are all aware of the significant changes affecting us at the moment, so this is your chance to learn what is going on nationally, how it may affect you, and to ask questions.

We are all indebted to our AGM sponsors, *Came & Company*, which means that we can provide delegates with a free lunch.

The afternoon session is our AGM when we will, amongst other things, be discussing the six formal motions put to the meeting – each important and a chance for you to have your say!

Please do ensure that your Council is represented at the AGM. It is a key part of our governance and decision making process and, above all else, a chance for you to help your organisation move forward.

See you there!

John Rivers

ROCHESTER GETS THE BALL ROLLING...

Town Council Creation Gets a Further Boost



The campaign to create a new Town Council for Rochester took a significant step forward on 7 October 2015 when campaigners formally submitted a petition to Medway Council. This petition, which was launched by the City of Rochester Society in March 2015, calls for Medway Council to establish a new town council for Rochester.

The City of Rochester Society believes that having a Town Council will strengthen democracy in Rochester and give its people the resources and tools they need to make positive changes to their town. In total, the campaign team has collected 1,785 signatures from residents who live within the boundary of the proposed new council area. Medway Council has advised that 1,644 valid signatures are required to trigger a Community Governance Review, which is the next stage of the process of creating a new town council.

John Collins, the Campaign Manager, said:

"I would like to thank the people of Rochester for their wonderful support for our campaign. It is clear that the people of Rochester want more of a say in how their town is run. I hope that Medway Council responds positively to our petition and holds a fair and transparent consultation on this issue in the near future."

Alan Moss, Chairman of the City of Rochester Society said:

"The establishment of a town council for Rochester would be in line with Government policy and would bring Rochester itself into line with many other communities of similar size throughout the country which now have the benefit of town or parish councils. We do not see a town council as in any sense a threat or a challenge to Medway Council's authority, but rather as acting in support of the higher authority by taking on board some of the purely local issues which affect people's daily lives."

Cllr Raymond Evison, Chairman of the Kent Association of Local Councils (KALC) said:

"There is a national drive to create new Parish, Town and Community Councils (Local Councils). There are 149 areas either considering starting campaigns or actively campaigning for Local Councils in England and Rochester is one of them.

We are delighted to see the Rochester campaign team hand in their petition to Medway Council, signed by over 7.5% of the electorate, calling for a Community Governance Review with the aim of creating a Town Council for Rochester. Both KALC and our National Association have been supporting the Rochester campaign through the Government's national New Councils Programme."

The campaign is supported by the **Kent Association of Local Councils, the National Association of Local Councils, and the Department for Communities and Local Government.**

Further information, including a map of the area that the proposed Town Council would cover, is provided on their website at www.rochestertowncouncil.org.uk.

**Laura: Keeping things running smoothly
at the
office for 25 years!**



Many of you will know Laura from either seeing her at an event or speaking to her on the telephone. Her role at KALC is so much more than that and she has just completed 25 years of loyal service to the Association as our Administrator.

This makes her the longest serving member of the team - Clive has completed 15 years whereas Terry and Trish are mere babies of the group having been with KALC for only four years!

Laura has seen many changes in her job since she first arrived in 1990. The name of our Association has changed twice during this time and we have moved premises both in Folkestone and now to Dover.

Laura has been an integral part of these changes, and has always worked successfully alongside our members and its various committees.

At the KALC Executive Committee meeting on Saturday 26 September, our current Chairman, Raymond Evison, presented Laura with a gift of champagne and flowers in appreciation for all her hard work.

What's In a Name? KALC moves with the times...

The Kent Association of Local Councils Executive Committee met on Saturday 26 September 2015.

Amongst the subjects that were discussed, it was decided that the title of *County Secretary* would now be changed to *Chief Executive* with immediate effect. Likewise, the current role of *Support Officer* will now change to *Communications Officer*. The name changes are more in keeping with the work we do and the times we now live in.

So - the team's job titles are now as follows:



• Terry Martin, Chief Executive



• Clive Powell, Local Councils Adviser



• Laura Dyer, Administrator



• Trish Casey-Green, Communications Officer

Kent Gets Recognition in the Shortlist for NALC Star Council Awards!



Local Councils in Kent are being recognised for the valuable work that they do, thanks to the National Association of Local Councils "Star Awards" that take place on 27 October 2015 in Birmingham.

The process for nomination is a long one, but there is now a formal shortlist of Councils and individuals that has been published ahead of the event.

Kent has done very well, and we wish the following the very best of luck on the day!

- Young Councillor of the Year
Hannah Marsh, Westerham
Town Council
- Council Worker of the Year –
Nigel Saunders, Ditton Parish
Council
- Digital Communications of the
year – Stone Parish Council
- Councillor of the Year – Susan
Jones, Dover Town Council



The Improvement and Development Board, set up by NALC and the Society for Local Council Clerks (the SLCC) in 2013, is about to start developing a National Improvement Strategy for Parish and Town Councils. The aim of the strategy is to ensure local councils have the support and tools to make the most of current and future opportunities, and that local communities are supported by strong, resilient and effective councils at all tiers of local government.

There is a survey that is the first part of the consultation and, whilst there is a PDF format for you to see the questions, this can only be completed online. The results of this initial survey will be used to begin forming the principles of the strategy as well as plan out a further set of consultations in 2016. You can complete the survey by following this link:

<https://www.surveymonkey.com/r/IDBSurveyCouncil>

The deadline for submissions is 6 November 2015 - any queries can be directed to Charlotte.Eisenhart@nalc.gov.uk.

You can find further information regarding the consultation at:

<http://www.nalc.gov.uk/our-work/improvement-and-development/national-improvement-strategy-consultation>

CONSULTATION, CONSULTATION, CONSULTATION!

Add your Voice to the Debate!



STREETLIGHTING ANYONE?

Have Your Say!

Street lights continue to be a big issue in our county. Kent County Council would like to know how they should proceed in the future, and would like your opinion on the subject.

They have opened a consultation and are very keen to have feedback as soon as possible. You can view the information by visiting their dedicated web page on the matter, and the consultation is open until 29 November 2015.

You can start the process by following the link here:

<http://consultations.kent.gov.uk/consult.tl/streetlighting/consultationHome>



On 9 September, the Home Secretary launched a consultation into proposed changes to powers held by police staff and volunteers. **The deadline for responses is 31 October.** The consultation can be accessed via the following link:

<https://www.gov.uk/government/consultations/reforming-the-powers-of-police-staff-and-volunteers>.

The proposals include:

- Creating a list of 'core' police powers – including arrest and stop and search - that would remain

exclusive to police officers

- Enabling chief officers to designate a wider range of powers on police staff and volunteers
- Enabling volunteers to be designated with powers in the same way as staff
- Abolishing the role of traffic warden under the Road Traffic Acts

If your Council responds to the consultation, could you please send us a copy so that we can reflect it in the KALC response. Part of our response will also refer to our concerns about the further funding cuts facing the Police Force.



Getting Your Hair Done? Protect Your Home from Fire Too!

Kent Fire and Rescue Service (KFRS) is calling on the help of the county's hair professionals to launch a cutting edge initiative - the UK's first 'Haircare Network' which aims to support the fire service in keeping people safer in their homes.

It will see firefighters teaming up with hairdressers, both salon based and mobile, and barbers to offer a service that's a cut above. KFRS will support the hair professionals to offer their clients greater access to home safety advice along with their hair do's.

KFRS Group Manager for Community Safety, Martin Skeet, said: "Hair professionals are perfectly placed to offer their clients that little extra care. They spend their working day talking to people of all ages across the community from the elderly to parents with very young children. We know older people, and those with mobility, eyesight, hearing or memory issues are more likely to be killed or seriously injured in a fire in their homes.

"There's a large social element to getting your hair done, so we believe this offers the perfect opportunity for clients to chat about the challenges they face, for example, managing at home as they get less mobile or making homes safer for new born babies. We are asking hairdressers to ask a few simple questions on our behalf, which will enable us to deliver free home safety visits where they are needed most."

Between 1 October and 31 December 2015 KFRS firefighters, community safety staff and volunteers will be encouraging

hair professionals to visit the fire service website to join the network.

The service is keen to encourage hair businesses with:

- older clients or those with disabilities
- clients with mobility or health issues
- clients who are about to have a baby or have children under five

Martin added: "Hairdressers and barbers may notice when their clients' circumstances or lifestyles change and can offer help that could make a difference to the health and well-being of their clients."

The development of the initiative coincides with a recent report by the Royal Society for Public Health which encourages professionals in the community, like firefighters and hairdressers to work together to help tackle growing social issues around health and lifestyle⁶⁹.

Shirley Cramer CBE, Chief Executive, Royal Society for Public Health and Chair of the People in UK Public Health Government Advisory Group said: "The public health challenges we face are too insurmountable for the core public health workforce to tackle on their own. We believe there is a massive role for the "wider public health workforce" which includes anyone who has the opportunity or ability through their day to day work to improve the public's health. The fire service and both hairdressers and barbers are an instrumental part of this wider workforce – both professions enjoy trusted relationships with the communities they

serve. We are delighted to see the pioneering work of Kent Fire and Rescue Service and the Haircare Network initiative and it is exactly this type of wider workforce approach which could have huge potential to support the public's health nationally."

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One of the first salons to join the 'Haircare Network' is Tapers Hairdressing in Larkfield's Martin Square. Salon Manager, Jacqui Lewis explains why she signed up: "Sadly, I lost my Nan in a house fire a few years ago, so this scheme is very important to me. We already enjoy a trusted relationship with our customers and are able to talk about lifestyle and health issues in a sensitive and non-judgemental way.

"Many of our clients won't be aware of the free help and services available to them from KFRS. By joining the Haircare Network, we can explain the benefits of a free KFRS home safety visit and can really make a difference in helping our clients stay safer."

If you are a hair professional please visit www.kent.fire-uk.org/hair for information and to sign up or call KFRS on [0800 923 7000](tel:08009237000).

Martin ended with final words of encouragement: "You could be cutting hair today and helping to save a life tomorrow as part of KFRS's Haircare Network – please join us."



**Kent Fire &
Rescue Service**

Kent Fire and Health Services Join Up for Home Safety

A new partnership is being launched between Kent's fire and health services to ensure the county's most vulnerable residents are safe and well at home this winter.

Kent Fire and Rescue Service is teaming up with Kent County Council to get vital, potentially lifesaving advice to key target groups such as young families, elderly residents and people with disabilities and long-term medical illnesses.

The partnership will see KFRS community safety officers, while carrying out home visits to encourage fire safety measures are in place, will also make sure crucial health advice is passed on – such as eligibility for the free flu vaccine, details of NHS111 and Health Help Now App – to keep people healthy and relieve the burden on doctors' surgeries and A&E departments over winter months.

**Kent
County
Council**
kent.gov.uk



KFRS Assistant Director of Service Delivery, Martin Adams said: "Working collaboratively with our health partners means

we have an even greater chance of reaching members of the community who need our services the most. Most of us never expect to have a fire in our homes but sadly it can and does happen. We're asking people to think about those people who might benefit from extra support like their elderly mum, a young parent with a baby or a neighbour with mobility issues. They could be safer after a visit from one of our specially trained advisors."

Meanwhile, information about KFRS home visits and important fire and road safety measures will be available in KCC's children centres, libraries and for frontline staff. KCC Director for Public Health, Andrew Scott-Clark said: "We welcome this opportunity to share communications channels and offer the very best advice on health and home safety to some of the most vulnerable people in our communities. The advice is often very simple

but can make a lifesaving difference and reduce the demand on our health and emergency services."

Home Fire Safety Week runs from 28 September to 4 October. The Kent partnership supports national campaigns between the NHS, Public Health England, the Chief Fire Officers' Association, local authorities and local fire and rescue services. To find out if you or someone you know is eligible for a free home safety visit, please call KFRS' Home Safety team 0800 923 7000.

The national flu vaccine campaign will be launched in October. Children aged from two to four-years-old, alongside people aged 65 or older, those with long term medical conditions and mums-to-be, are among the priority groups to get the vaccine. This year, all children of school years 1 and 2 age are also eligible for the free jab, as are those in long-stay residential care homes and carers.

Maidstone mum Kate Smith said: "Your children are the most precious thing so you do everything you can to keep them safe. When I was pregnant with my daughter Evelyn I had the flu jab as your body is battling all sorts of things and I wanted to keep as healthy as I could but it's just as important to keep your home safe so I urge others to take the help on offer."

Greenfields Children's Centre Early Help Support Worker, Emma Wilson, said: "Children's centres are a key part of the community and we are here to help however we can to look after families and help them to keep their children safe and healthy. We are a community resource and it's great to be linking up with other organisations to pass on information and advice to keep them well this winter."

For more information on the flu vaccine, contact your GP or visit www.kent.gov.uk/winterhealth

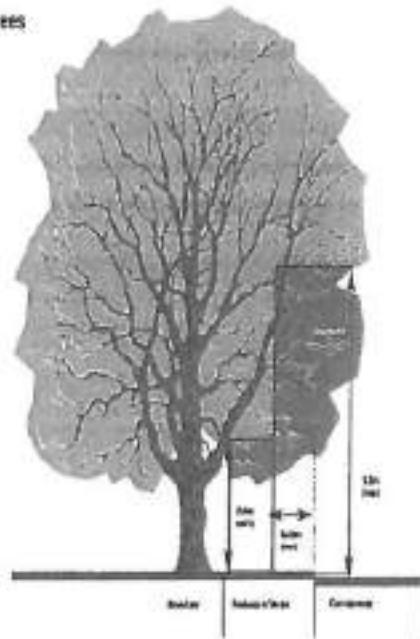


Soft Landscapes

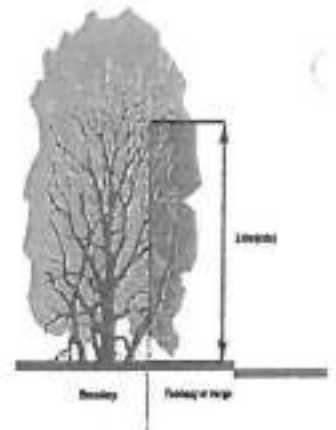
Trees

Our KCC Highways teams have been out this summer cutting grass verges and other highway vegetation, but home and land owners also have a responsibility to inspect and maintain trees and other vegetation within their property boundary to ensure they do not endanger or obstruct the highway user.

Our annual grass maintenance works are scheduled between March and October. Urban grass verges receive up to eight cuts per year and rural roadside verges are cut once. Sight-lines at road junctions have up to three cuts to maintain visibility for road users. You can view our schedule and other information about our soft landscape service on our website at kent.gov.uk/softlandscapes. If you notice any vegetation that could be an obstruction to road users or pedestrians, you can report this online.



A minimum clear height of 6.2m / 17ft is required above the road. This height must be continued 0.45m past the edge of the road.
A minimum clear height of 2.4m / 8ft is required above the footway or verge.



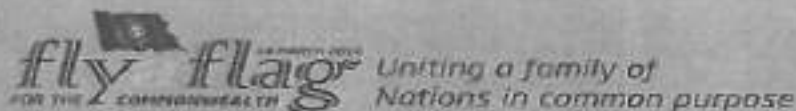
A minimum clear height of 2.4m / 8ft is required above the footway or verge. The hedge must be cut back to the boundary so that the full width of the footway or verge is made available.

Emergencies should be reported by calling **03000 41 81 81**. If vegetation on private land is causing a problem to the road or pavement, we send a letter to the owner recommending they take action and arrange any work that is needed. If the owner doesn't do this, there are legal steps we can take to make sure it happens, but this is a last resort.

If you have trees and hedges by the edge of roads or pavements, we recommend you have them inspected regularly, preferably by a tree specialist to check they are safe. Any work should be done by a competent and fully insured professional.

News for Your Community

2016 promises to be a big year for the Monarchy and our country too. The Queen celebrates her 90th birthday and Team GB will be doing their very best for our country at the Rio de Janeiro Olympics. Can we encourage our communities to have the same enthusiasm as they had in such abundance in 2012?



9 March this year marked Commonwealth Day 2015. Over 750 Commonwealth flags were raised together at 1 Dam that morning by local authorities (including 191 town councils) and a small number of others, throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and the Commonwealth, with His Excellency Kamallesh Sharma, Commonwealth secretary-general, raising the final flag outside the Great West Door of Westminster Abbey, London, before attending the annual Commonwealth Observance there that day.

This was the largest, single, raising of the Commonwealth flag in the history of the Commonwealth, which bodes well for the future, especially as this event is to become an annual occasion growing in size and stature over the next few years, involving the countries and communities of all the other 52 Commonwealth countries on Commonwealth Day each year, (which always falls on the second Monday in March).

I have pleasure therefore, in asking all local (parish and town) councils, to download the 2016 Guide To Taking Part from the [Fly a Flag](#) website, and would like to encourage your participation in this unique, annual occasion, that will bring the communities and countries of the Commonwealth together in a common celebration of this great family of nations, its diverse cultures and communities.

Please go to page 5 of the guide to enable you to see how you can take part, and where to obtain your 90 x 54" Commonwealth flag for the 14 March 2016. (Once used, the flag can be stored away in readiness for Commonwealth Day 2017 and beyond, so please look upon the purchase of the Commonwealth flag as an investment for the future).

Your flag could either be raised by your mayor, chairman of the council, or you may wish to invite a young person from a local school to raise it on your behalf, especially as the youth of the Commonwealth are the future of the Commonwealth.

It is important that those taking part, should complete the online registration form found at [Fly a Flag](#) by no later than the 29 January 2016 to ensure your involvement is registered to enable the public and media alike, to attend your flag raising ceremony on the morning of the 14 March 2016. (Those that have taken part previously do not have to re-register their involvement unless the town or parish clerk has changed).

Yours sincerely,

Clr Ken Browse
NALC chairman

News For Your Community

Together, Let Us Clean Up the Country: 4 - 6 March 2016

Clean for The Queen is a campaign to clear up Britain in time for Her Majesty the Queen's 90th birthday, which will be officially celebrated in June 2016.

The Queen Celebrates
her 90th Birthday in
2016

When she came to
the throne litter was



not the problem that it is today. Food packaging, plastic bottles, takeaway meals and cigarette butts have all contributed to a growing menace that affects our wildlife, streets, countryside and sense of pride. What better way could we show our gratitude to Her Majesty? than to clean up our country?

The "Clean for The Queen" initiative is calling on individuals, volunteer groups, local councils, businesses and schools to do their bit. You can start now and also take part in their Clean for The Queen weekend on March 4th, 5th and 6th 2016. Please register your interest at their website:

<http://www.cleanforthequeen.co.uk/home/2365>



CLEAN FOR THE QUEEN

DAA

Kent Dementia Action Alliance

Every one can make a difference



Kent's Dementia Friendly Communities

To bring about a society wide response to dementia

There are currently over 800,000 people living with dementia in the UK. This figure is set to rise to one million by 2021 (Within Kent expected 25,000 by 2020) An estimated 22 million people in the UK have a family member or friend who has dementia.

In Kent we are working towards 'Enabling' people to continue their life as they wish to, as part of their community for as long as is practicable, and to make existing activities and provision more inclusive' for all.

We have merged the Dementia Action Alliances (DAAs) with Dementia Friendly Communities (DFCs) and they are now working with primary actions to promote Dementia Friends and Intergenerational work in their areas.

In the larger Areas there are a number of smaller local forums which work together as a group towards a shared action plan and joint goals, as a forum they are members of the local DAA/DFC .

The development of our 'grass roots' dementia friendly community forums gives us the ability to work in new ways with communities, learning and developing as we go, increasing community cohesion and capacity.

Working together, towards shared goals, we are making good progress. Along with individual areas accomplishments, we have a number of Kent wide achievements such as:

- We now have more than 15000 dementia friends

- Dementia awareness is on many of our schools agenda

- Home care providers and care homes are working with us to improve staff awareness

Most importantly people living with a dementia diagnosis are working with us each step of our journey.

Everyone within the community has something to contribute. It's our work to understand how we can best involve people, at what level, and for what outcomes. Even small steps, in the right direction are steps worth taking.

If you would like to know more about becoming 'Dementia Friends' or working to make your Town or Parish 'Dementia Friendly' or about any of the Dementia Action Alliances or Dementia Friendly communities in Kent please contact the DFC Team.

dementiafriendlykent@kent.gov.uk

Telephone 03000 415 483

Dementiafriendlykent.org.uk



Last Word...



Fundraising Opportunities

Funding Rounds that may be suitable for your needs...



Kent Community Foundation is, of course, a valuable resource for any fundraising queries. Autumn rounds for grants and so on are now under way and you may find some kind of financial help which may be relevant to your community.

Their "Themed Fund" application process currently has a deadline of 27 November 2015. Targeted areas are:

- Children, Young People and Families
- Older People and those who are considered Vulnerable.



There is also money available from various small concerns, such as the Albert Burns Children's Trust Fund and The Phillips Fund which aims to enhance rural areas with their help.

Take a look a look at their website [URL: http://www.kentcf.org.uk/](http://www.kentcf.org.uk/) for further information. It may just be worth your while.

Don't forget that Kent County Council also has a great resource for fundraising enquiries. There are several headings that may be appropriate to your cause. Take a look at the following webpage which may help you in your quest for much needed help: :

[URL: http://www.idoxopen4community.co.uk/kent/Browse?bcr=MTIzNA](http://www.idoxopen4community.co.uk/kent/Browse?bcr=MTIzNA)

Vacancies

Take a look at our Vacancies page for new appointments that are available within the county. You can do so by visiting [our webpage](#).

Contact Us:

Kent Association of Local Councils
Dover District Council Offices
White Cliffs Business Park
Whitfield
Dover
CT16 3PJ
TEL 01304 820173
kalc@kentalc.gov.uk
www.kentalc.gov.uk

FINANCIAL CONTRIBUTIONS TO PARISH AND TOWN COUNCILS**1. Summary**

To agree the level of financial contributions to be paid to parish and town councils in 2016/17.

2. RECOMMENDATIONS

- 2.1 That, subject to para. 2.2. below, the Council, under the provisions of Section 136 of the Local Government Act 1972, make the following contributions towards the expenses of parish and town councils' concurrent functions in 2016/17:

	£
Bean	1,728
Darenth	3,796
Longfield	3,177
Stone	10,764
Sutton at Hone and Hawley	4,544
Swanscombe and Greenhithe	14,105
Wilmington	6,886

- 2.2 That the contributions be made subject to the parish and town councils submitting suitably analysed details of estimated net expenditure for the ensuing year by 31 January each year, and actual net expenditure for the preceding year no later than six months after the end of each financial year, in a format prescribed by the Council.
- 2.3 That the payments be made in two equal instalments; the first on 30 April (or next working day) and the second, the latter of 30 September (or next working day) or seven days following receipt of the parish or town councils' 2015/16 accounts, certified as correct by the clerk.
- 2.4 That the Council continue to operate the Capacity Building fund and make a contribution of £50,000 into the fund in 2016/17.

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GENERAL ASSEMBLY OF THE COUNCIL
14 DECEMBER 2015

- 2.5 That the Managing Director, in consultation with the Leader and Deputy Leader of the Council, be granted delegated authority to agree the bidding criteria for the capacity building fund.
- 2.6 That the Council make the following contributions to parish and town councils, being the estimated central government grant received by the Council to compensate for lost council tax income in local areas from the introduction of the council tax support scheme:

	£
Bean	865
Darenth	4,986
Longfield	1,637
Southfleet	514
Stone	18,206
Sutton at Hone and Hawley	4,506
Swanscombe and Greenhithe	37,431
Wilmington	3,416

3. Background and Discussion

- 3.1 Since 1 April 1974 the Council has made an annual contribution under Section 136 of the Local Government Act 1972 towards the expenses incurred by parish councils on certain services which may be provided by both the borough council and the parish councils, i.e. concurrent functions.
- 3.2 The calculation and amount of the Section 136 contribution was revised for 2014/15 to a total of £75,000. The amount was reduced again for 2015/16 to £50,000. The balance of this funding was moved to the Capacity Building Fund in order to assist parish and town councils to become less reliant on core funding from the Council.
- 3.3 In 2013/14 the Council received grant from central government to compensate for the loss of council tax income following the introduction of the council tax support scheme (which replaced council tax benefit). The grant included an element for parish and town councils and this was separately identified. The Council passed this grant on fully to parish and town councils.
- 3.4 In 2014/15 the Council reduced the amount paid to parish and town councils in line with estimated government reductions in the grant

**GENERAL ASSEMBLY OF THE COUNCIL
14 DECEMBER 2015**

which was not separately identified. The same approach was taken for 2015/16.

- 3.5 For 2016/17, the Council is expecting a reduction in revenue support funding of anywhere between 20% and 25%. The announcement is not expected until after the date of this report.
- 3.6 Given the level of anticipated reduction, it is not feasible for the Council to continue to make the same level of funding available to parish and town councils. It is proposed that the Council share the burden of the expected grant reduction. Therefore, a reduction of 10% in both the Council Tax Support and Section 136 grants is appropriate.
- 3.7 The effect of the reduction in core Section 136 funding and Council Tax Support Grant for 2016/17 is shown in Appendix A.

4. Relationship to the Corporate Plan

The contribution by the Council assists parishes and town councils to provide high quality services that reflect public aspirations and to ensure that public and open spaces are clean and safe.

5. Financial, legal, staffing and other administrative implications and risk assessments

Financial Implications	The total sum payable by the Council to parish and town councils in 2016/17 will be £116,561. In addition, the Council will continue to operate the Capacity Building Fund and make a contribution of £50,000 into the fund. Overall, the reduction in total funding is £12,951 which is likely to be smaller than the proportionate decrease in grant that the Council receives.
Legal Implications	Section 136 of the Local Government Act 1972.
Staffing Implications	None
Administrative Implications	None
Risk Assessment	None.

**GENERAL ASSEMBLY OF THE COUNCIL
14 DECEMBER 2015**

6. Appendices

Appendix A – Amounts payable to parish and town councils in 2016/17

BACKGROUND PAPERS

<u>Documents consulted</u>	<u>Date</u>	<u>File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
Parish Accounts			Tim Sams 01322 343148	Financial Services/ Internal Services	N/A

AMOUNTS PAYABLE TO PARISH AND TOWN COUNCILS IN 2015/16 AND 2016/17										Appendix A		
	2015/16		2015/16		2015/16		2016/17		2016/17		2016/17	
	Core Sec 136 contribution	CTS grant	Total contribution from DBC to Parishes	Core Sec 136 contribution	CTS grant	Total contribution from DBC to Parishes	Core Sec 136 contribution	CTS grant	Total contribution from DBC to Parishes	Core Sec 136 contribution	CTS grant	Reduced total contribution
	£	£	£	£	£	£	£	£	£	£	£	£
Bean	1,920	961	2,881	1,728	865	2,593						
Darenth	4,218	5,540	9,758	3,796	4,986	8,782						288
Longfield	3,530	1,819	5,348	3,177	1,637	4,814						976
Southfleet	0	571	571	0	514	514						534
Stone	11,960	20,229	32,189	10,764	18,209	28,970						3,219
Sutton at Horne and Hawley	5,049	5,008	10,055	4,544	4,506	9,050						1,005
Swanscombe and Greenhithe	15,672	41,580	57,263	14,105	37,431	51,536						5,727
Wilmington	7,851	3,796	11,447	6,886	3,416	10,302						1,145
	50,000	79,512	129,512	45,000	71,561	116,561						12,951

**SWANSCOMBE & GREENHITHE
TOWN COUNCIL**



**FINANCIAL RISK ASSESSMENTS
AND
LONG TERM MAINTENANCE
BUDGET REQUIREMENTS
2016/17**

December 2015

15

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Long-Term Budget Requirements (Council Offices & Community Hall)

Area Assessed: Council Offices & Community Hall		Date Assessed: 21 October 2015											
Description of Long Term Budget Requirements	Frequency	Start Date	Cost	Year 1 2011/12	Year 2 2012/13	Year 3 2013/14	Year 4 2014/15	Year 5 2015/16	Year 6 2016/17	Year 7 2017/18	Year 8 2018/19	Year 9 2019/20	Year 10 2021/22
Internal Decoration (put into maintenance document)	5 yearly	Feb-12											
Sand and Wax Hall Floor (put in maintenance document)	5 yearly	Feb-12											
Replacement Carpet (Main Entrance, Lobby Area & Cash Office)	5 yearly	Feb-12	£1,250	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250
Replacement Carpet (Downstairs Lobby, Upstairs Landing, Offices)	10 years	Feb-22	£4,000	£400	£400	£400	£400	£400	£400	£400	£400	£400	£400
Replacement Carpet (Council Chamber)	20 years	Feb-22	£2,500	£250	£250	£150	£150	£150	£150	£150	£150	£150	£150
Replace Safer Surfacing	10 years	Feb-12	£2,500	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250
Council Chamber Furniture Tables & Chairs	15 years	Apr-27	£15,000	£500	£500	£750	£750	£1,250	£1,250	£1,500	£1,500	£1,000	£1,000
Changing High Level Light Bulbs in Building (put in maintenance document)	5 years	Feb-12	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Replace Office Furniture	10 years	Apr-17	£5,000	£500	£500	£500	£500	£500	£500	£500	£500	£500	£500
Replace IT Equipment	Annual	Apr-13	£2,500	£750	£750	£500	£500	£500	£500	£500	£500	£500	£500
Replace Server	3 years	Apr-11	£1,500	£0	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500
Building Valuations (All buildings)	5 years	Apr-10	£2,400	£480	£480	£800	£800	£800	£800	£800	£800	£800	£800
Plant Room (Replacement items, ie boiler, tanks, air cooling equipment etc - save over 10 year period but will probably have to use during period as items break - put into maintenance)	As required												
Ceiling (The Replacement - (ut into maintenance document)	As required												
Sun Awning Replacement (save over 10 year period)	As required		£5,000	£500	£500	£500	£500	£500	£500	£500	£500	£500	£500
Replace Blinds (save over 10 year period)	As required		£5,000	£500	£500	£500	£500	£500	£500	£500	£500	£500	£500
New Motors in All Door Openers (save over 10 year period - but may have to use as door motors fail)	As required		£5,000	£500	£500	£500	£500	£500	£500	£500	£500	£500	£500
Hard wire window shutters	Once	Apr-16	£6,000	£600	£500	£1,750	£1,750	£1,500	£1,500	£500	£500	£500	£500
Refit kitchen and white goods (offices and hall)	10 years	Apr-17	£2,500	£200	£200	£700	£700	£700	£700	£700	£700	£700	£700
Electrical Installation Inspection (after first 5 years then annually)	5 yearly	Feb-12	£1,500	£750	£750	£500	£500	£500	£500	£500	£500	£500	£500
Erroneous Items/General Contingency	Yearly	Feb-12	£2,500	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250
Loss Hall Income (uninsured risk)	Yearly	Apr-13	£20,000	£0	£0	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000
Total To Budget for Annually			£94,150	£6,330	£6,330	£18,050	£19,050	£7,800	£4,550	£6,300	£4,300	£3,300	£4,800

Assessment Carried out by: _____

Renewal Date: _____

Renewal Date: _____

**SWANSCOMBE & GREENHITHE
TOWN COUNCIL**



**LONG TERM MAINTENANCE
ANNUAL BUDGET
REQUIREMENTS
2016/17**

Financial Risk Assessments - General Maintenance Requirements

Last Reviewed: 8 October 2014

Department	Maintenance Requirement	Frequency	Total Cost (per frequency)	Money already saved in FRAs (2 years)	Cost to budget per annum	Start Date	Target Dates
Car Parks (Grove, Swanscombe Park Leisure Centre)	Painting of Height Barriers	10-yearly	£2,000	£400	£200	April 2010	April 2026, April 2036
	Car Parks (Grove, Swanscombe Park Leisure Centre) Total		£2,000	£400	£200		
Swanscombe Park	Paint/Repair Play Area Fence	5-yearly	£2,500	£500	£500	April 2018	April 2021, April 2026, April 2031
	Reline Tennis Courts/S-Aside	10-yearly	£1,500	£0	£150	April 2021	April 2031
	Swanscombe Park Total		£4,000	£500	£650		
Broomfield Sports Ground	Paint/Repair Play Area Fence	5-yearly	£2,500	£0	£500	April 2018	April 2021, April 2026, April 2031
	Broomfield Sports Ground Total		£2,500	£0	£500		
Church Road Hall	Internal Painting Walls & Woodwork Sand and Wax Hall Floor External painting	5 Yearly 5 Yearly 10 Yearly	£2,500 £2,500 £2,000	£410 £400 £400	£685 £700 £550	April 2015 April 2016 April 2015	April 2021, April 2026, April 2031 April 2021, April 2026, April 2031 April 2026, April 2036
	Church Road Hall Total		£7,000	£1,210	£1,945		
Heritage Hall	Internal Painting Walls & Woodwork Sand and Wax Hall Floor External painting Painting of Perimeter Fence	5-yearly 5-yearly 5-yearly 10-yearly	£5,000 £2,500 £2,500 £1,000	£660 £300 £300 £400	£1,100 £550 £550 £150	April 2016 April 2016 April 2016 April 2016	April 2021, April 2026, April 2031 April 2021, April 2026, April 2031 April 2021, April 2026, April 2031 April 2021, April 2026, April 2031
	Heritage Hall Total		£11,000	£1,690	£2,300		
Town Council Offices and Community Hall	Internal Painting Walls & Woodwork Sand and Wax Hall Floor Replace High Level Ceiling Bulbs Replace items in plant room and roof void Ceiling Tile Replacement	5-yearly 5 Yearly Annual Annual As required	£7,000 £2,500 £500 £5,000 £500	£1,300 £500 £1,500 £4,000 £1,000	£1,400 £725 £250 £5,000 £500	April 2017 April 2013 April 2012 April 2012 April 2012	April 2022, April 2027, April 2032 April 2018, April 2023, April 2028 Each year Annual As required
	Town Council Offices and Community Hall Total		£15,500	£8,300	£7,875		
Old Fire Station Café	Internal Painting Walls & Woodwork	5 Yearly	£2,500	£360	£500	April 2017	April 2022, April 2027, April 2032
	Old Fire Station Café Total		£2,500	£360	£500		
	Grand Total		£44,500	£12,430	£14,020		