

# AGENDA ITEM

T/C 19/12/13

3

TOWN COUNCIL  
17 OCTOBER 2013

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 17 OCTOBER 2013 at 7.00 PM

**PRESENT:**

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

**ALSO PRESENT:**

2 x members of the public (Dance Group that use The Pavilion)  
2 x representatives of The Pavilion Community Sports & Social Clubs  
Graham Blew – Town Clerk

**ABSENT:**

There were none

**170/13-14. COUNCILLOR L J BOBBY**

Members stood for a minutes silence in respect of Councillor L J Bobby who had passed away on 18 September 2013. Members were informed that a book of condolence was available and would be passed to Mrs Brenda Bobby in the near future.

**171/13-14. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' Ms L M Hall (unwell), Mrs A R Harvey (other commitments), Ms L C Howes (holiday) and P A Read (work commitments).

**172/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillors' P M Harman, J A Hayes and R J Lees declared pecuniary interests in agenda item 25 – The Pavilion Community Sports & Social Clubs – Update, as they are the Town Councils' representatives on The Pavilion Community Sports & Social Clubs Committee.

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

The members of the public and representatives from The Pavilion Community Sports & Social Clubs addressed the meeting in support of The Pavilion Community Sports & Social Clubs and its continued operation.

**173/13-14. MINUTES OF THE MEETING HELD ON 10 JULY 2013.**

Members were provided with a copy of the Minutes of the Meeting held on 10 July 2013.

RESOLVED:

That the Minutes of the Meeting held on 10 July 2013 be confirmed and signed as a true record.

**174/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk informed the meeting that a Notice of Casual Vacancy had been displayed for the relevant period and that Dartford Borough Council Electoral Services Department had confirmed that no requests for an election had been received. A notice inviting Expressions of Interest would now be displayed, with a deadline for submissions of 6 December 2013, to enable members to consider co-option at the 19 December 2013 Town Council meeting.

**175/13-14. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETING HELD ON 11 SEPTEMBER.**

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meeting held on 11 September 2013 be confirmed and the recommendations made therein be adopted.

**176/13-14. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 26 SEPTEMBER 2013.**

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 26 September 2013 be confirmed and the recommendations made therein be adopted.

**177/13-14. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 5 SEPTEMBER 2013.**

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 5 September 2013 be confirmed and the recommendations made therein be adopted.

**178/13-14. MINUTES OF THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE MEETING HELD ON 18 SEPTEMBER 2013.**

RESOLVED:

That the Minutes of the Anti-Social Behaviour & Crime Sub-Committee Meeting held on 18 September 2013 be confirmed and the recommendations made therein be adopted.

**179/12-13. VACANCIES ON COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS.**

After discussion it was proposed, seconded and agreed;

RESOLVED:

1. That Councillor J B Harvey be elected as a member on the Recreation, Leisure & Amenities Committee.
2. That Councillor J B Harvey be elected as a member on the Planning, Major Developments, Transportation & the Environment Committee.
3. That Councillor P J Scanlan be elected as Vice-Chairman on Regeneration and Quality Council Sub-Committee.
4. That Councillor J B Harvey be elected as a member on Regeneration and Quality Council Sub-Committee.
5. That Councillor Mrs A R Harvey be elected as a member on the Financial Risk Assessments (FRA) Working Group.

**180/12-13. BANK SIGNATORIES.**

After discussion it was proposed, seconded and agreed;

RESOLVED:

That Councillor Mrs S P Butterfill fills the vacant bank signatory position for the Current Account.

**181/13-14. LAND AT KNOCKHALL ROAD (EMPIRE BOWLS) – LANDHOLD CAPITAL.**

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

The Town Clerk advised members that he and the Senior Groundsman/Gardener had concerns regarding the suitability of the council taking on the management of the open space at this site due to the lay-out of the site and the amount of unknown factors.

Members discussed the importance of ensuring the council did not leave itself open to any potential financial burden were the correct financial remuneration not agreed regarding the maintenance of the open space.

After discussion and due to this request only being to agree in principle at this stage it was agreed;

RESOLVED:

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

**102/13-14. EXTERNAL AUDITOR CERTIFICATE AND OPINION 2012 – 2013.**

Members were happy to receive the external auditors' certificate and opinion that *"no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met"*.

RESOLVED:

That the item be noted.

**183/13-14. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS (ISSUE 371, AUGUST).**

RESOLVED:

That the item be noted.

**184/13-14. DARTFORD ASSOCIATION OF PARISH & TOWN COUNCILLORS (DAPTC) – NOW THE BOROUGH AND PARISH COUNCIL FORUM (BPCF).**

Members were apprised of the recent ceasing of the DAPTC and the beginning of the BPCF. Members were requested to consider appointing 2 representatives to attend the BPCF meetings.

Members requested that, due to this change in set up, clarification be sought from the Monitoring Officer, Dartford Borough Council as to how the Parish Representative on the Joint Transportation Board would be selected.

RESOLVED:

That the Town Mayor and the Town Clerk be the council's representatives on the BPCF.

**185/13-14. ESTIMATES FOR 2014 – 2015.**

Members were made aware that officers had begun work on the estimates for 2014 – 2015 and were invited to contact the Responsible Financial Officer (RFO), outside of the meeting, and inform her of any suggestions and/or items they felt should be included.

RESOLVED:

That the item be noted.

**186/13-14. COUNCIL OFFICE AND CAFÉ CHRISTMAS OPENING ARRANGEMENTS.**

Members agreed that the Council Offices and Café should be closed for the two week period from 23 December 2013 to 3 January 2014.

RESOLVED:

That the Council Offices and Café be closed on 23, 24, 27, 30, 31 December 2013 and 2 and 3 January 2014 with a notice being displayed in advance, advising Members of the Public and a relevant message being recorded on the Council Office answer machine.

**187/13-14. ADVICE SERVICE DARTFORD (CITIZENS ADVICE BUREAU).**

The Town Clerk informed members of the content of the meeting he had attended on 24 September 2013 and also of the fact that a launch event, which members were invited to attend, was scheduled for 26 November 2013 (10am to noon) at the David Lloyd Centre, Dartford.

RESOLVED:

That the item be noted.

**188/13-14. INSURANCE CLAIM REFERENCE: 27/12/00/00703/Z – DAMAGE CAUSED TO GARAGE, BY MESS ROOM, WHEN VAN STOLEN ON 13 NOVEMBER 2012.**

Members were informed that this claim had now been settled.

RESOLVED:



That the item be noted.

**189/13-14. LETTER OF THANKS – SWANSCOMBE MEMORIAL.**

Members received a letter of thanks from the Project Director; Swanscombe Memorial highlighting the exceptional assistance the Town Clerk had recently given him.

Members welcomed the content of the letter and agreed that it reflected the professional manner, positive and pro-active approach taken by the Town Clerk and the admin team of the Town Council.

RESOLVED:

That the item be noted.

**190/13-14. REPORTS OF OUTSIDE REPRESENTATIVES.**

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

Borough and Parisch Council Forum (BPCF).

See minute 184/13-14.

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

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

Dartford Youth Advisory Group (DYAG)

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

Ingress Park Greenhithe Management Limited (IPGM).

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

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

Members were informed that the issue regarding the London Road flint wall had been discussed and that there was some ambiguity over ownership, the appropriateness of the handover of responsibility for the wall and the condition of the wall at handover

Members agreed that this matter should be submitted as an item for consideration at the next appropriate Town Council meeting.

**191/13-14. REPORT FROM KENT COUNTY COUNCILLOR.**

Kent County Councillor P M Harman had submitted a written report which included:-

- Teal Energy – Manor Way Planning Application  
Little or no feedback received yet from individual members of the public.
- Members Highway Fund  
Various projects considered including replacement of 4 bus shelters in the Town.
- Members Community Grant Schemes  
Still funding available for community projects and would ask that local organisations are encouraged to apply.

**RESOLVED:**

That the item be noted.

**192/13-14. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

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

- Councillors' Mrs S P Butterfill and B E Read advised that they had both attended a meeting with the Dartford Borough Council CSU earlier today and were awaiting quotations for possible options for CCTV in the High Street , Swanscombe.
- Bin Swap had begun and should be completed, borough wide, in the near future.
- Councillor J A Hayes reported that the Development Control Board had, at a recent meeting, been against the Teal Energy – Manor Way planning application.

**RESOLVED:**

That the item be noted.

**193/13-14. SEALING OF DOCUMENTS.**

Members were advised that the following document was now ready for signing and sealing:

- Istead Rise Bowls Club – Lease.

**RESOLVED:**

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

194/13-14. **TOWN MAYOR'S ANNOUNCEMENTS.**

The Town Mayor did not have any announcements.

195/13-14. **QUESTIONS.**

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

196/13-14. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor B E Read and seconded by Councillor K G Basson ;

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 pecuniary interest Councillors' P M Harman, J A Hayes and R J Lees left the chamber and took no part in the discussion or decision of the following item.*

197/13-14. **THE PAVILION COMMUNITY SPORTS & SOCIAL CLUBS – UPDATE.**

Members discussed in detail the contents of the correspondences and requests received from The Pavilion. It was felt that the Town Council should try and assist The Pavilion Community Sports & Social Clubs during their infancy with regards to operating although this did not necessarily mean or be exclusively financially.

It was agreed that the previous Sports Pavilion Working Group should meet to discuss the contents of the correspondences received from The Pavilion. After this the Working Group should meet with representatives of The Pavilion Community Sports & Social Clubs and that the outcome of these discussions be reported back to full council.

Members asked that The Pavilion Community Sports & Social Clubs be requested to provide a detailed Business Plan, cash flow forecast and accounting records for the current operating period for consideration by the Working Group.

RESOLVED:

1. That the previous Sports Pavilion Working Group meets to discuss the contents of the correspondences received from The Pavilion. After this the Working Group



meets with representatives of The Pavilion Community Sports & Social Clubs and that the outcome of these discussions be reported back to full council.

2. That The Pavilion Community Sports & Social Clubs be requested to provide a detailed Business Plan, cash flow forecast and accounting records for the current operating period for consideration by the Working Group.

198/13-14. **SECTION 136 CONTRIBUTIONS AND THE COUNCIL TAX SUPPORT SCHEME.**

Members debated the information/documents from the 8 October 2013 BPCF. This information would be considered in depth by the Financial Risk Assessment Working Group. Members asked that their disappointment that, despite none of the parishes consulted supporting this proposal, the borough council had taken the decision to change and further reduce the way in which Section 136 contributions are made be submitted to the Monitoring Officer at Dartford Borough Council.

The Town Council also requested that clarification be sought as to how the two parish representatives from parish and town councils will be selected for the "funding panel", as it was felt to be important that these two positions need to be independent of the borough.

**RESOLVED:**

1. That the Town Councils disappointment that, despite none of the parishes consulted supporting this proposal, the borough council had taken the decision to change and further reduce the way in which Section 136 contributions are made be submitted to the Monitoring Officer at Dartford Borough Council.
2. That clarification be sought as to how the two parish representatives from parish and town councils will be selected for the "funding panel."

There being no further business to transact the Meeting closed at 9.00 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 23 OCTOBER 2013 AT 7.00PM

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

**ALSO PRESENT:** Graham Blew – Town Clerk

**ABSENT:** Councillor Mr K G Basson  
Councillor Mrs J M Harman  
Councillor V Openshaw

**199/13-14. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillor P M Harman (work commitments).

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

**200/13-14. SUBSTITUTES.**

There were none.

**201/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor J B Harvey declared a prejudicial interest in application DA/13/01352/COUY as he is Chairman of Craytots Pre-School that uses the Heritage Community Hall adjacent to the site.

Councillor B R Parry declared a prejudicial interest in application DA/13/01164/COU as he resides next to the site and is also a member of the Dartford Cambria Sea Scouts.

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

**202/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**203/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 11 SEPTEMBER 2013.**

**Recommended:** The Minutes of the meeting held on 11 September 2013 were confirmed and signed.

**204/13-14. INFORMAL MEETING WITH DEVELOPER OF EASTERN QUARRY.**

The Chairman apprised members of the meeting with the developer and the Planning Officer (DBC) on 14 August 2013 and the subsequent nomination of Councillor Mrs S P Butterfill as one of the Town Council's representatives on the Liaison Group.

Members were asked to consider 1 other member of the Planning, Major Developments, Transportation & the Environment Committee to be the council's other representative on the Eastern Quarry Liaison Group. After discussion it was agreed that Councillor P J Scanlan be the other representative.

**Recommended:** That Councillor P J Scanlan be one representative and that this item goes to the next meeting of the Planning, Major Developments, Transportation & the Environment Committee for the other representative.

**205/13-14. ESTIMATES FOR 2014 – 2015.**

Members were made aware that officers had begun work on the estimates for 2014 – 2015 and were invited to contact the Responsible Financial Officer (RFO), outside of the meeting, and inform her of any suggestions and/or items they felt should be included.

**Recommended:** That the item be noted.

**TOWN PLANNING:**

**206/13-14. APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/13/01211/FUL Demolition of existing rear conservatory and erection of a two storey rear extension.

1 Ivy Bower Close, Greenhithe.

**OBSERVATIONS:** No observations. Please ensure all neighbours are consulted prior to the application being considered.  
(sent in due to 2 Oct 2013 meeting being cancelled)

DA/13/01230/FUL Erection of a single storey rear extension.

3 Caspian Way, Swanscombe.

OBSERVATIONS: No observations. Please ensure all neighbours are consulted prior to the application being considered.

DA/13/01277/FUL Erection of a satellite dish on rear elevation (retrospective application).

10 Ingress Park Avenue, Greenhithe.

OBSERVATIONS: No observations. Please ensure all neighbours are consulted prior to the application being considered.

*Having already declared a prejudicial interest Councillor J B Harvey left the chamber and took no part in the debate or decision on the following application.*

DA/13/01352/COU Former St Johns Ambulance Station, Craylands Lane, Swanscombe.

Change of use site to provide car wash facility with the provision of a canopy at rear of site for period of three years.

OBSERVATIONS: The Town Council strongly object to his application as

1. The proposal would have inadequate off street parking to serve the needs of the development, the absence of which would give rise to an increase in on street parking in an area where there is very limited capacity.
2. The proposed use, as a commercial premises, contained within this application would be out of character with and have a severe detrimental effect and impact on the surrounding properties which include a community hall, directly adjacent, used on a daily basis by a pre-school, a community leisure centre, an allotment site and a Site of Special Scientific Interest (Swanscombe Heritage Park).
3. The proposed development would result in an undesirable intensification of use and overdevelopment of the site to the detriment



of the amenities of the occupiers of neighbouring residential properties and to the street scene and locality, contrary to Policies B1 and H8 of the Adopted Local Plan 1995 and Policies DD11 and H4 of the Local Plan Review 2004.

4. Although aware that it is not a planning consideration the Town Council notes, and would like the Development Control Board members to be aware, that the original owners of the land have an active covenant in place which limits the use of the site i.e. *not to develop the property for residential, industrial or commercial use.* (Title No: K786411)
5. The Car Wash Association advise that it is illegal to discharge trade effluence into the environment and/or drains without permission. The Environment Agency have also published concerns that effluent oil coming from car washes go straight into soakaways meaning the toxins are dispersed directly into the ground.
6. There are already car was facilities located nearby in (a) Milton Road (b) opposite George and Dragon PH, London Road (c) In the Asda Greenhithe car park.
7. With the use of high powered jet washes comes the issue of noise pollution and this is even more of a concern given the location directly next to an area used on a daily basis as a play area for pre-school children.
8. The previous application submitted (DA/1201180) included parking for 3 members of staff. This application states that staff will be able to access the site without the need to rely upon private motor vehicle.
9. The Town Council would like to inform the Planning Authority and Development Control Board members that the Town Council were granted right of access by the Land Registry

(for pedestrian and vehicle) to both the allotment site and Heritage Community Hall (K927482 and K948904), which are both adjacent to this site, and that this needs to be taken into account with any future use granted to this site.

10. The Development Control Board are respectfully requested to hold a site meeting prior to making a decision on this application so that they can see for themselves the issues and proximities of the adjacent community facilities.

*Having already declared a prejudicial interest Councillor B R Parry left the chamber and took no part in the debate or decision on the following application.*

DA/13/01164/COU

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

Villager Hall, rear of 8 High Street, Greenhithe.

OBSERVATIONS:

The Town Council object to this application as it is not in keeping with what was previously agreed for the development at this area. The hall was originally used as a public assembly facility (village hall) and this proposed change of use is not in keeping with the character of the whole site. The bottom half of this building has never been opened up to the public as was previously agreed would happen and the Town Council would ask that the original agreement is adhered to and that this part of the building is returned for use as a public assembly area.

DA/13/01383/FUL

Application to convert single dwelling into 2 x 2 bed self contained flats together with provision of two parking spaces and a vehicular crossover onto Knockhall Road.

60 Knockhall Road, Greenhithe.

OBSERVATIONS:

No observations. Please ensure all neighbours are consulted prior to the application being considered.

DA/13/01267/FUL                      Erection of a part two/part single storey rear extension.

6 Wolsey Crescent, Greenhithe.

OBSERVATIONS:                      This application does not fall within the boundaries of Swanscombe and Greenhithe.

**207/13-14. CONSULTATION: SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

Consultation on a Request for a Screening Opinion.                      To determine whether an Environmental Impact Assessment is required for the redevelopment of land to provide a leisure resort of up to 747,000sqm plus external hotel operations, car parking and transport interchanges, and support facilities.

Land within and to the south of Swanscombe Peninsula.

OBSERVATIONS:                      The Town Council welcomes the request and agree that an EIS is required to be undertaken and believes that the environment covers a wide spectrum; living environment of people adjacent to the site as well as ground, water and air issues. With an estimated 12 – 15 million visitors per year it is essential that the local infrastructure (old and new) such as roads, footpaths, PROW, transport, open spaces, play areas, needs to be able to sustain and cope with this and the EIS should take this into account.

**208/13-14. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following granted decision notices were noted.

DA/13/00905/FUL                      Erection of a pair of semi-detached 3 bedroom houses with associated landscaping and parking (revision to extant planning permissions DA/12/00561/FUL/DA/13/00016/NONMAT and DA/13/00408/FUL).

Land adjacent 42 Castle Street, Swanscombe.

DA/13/00847/FUL                      Erection of a single storey rear extension and

provision of a pitched roof over existing flat roof of front elevation.

2 Orchard Road, Swanscombe.

DA/13/00794/FUL

Demolition of existing rear addition and detached garage and erection of a part two/part single storey side extension and single storey rear extension.

158 Church Road, Swanscombe.

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

Signed: \_\_\_\_\_  
(Chairman)

Date: \_\_\_\_\_

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 4 DECEMBER 2013 AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor P J Scanlan  
Councillor Mrs S P Butterfill  
Councillor P C Harris  
Councillor J B Harvey  
Councillor J A Hayes

**ALSO PRESENT:** Mr Roger Beach – Telow King (Architects)  
Mr Ben Lee – Hard Hat  
Graham Blew – Town Clerk

**ABSENT:** Councillor K G Basson

**254/13-14. APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillors' J M Harman (unwell), P M Harman (work commitments), Mrs A R Harvey (unwell), V Openshaw (other commitments) and B R Parry (other commitments).

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

**255/13-14. SUBSTITUTES.**

There were none.

**256/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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

**257/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**258/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 13 NOVEMBER 2013.**

**Recommended:** The Minutes of the meeting held on 13 November 2013 were confirmed and signed.

**259/13-14. PRESENTATION BY REDROW / HARDHAT EAST – NORTHFLEET WEST SUB-STATION.**

Two Public Exhibitions had been held last month regarding the updated proposals for 950 family homes.

The developer had kindly agreed to attend the meeting to give a short presentation/update on the scheme.

The developer representatives gave a presentation/update on the proposals followed by a question and answer session which included:-

- The need to liaise with other developers in the area to ensure the local population benefit from the developments
- The importance of ensuring the infrastructure of the area was sufficient to sustain the development/s
- The management of the site/open spaces

Members thanked the representatives for attending.

**Recommended:** That the developer be thanked for attending the meeting and giving the presentation.

**280/13-14. DARTFORD BOROUGH COUNCIL (DBC) COMMUNITY INFRASTRUCTURE LEVY (CiL) CHARGING SCHEDULE ADOPTION.**

The Planning Services Manager (DBC) had informed that the Examiners Report had concluded that the Charging Schedule provided an appropriate basis for the collection of the levy. The Examiners Report was available via the following link:

[www.dartford.gov.yk/cil](http://www.dartford.gov.yk/cil)

Subject to approval the CiL charge was expected to be implemented in Spring 2014.

**Recommended:** That the item be noted.

**261/13-14. GRAVESHAM BOROUGH COUNCIL (GBC) LOCAL PLAN CORE STRATEGY.**

The Principal Planning Officer (GBC) had informed that the Schedule of Proposed Modifications and supporting documents could be viewed at the following webpage and subject to opening times at various locations in Gravesham:-

[www.gravesham.gov.uk/localplan](http://www.gravesham.gov.uk/localplan)

The deadline for comments was 15 January 2014.

**Recommended:** That GBC be requested to allow an extension of the deadline for responses until after 22 January 2014.

**TOWN PLANNING:**

262/13-14. **APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/13/01387/FUL

Erection of a single storey rear extension.

44 Trebble Road, Swanscombe.

**OBSERVATIONS:**

(sent in due to 13 November 2013 meeting being cancelled)

No observations. Please ensure all neighbours are consulted prior to the application being considered.

DA/13/01476/FUL

Erection of a detached 4 bedroom house with associated parking involving demolition of existing buildings on the site.

Neptune Slipway, Pier Road, Greenhithe.

**OBSERVATIONS:**

The Town Council object to the application for the following reasons:-

1. The proposal would give rise to an increase in on street parking in an area where there is very limited capacity, contrary to Policies T22 and T23 of the Dartford Local Plan, Policy T11 of the Dartford Local Plan Review Second Deposit Draft and Policy TP19 of the Kent and Medway Structure Plan 2006.
2. The proposal by virtue of its massing, scale and height is out of character with and unsympathetic to the built form of the surrounding area and established character of the Greenhithe Conservation Area contrary to policy CS6: Thames Waterfront of the adopted Core Strategy, policies B1 and B8 of the adopted Dartford Local Plan and the Greenhithe Riverfront Urban Design Strategy 2004.
2. The proposal does not comply with the Greenhithe Riverfront Urban Design Strategy Supplementary Planning Guidance Approved

June 2004 (also contained in the Town Council's Local Development Framework :Minute 136, DBC Cabinet 22 January 2009) with regard to:-

- a) The continuation and enhancement of the PROW footpath along the riverfront;
- b) The site was listed for community /recreational use;
- c) Protecting existing views and vistas of the conservation area from the river and the park;
- d) Should use traditional materials and building techniques;
- e) Retain established building heights;
- f) Pier Road is a low key and intermittent environment;
- g) Should be an opportunity for small scale development in an important part of Greenhithe Village that protects and enhances the qualities of the village;
- h) It should protect the conservation area and not compromise its character;
- i) It should be a small, carefully detailed community building.

DA/123/01521/FUL

Erection of a rear conservatory.

7 Portland Place, Greenhithe.

OBSERVATIONS:

No observations. Please ensure all neighbours are consulted prior to the application being considered.

DA/13/01522/OUT

Outline application for demolition of the existing dwellings and the erection of 66 flats incorporating 53 two-bedroom and 13 three-bedroom apartments with provision 110 car park spaces and an additional 6 spaces for the residents of Flint Cottage.

1A, 1B & 1C Knockhall Road, Greenhithe.

OBSERVATIONS:

Town Council object to the application on the following grounds: overdevelopment of the site, lack of parking facilities, bad access due to location on the corner of the junction.

Inadequate street parking: The proposal would have

inadequate off street parking to serve the needs of the development, the absence of which would give rise to an increase in on street parking in an area where there is very limited capacity, contrary to Policies T22 and T23 of the Dartford Local Plan, Policy T11 of the Dartford Local plan Review Second Deposit Draft and Policy TP19 of the Kent and Medway Structure Plan 2006.

The proposed density of the development is in excess of the appropriate average net densities set out in the adopted Core Strategy and will result in over-intensive development of the site with inadequate amenity and parking space, detrimental to the character of the surrounding area and is therefore contrary to the objectives of Policies CS15 and CS17 of the adopted Dartford Core Strategy and Policy B1 and Appendix 9 of the Dartford Local Plan.

The proposal fails to provide affordable housing and provides insufficient transport infrastructure and community services to fully mitigate the impact of the development and is therefore contrary to Policies CS16, CS19 and CS26 of the adopted Dartford Core Strategy.

Should the Development Control Board be minded to approve this application the Town Council would respectfully request that:-

The Planning Authority ensures that the amount of financial contribution the developer previously offered (DA/10/00872/OUT) for the improvement of recreational facilities for local children in the area is secured and that due to the increase in amount of dwellings from 50 to 66, this be increased accordingly and that this be used within the nearby Knockhall Recreation Ground.

Due to the previous uses of the site archaeological tests should be undertaken prior to any building works being started.

The Town Council would also like to request that the improvement of the junction with London Road be considered as priority for any funding secured



through Section 106 Agreement attached to this development.

DA/13/01528/VCON

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

Land at Eastern Quarry, Watling Street, Swanscombe.

OBSERVATIONS:

No observations.

DA/13/01545/FUL

Conversion of existing integral garage into habitable room together with associated alterations to front elevation.

74 Pentstemon Drive, Swanscombe.

OBSERVATIONS:

The Town Council object to this application as the proposal would reduce the provision for off street parking and increase the possibility of additional on street parking in an area where there is already very limited capacity.

DA/13/01568/EQCHRM

Submission of Reserved Matters pursuant to Condition 2 of Planning Permission DA/12/01451/EQVAR for provision of an electricity substation to serve Castle Hill Phase 1.

Castle Hill Phase 1, Eastern Quarry, Southfleet Road, Swanscombe.

OBSERVATIONS:

No observations.

DA/13/01557/FUL

Erection of a single storey side extension and a single storey bay window rear extension.

7 Woodland Way, Greenhithe.

OBSERVATIONS:

No observations. Please ensure all neighbours are consulted prior to the application being considered.

DA/13/01019/FUL

Erection of a 12 No. bedroom dwellings and refurbishment of existing Lodge to provide 1 No. 2 bedroom dwelling with associated access, parking

and landscaping.

Ingress Lodge, London Road, land at The Avenue, Greenhithe.

Swanscombe and Greenhithe Town Council object to this application because of the size and design of the flats which are totally out of keeping with the adjacent listed building. Any development on this site should be kept in the same style as the listed building and should not overpower or dominate the original listed building itself.

Swanscombe and Greenhithe Town Council also seek clarification and details of the pedestrian access to reach the Cave of the Seven Heads listed folly, which is somewhere within the proximity of this site.

**263/13-14. APPLICATIONS SUBMITTED BY KENT COUNTY COUNCIL FOR MEMBERS' OBSERVATIONS.**

KCC/DA/0226/2013

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

Eastern Quarry, off Watling Street, Swanscombe.

OBSERVATIONS:

No observations.

**264/13-14. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following granted decision notices were noted.

DA/13/01211/FUL

Demolition of existing rear conservatory and erection of a two storey rear extension.

1 Ivy Bower Close, Greenhithe.

DA/13/01230/FUL

Erection of a single storey rear extension.

3 Caspian Way, Swanscombe.

DA/13/01277/FUL                      Erection of a satellite dish on rear elevation  
(retrospective application).

10 Ingress Park Avenue, Greenhithe.

**265/13-14. REFUSED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following refused decision notices were noted.

DA/13/00634/OUT                      Outline application for demolition of the existing dwellings and the erection of 66 flats incorporating 53 two-bedroom and 13 three-bedroom apartments with provision 110 car park spaces and an additional 6 spaces for the residents of Flint Cottage.

1A, 1B & 1C Knockhall Road, Greenhithe.

**266/13-14. NEIGHBOURING BOROUGH APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

20131012                                  Consultation on an application for removal of existing floodlights and erection of four 18 metre high floodlight columns within Gravesham Borough Council.

Ebbsfleet United FC, Stonebridge Road, Northfleet.

OBSERVATIONS:                      No observations.

20131036                                  Consultation on an application for use of existing car park as a park and ride facility within Gravesham Borough Council.

Cyclopark, The Tollgate, Watling Street, Gravesend.

OBSERVATIONS:                      No observations.

**267/13-14. WITHDRAWN APPLICATION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following withdrawn application notice was noted.

DA/13/01383/FUL

Application to convert single dwelling into 2 x 2 bed self contained flats together with provision of two parking spaces and vehicular crossover onto Knockhall Road.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 28 NOVEMBER 2013 at 7.00PM

**PRESENT:** Councillor B E Read (elected Chairman for meeting)  
Councillor Ms L M Hall  
Councillor Mrs A R Harvey  
Councillor J B Harvey  
Councillor J A Hayes  
Councillor B R Parry  
Councillor P J Scanlan

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

**ABSENT:** Councillor J M Harman

241/13-14. **ELECTION OF CHAIRMAN FOR MEETING.**

In the absence of the Vice-Chairman, Councillor K G Basson, it was proposed, seconded and agreed:

**Recommended:** That Councillor B E Read be elected as Chairman for this meeting.

242/13-14. **APOLOGIES FOR ABSENCE.**

Apologies for absence was received and accepted from Councillors' K G Basson (other commitments), P M Harman (work commitments) and P A Read (work commitments).

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

243/13-14. **SUBSTITUTES.**

There were none.

244/13-14. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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



**245/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk advised members that item 5 of the agenda should have read 26 September 2013 not 16 September.

**246/13-14. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 26 SEPTEMBER 2013.**

**Recommended:** That the Minutes of the Meeting held on 26 September 2013 were approved and signed as a true record.

**247/13-14. SENIOR GROUNDSMAN/GARDENER'S REPORT.**

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

Swanscombe Park, Manor Park, Broomfield, Knockhall, Heritage Park, Valley View, Saxon Court and equipment.

**Recommended:** That the item be noted.

**248/13-14. TREES TO TREASURE SCHEME – SUCCESSFUL APPLICATION.**

The Trees to Treasure Team had confirmed that the Town Councils applications had been successful and as a result 154 mixed varieties of whips had been allocated. These would be planted at the Swanscombe Heritage Park, site in the usual manner, to give them the best chance of maturing.

**Recommended:** That the item be noted.

**249/13-14. RIGHT OF ACCESS TO REAR OF HERITAGE COMMUNITY HALL AND CRAYLANDS LANE ALLOTMENTS – UPDATE.**

Further to minutes 163/13-14 Members were advised that the owner of the former Stanley Ackers Hall site had advised that, after receiving the Town Council's letter regarding the original padlock on the gate, he would be purchasing a new padlock and would supply the Town Council with key/s.

**Recommended:** That the item be noted.

**250/13-14. DOG CHIPPING.**

Members welcomed the possibility of setting up these events and thanked the Town Clerk for his work on this matter.

**Recommended:** That the Town Clerk be delegated to confirm the details with the Dogs Trust and proceed with these events at the earliest available opportunity.

**251/13-14. PROJECT TO COMMENORATE WW1 IN SWANSCOMBE AND GREENHITHE.**

Further to minute 169/13-14 Members considered the information obtained by the Town Clerk.

After discussion it was agreed that quote A should be used to attempt to restore the flag pole located in Swanscombe Park.

**Recommended:** That quote A be used to attempt to restore the flag pole located in Swanscombe Park.

**252/13-14. ESTIMATES FOR 2014- 2015.**

Members were made aware that officers had begun work on the estimates for 2014 – 2015 and were invited to contact the Responsible Financial Officer (RFO), outside of the meeting, and inform her of any suggestions and/or items they felt should be included. Members acknowledged the National Association of Local Councils (NALC) Briefing regarding the possibility of principal authorities (DBC) not passing on the Council Tax Benefit Support Grant.

**Recommended:** That the item be noted.

**253/13-14. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) – SCALE OF CHARGES 2014 – 2015.**

In accordance with the Management Agreement (Section 27.2.2), the Managing Director, GCLL, had advised of the proposed charges for 2014.

Members acknowledged the comparison prices provided by GCLL and agreed the scale of charges proposed for 2014.

**Recommended:** That the proposed Scale of Charges 2014 be agreed.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

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MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at  
THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 7 NOVEMBER 2013  
AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor Mrs S P Butterfill  
Councillor Ms L M Cross  
Councillor P C Harris  
Councillor Ms L C Howes  
Councillor R J Lees  
Councillor V Openshaw  
Councillor Mrs I A Read  
Councillor P J Scanlan  
Vacant position

**ALSO PRESENT:** Graham Blew – Town Clerk  
Sara Stapleton – Responsible Financial Officer (RFO)

**ABSENT:** Councillor Mrs A R Harvey

**223/13-14. APOLOGIES FOR ABSENCE.**

Apologies for absence were submitted and accepted from Councillor K G Basson (holiday).

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

**224/13-14. SUBSTITUTES.**

There were none.

**225/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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

**226/13-14. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**227/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2013.**

**Recommended:** The Minutes of the meeting held on 5 September 2013 were confirmed and signed as a true record.

**228/13-14. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

Members were provided with details of all receipts and payments for authorisation for August and September 2013.

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 2013, as per the annexed list, be approved.

**229/13-14. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Summary of Accounts, balanced to 30 September 2013.

**Recommended:** That the details of the Summary of Accounts, balanced to 30 September 2013 be noted.

**230/13-14. VIREMENT.**

Members were asked to consider a virement of £1,220.17 from the insurance budget (which had come in under budget) to the council offices building maintenance budget (Cost Centre 14, code 251). This was due to unexpected expenditure being incurred to the boiler system and security shutters.

**Recommended:** That the virement, as detailed, be agreed.

**231/13-14. FINANCIAL RISK ASSESSMENTS (FRA) 2014 – 2015.**

The FRA Working Group met on 23 October 2013 to review and consider whether any amendments were required/necessary to the FRA's that had previously been supplied to members and were approved by the 17 January 2013 Town Council meeting (minute 373/12-13).

The Committee were informed that the Working Group had agreed that, although a constantly fluid document, the FRA's should be maintained at the level indicated and that the Town Council should not, at this point, be looking to add or increase anything contained in the FRA's. The Working Group had applauded the standard and quantity of work that had gone into producing the FRA's and also the Town Council for the foresight and conviction it had demonstrated in progressing this significant/important project.

The Finance and General Purposes Committee endorsed the findings of the FRA Working Group as detailed.

**Recommended:** That the Finance and General Purposes Committee submit the FRA's to full Council for approval and inclusion in the Estimates for 2014 – 2015.

232/13-14. **ESTIMATES FOR 2014 – 2015.**

Members were made aware that officers had begun work on the estimates for 2014 – 2015 and were invited to contact the Responsible Financial Officer (RFO), outside of the meeting, and inform her of any suggestions and/or items they felt should be included.

**Recommended:** That the item be noted.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

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MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on TUESDAY 5 NOVEMBER 2013 at 11AM.

**PRESENT:** Councillor Ms L M Cross (Chairman)  
Councillor B E Read  
Councillor Mrs I A Read  
Councillor P J Scanlan  
Vacant position

**ABSENT:** Councillor P M Harman  
Councillor V Openshaw

**ALSO PRESENT:** Graham Blew, Town Clerk

**209/13-14 APOLOGIES FOR ABSENCE.**

There were none.

**210/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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

**211/13-14. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**212/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 18 JULY 2012.**

**Recommended:** That the minutes from the meeting held on 18 July 2012 be confirmed and signed.

**213/13-14. STAFF APPRAISALS.**

Members were informed that the Town Clerk had undertaken annual appraisals, 2012 – 2013, for all the appropriately experienced staff (ones that had passed their probationary periods) that reported to him.

**Recommended:** That the staff appraisals 2012 - 2013 be endorsed.

**214/13-14. RISK ASSESSMENTS 2012 – 2013.**

Members considered the Risk Assessments carried out for 2012 – 2013.

**Recommended:** That the Risk Assessments for 2012 – 2013 be noted and endorsed.

**215/13-14. STAFFING MATTERS.**

The Town Clerk detailed the current situation regarding the Part-time café assistants' recent resignation and outlined the options for future staffing arrangements at the café.

**RESOLVED:**

- 1 That the current situation of having 2 part time café assistants continues.
- 2 That the vacant part-time café assistant post be offered to the member of staff who had expressed an interested.

**216/13-14. INTERNAL DISPUTES PROCEDURE – LOCAL GOVERNMENT PENSION SCHEME REGULATIONS.**

Members received the information from Kent County Council (KCC) informing that West Yorkshire Pension Fund (WYPF) were now the organisation that would act as a Specified Person for the first stage of the Internal Disputes Procedure.

**Recommended:** That the item be noted.

**217/13-14. PAY SETTLEMENT 2013 – 2014 (THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC)).**

The NALC Employment Briefing E01-13 informed that The National Joint Council for Local Government Services (NJC) had confirmed that the Local Government Employers and trade unions had agreed the pay scales for 2013 – 2014 and level of pay increase.

**Recommended:** That the item be noted.

**218/13-14. CHANGES TO LOCAL GOVERNMENT PENSION SCHEME (LGPS) – EFFECTIVE 1 APRIL 2014.**

Members were provided with a briefing note from KCC.

**Recommended:** That the item be noted.

**219/13-14. EXCLUSION OF THE PRESS AND PUBLIC.**

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

**RESOLVED:**

That, under Section 100A(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information.

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

**220/13-14. PAY CLAIM 2013 – 2014.**

Members were informed that the estimates for 2013 – 2014 included the provision for awarding cost of living pay rises up to 2.5%.

**Recommended:** That a 1.5% pay rise, back dated to 1 April 2013, be awarded to all the Town Council staff.

**221/13-14. BREAK IN AT SWANSCOMBE PARK ON 30 AUGUST 2013-11-04**

Members discussed the efforts of the 2 members of staff contained in the report and were unanimous in their agreement that they had gone above and beyond their normal roles and that their flexibility and efforts should be rewarded by a small gesture to show the councils appreciation for what they had done.

**Recommended:** That employee's no.7 and 45 be awarded a £50 honorarium payment in recognition of their efforts in an emergency situation.

**222/13-14. ADMINISTRATION TEAM – HOLIDAY COVER.**

The Town Clerk explained the issue and members fully acknowledged the problems that were detailed in the report. After discussion it was agreed that the council should adopt the following as a policy for when it was not possible to have the council office manned:-

That a notice is placed on the main doors, as well as the office door in the foyer, and a message is recorded on the answer machine that informs that messages can be left and will be responded to the next working day and also leaves a mobile phone number for emergencies.

Members also asked that an email be sent to all members giving advance notice of any occasions the office was not able to be manned.

**Recommended:** That the council adopt the following as a policy for when it was not possible to have the council office manned:-

That a notice is placed on the main doors, as well as the office door in the foyer, and a message is recorded on the answer machine that informs that messages can be left and will be responded to the next working day and also leaves a mobile phone number for emergencies. That an email be sent to all members giving advance notice of any occasions the office was not able to be manned.

There being no further business, the Meeting closed at 11.30 am.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(CHAIRMAN)

MINUTES of the EXECUTIVE & EMERGENCY COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 7 NOVEMBER 2013 at 7.30 PM

**PRESENT:** Councillor Ms L M Cross (Chairman)  
Councillor P C Harris  
Councillor R J Lees  
Councillor B E Read  
Councillor Mrs I A Read  
Councillor P J Scanlan

**ALSO PRESENT:** Graham Blew – Town Clerk

**ABSENT:** Councillor P M Harman

**233/13-14. APOLOGIES FOR ABSENCE**

Apologies of absence were received and accepted from Councillor K G Basson (holiday).

**234/13-14. SUBSTITUTES**

There were none.

**235/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

There were none.

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

**236/13-14. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA**

There were none.

**237/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 23 JANUARY 2013.**

**Recommended:** That the Minutes of the Meeting held on 23 January 2013 were approved and signed as a true record.

**238/13-14. REVIEW OF STAFF DISCIPLINARY PROCEDURES.**

Members are asked to consider and adopt the amended Staff Disciplinary Procedures which mainly consisted of the inclusion of time periods that disciplinary warnings would normally be effective for.

Members discussed the way in which appeals against disciplinary action were undertaken and asked that full council consider reducing this to a panel made up of 3

members of the Executive & Emergency Committee, to be selected by, but not necessarily to include, the Chairman of the Executive & Emergency Committee.

**Recommended:**

- 1 That the amendments shown in the report be adopted for the Staff Disciplinary Procedures.
- 2 That full council consider amending how appeals are carried out to enable them to be heard by a panel made up of 3 members of the Executive & Emergency Committee (to be selected by, but not necessarily to include, the Chairman of the Executive & Emergency Committee).

**239/13-14. EXCLUSION OF 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 items of business.

**240/13-14. RECONSIDERATION OF THE ISSUE OF FINAL WRITTEN WARNING.**

After the last meeting (minute 396/12-13) the Town Clerk had discussed this matter further with employee 45 and this had raised possible mitigating circumstances relating to a "medical" condition of the employee and resulted in the employee being referred to the Councils Preventative Healthcare specialists for further advice. That advice was provided to members in the confidential report.

Employee 45 had been kept fully updated and was aware of the matter and had been completely co-operative and was completely satisfied with how this issue has been dealt with.

**Recommended:**

- 1 That the actions taken by the Town Clerk in dealing with this matter be endorsed.
- 2 That the previous final written warning issued to Employee 45 be expunged.

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

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

**Graham Blew**

**From:** Malcolm Munn [malcolmmunn132@btinternet.com]  
**Sent:** 04 December 2013 12:03  
**To:** Graham Blew  
**Subject:** Oast House

**AGENDA ITEM 6.**  
T/C 19/12/13

Graham,

I am contacting you concerning the possible closure of the Age UK day centre at the Oast House Swanscombe.

As from last Friday the centre and Northfleet centre are in a period of consultation to determine the fate of both.

The staff at both centres have been given an at risk of redundancy notice lasting a period of a month, after which, if no alternative is found, they will be given termination of employment notices.

The reason for this action is due bad trading figure's caused the lack of clients and yearly reduction of subsidies from K.C.C.

If you wish me to attend a meeting of Swanscombe & Greenhithe Town Council, to explain the situation I would be please to do so?

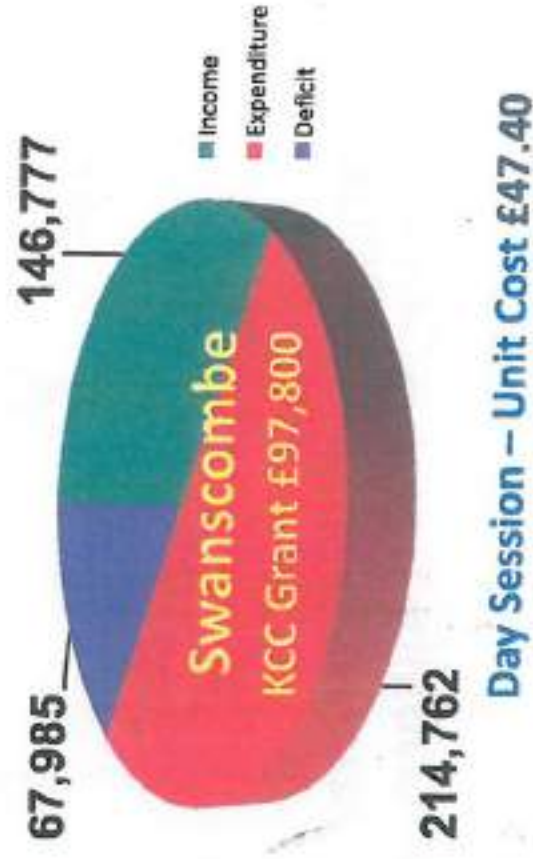
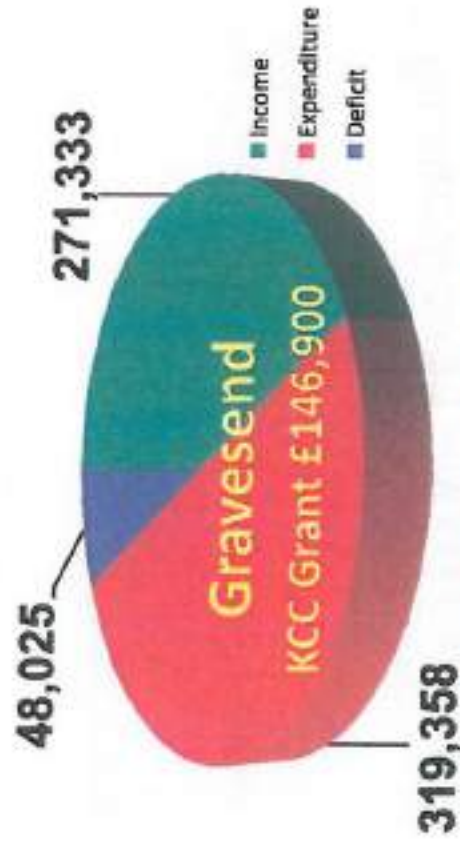
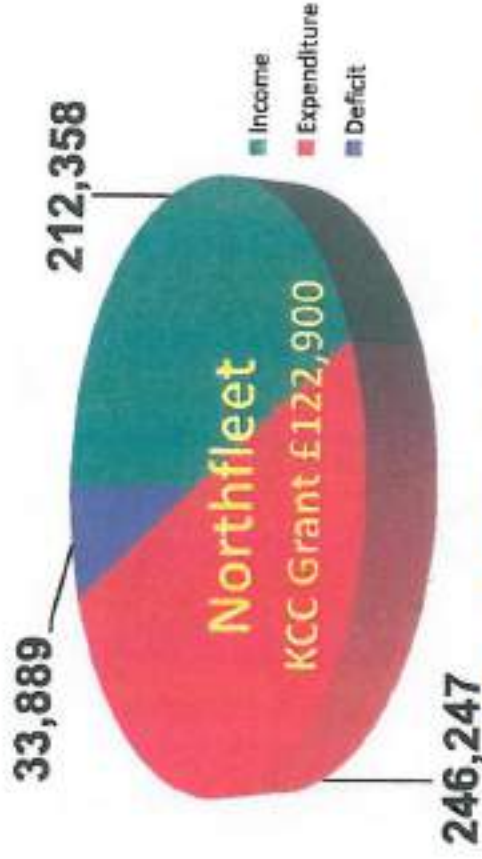
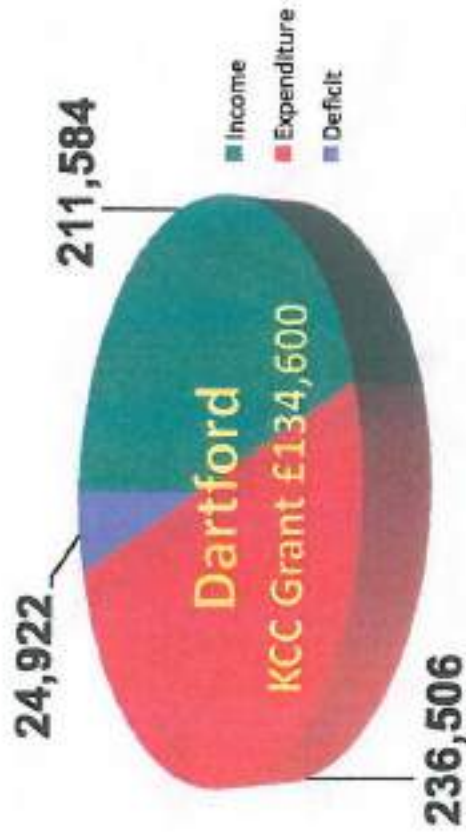
  
Director of North Kent Age UK

Julie Hall, Director of NW Kent Age UK



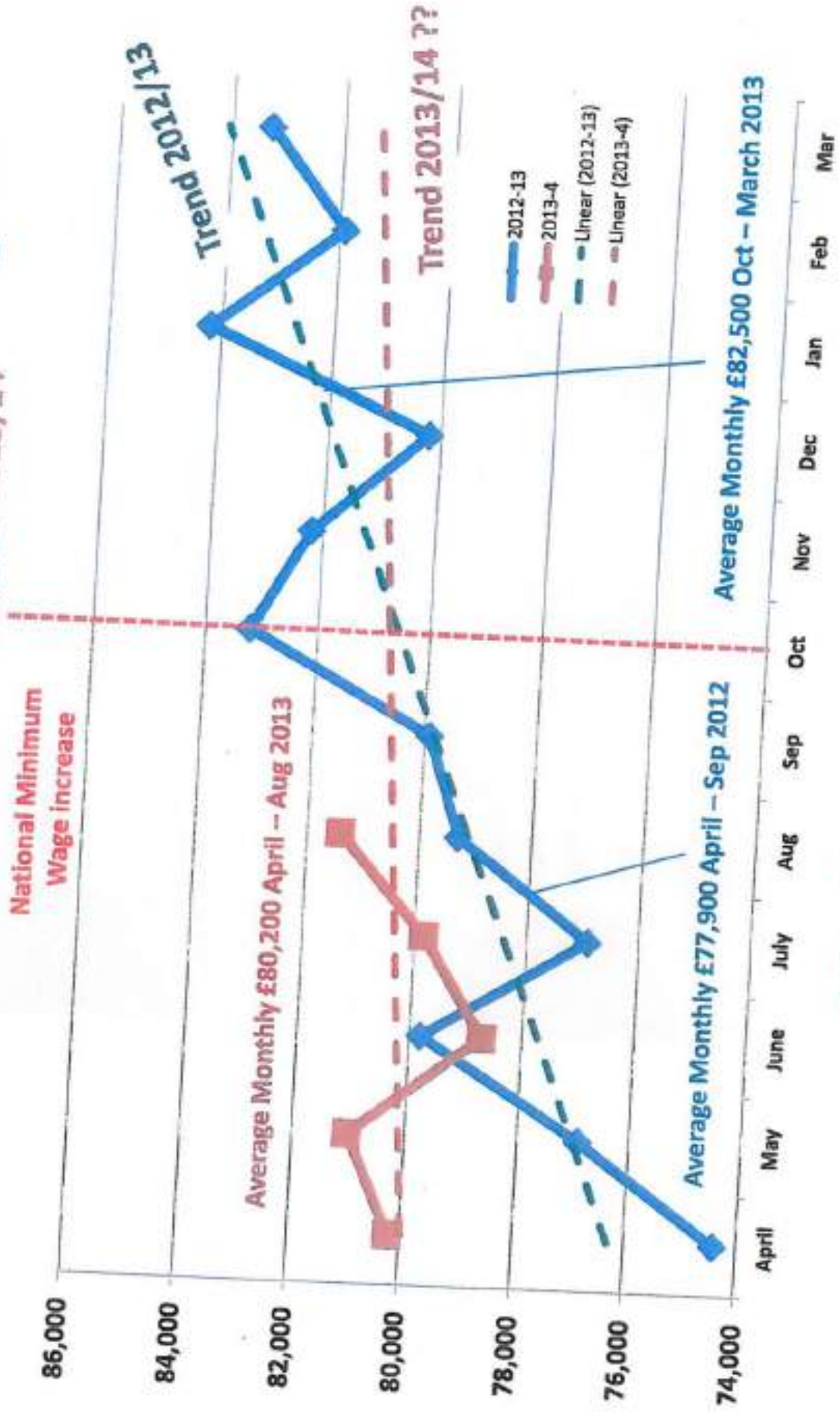
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# Day Opportunity £ Out-turns – April 12 – March 13



# Age UK NWK – Core monthly Wage Liability Trend

2012/13 v 2013/14



Summer – Cover for leave

Winter – higher sickness – and leave cover



Age UK North West Kent Day Centre Activity April 2013 - March 2014

Standard Day Place  
ACTUAL ATTENDANCES

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Totals
<b>Day Centre Meals - Incl. staff &amp; voids</b>	2,230	2,201	2,131	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	21,903
<b>Day Centre Meals - Incl. staff &amp; voids</b>	524	555	490	523	543	543	543	543	543	543	543	543	2,609
Registered to Attend	608	658	582	667	636	636	636	636	636	636	636	636	3,151
No shows with 24hr notice	50	75	67	79	60	60	60	60	60	60	60	60	340
Grassroots	681	870	682	643	668	668	668	668	668	668	668	668	3,334
No shows with 24hr notice	878	804	809	808	786	786	786	786	786	786	786	786	4,085
Northfleet	114	151	130	166	162	162	162	162	162	162	162	162	815
Registered to Attend	592	551	579	647	593	593	593	593	593	593	593	593	2,962
No shows with 24hr notice	718	721	601	744	705	705	705	705	705	705	705	705	3,469
Swainscombe & Greenhithe	81	137	75	95	71	71	71	71	71	71	71	71	459
Registered to Attend	320	288	297	319	297	297	297	297	297	297	297	297	1,521
No shows with 24hr notice	407	377	364	416	378	378	378	378	378	378	378	378	1,942
Totals	87	88	87	83	81	81	81	81	81	81	81	81	406
<b>Totals Attended</b>	2,117	2,064	2,048	2,162	2,091	2,091	2,091	2,091	2,091	2,091	2,091	2,091	10,462
<b>Total Registered to attend</b>	2,651	2,560	2,250	2,433	2,245	2,245	2,245	2,245	2,245	2,245	2,245	2,245	12,667
<b>Total no shows with notice</b>	441	451	348	403	374	374	374	374	374	374	374	374	2,093

**Chingwala Visits**

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Totals
APR	2,084	2,081	2,101	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	21,009
Registered to Attend	35	26	8	25	20	20	20	20	20	20	20	20	143
No shows with 24hr notice	109	100	90	116	100	100	100	100	100	100	100	100	515
Grassroots	50	35	31	23	46	46	46	46	46	46	46	46	185
Northfleet	57	27	38	52	38	38	38	38	38	38	38	38	212
Swainscombe & G	251	288	167	216	223	223	223	223	223	223	223	223	1,059
<b>Totals</b>	1,575	1,536	1,561	1,722	1,653	1,653	1,653	1,653	1,653	1,653	1,653	1,653	8,048

**Bus visits used**

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Totals
APR	400	448	305	409	408	408	408	408	408	408	408	408	2,201
Registered to Attend	528	524	542	515	529	529	529	529	529	529	529	529	2,942
No shows with 24hr notice	422	395	428	406	405	405	405	405	405	405	405	405	2,195
Grassroots	255	170	153	232	232	232	232	232	232	232	232	232	1,030
Northfleet	114	77	131	115	104	104	104	104	104	104	104	104	543
Swainscombe & G	350	345	349	326	310	310	310	310	310	310	310	310	1,707
<b>Totals</b>	1,575	1,536	1,561	1,722	1,653	1,653	1,653	1,653	1,653	1,653	1,653	1,653	8,048

**DAY BREAK PISCAS ACTUAL ATTENDANCES**

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Totals
APR	2,084	2,081	2,101	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	21,009
Registered to Attend	38	20	37	54	40	40	40	40	40	40	40	40	185
No shows with 24hr notice	50	25	51	61	42	42	42	42	42	42	42	42	223
Grassroots	15	4	13	4	1	1	1	1	1	1	1	1	35
Northfleet	15	37	44	48	46	46	46	46	46	46	46	46	190
Swainscombe & G	24	16	57	52	45	45	45	45	45	45	45	45	205
<b>Totals</b>	1	0	14	4	1	1	1	1	1	1	1	1	20

**DAY BREAK PISCAS ACTUAL ATTENDANCES**

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Totals
APR	2,084	2,081	2,101	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	21,009
Registered to Attend	38	20	37	54	40	40	40	40	40	40	40	40	185
No shows with 24hr notice	50	25	51	61	42	42	42	42	42	42	42	42	223
Grassroots	15	4	13	4	1	1	1	1	1	1	1	1	35
Northfleet	15	37	44	48	46	46	46	46	46	46	46	46	190
Swainscombe & G	24	16	57	52	45	45	45	45	45	45	45	45	205
<b>Totals</b>	1	0	14	4	1	1	1	1	1	1	1	1	20

**Total Day Break Take-up**

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Totals
APR	2,084	2,081	2,101	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	21,009
Registered to Attend	38	20	37	54	40	40	40	40	40	40	40	40	185
No shows with 24hr notice	50	25	51	61	42	42	42	42	42	42	42	42	223
Grassroots	15	4	13	4	1	1	1	1	1	1	1	1	35
Northfleet	15	37	44	48	46	46	46	46	46	46	46	46	190
Swainscombe & G	24	16	57	52	45	45	45	45	45	45	45	45	205
<b>Totals</b>	1	0	14	4	1	1	1	1	1	1	1	1	20

n.b. Day Break figures are included in the overall figures. Northfleet are separate. However this gives a total view. Effectively we have topped the capacity of Northfleet with the new centre and the figures could be combined to give a wider view. Northfleet Day Break service started on 15 April 2013. 10 a day service.



Day Centre Meals - Incl. staff & voids

Baths by CS Bathing team in Day unit

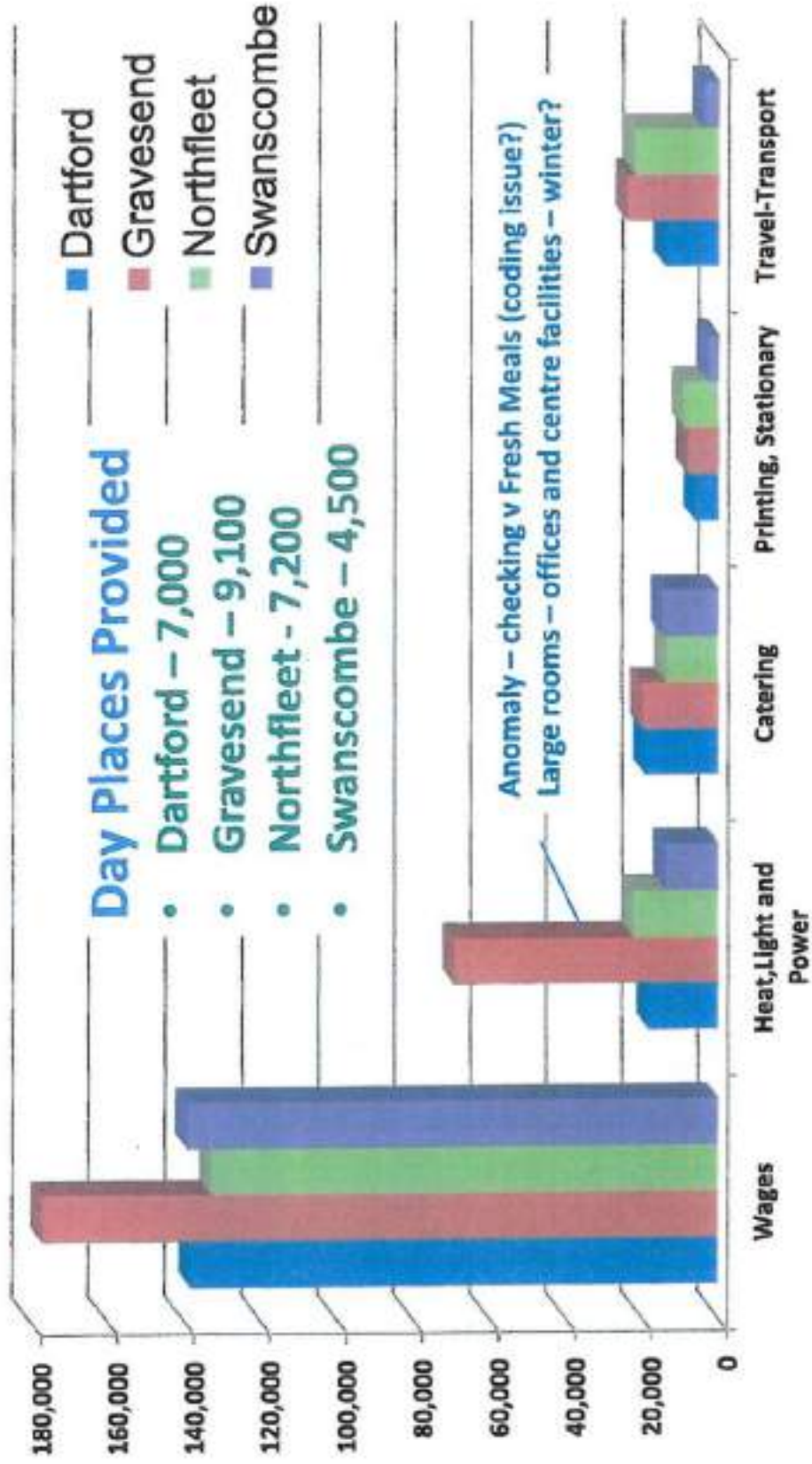
Hairstyling Visits at Unit

Daybreak is a Monday only service - 20 a day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
44	39	1	18	61	47	0

Northfleet Day demand distribution through the week  
Whilst Wed and Sunday showing zero there has been some very very limited demand - shifted to other days for better rota cover where possible.

# Age UK NWK – Some other core cost comparison 2012/13 Day Services





COMMITTEES:

AGENDA ITEM 7.  
T/C 19/12/13

❖ **RECREATION, LEISURE & AMENITIES COMMITTEE (RLA) – 12 MEMBERS OF THE COUNCIL:**

Chairman:	1.	<b>VACANT POSITION</b>
Vice-Chairman:	2.	Councillor K G Basson
Committee	3.	Councillor Ms L M Hall
Members:	4.	Councillor Mrs J M Harman
	5.	Councillor P M Harman
	6.	Councillor Mrs A R Harvey
	7.	Councillor J B Harvey
	8.	Councillor J A Hayes
	9.	Councillor B R Parry
	10.	Councillor B E Read
	11.	Councillor P A Read
	12.	Councillor P J Scanlan

❖ **FINANCE & GENERAL PURPOSES COMMITTEE (FGP) – 12 MEMBERS OF THE COUNCIL:**

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	Councillor Mrs A R Harvey
Committee	3.	Councillor K G Basson
Members:	4.	<b>VACANT POSITION</b>
	5.	Councillor Mrs S P Butterfill
	6.	Councillor Ms L M Cross
	7.	Councillor P C Harris
	8.	Councillor Ms L C Howes
	9.	Councillor R J Lees
	10.	Councillor V Openshaw
	11.	Councillor Mrs I A Read
	12.	Councillor P J Scanlan

❖ **PERSONNEL COMMITTEE – 7 MEMBERS OF THE COUNCIL:**

Chairman:	1.	The Town Mayor
Vice-Chairman:	2.	<b>VACANT POSITION</b>
Committee	3.	Councillor P M Harman
Members:	4.	Councillor V Openshaw
	5.	Councillor B E Read
	6.	Councillor Mrs I A Read
	7.	Councillor P J Scanlan

❖ **EXECUTIVE / EMERGENCY COMMITTEE - 9 MEMBERS OF THE COUNCIL:**

Chairman:	1.	The Town Mayor
Vice-Chairman:	2.	<b>VACANT POSITION</b>
Committee	3.	Councillor K G Basson
Members:	4.	Councillor P M Harman
	5.	Councillor P C Harris
	6.	Councillor R J Lees
	7.	Councillor B E Read
	8.	Councillor Mrs I A Read
	9.	Councillor P J Scanlan



## SUB-COMMITTEES OF THE RLA COMMITTEE:

### ❖ HERITAGE PARK / SKULL SITE – 6 MEMBERS OF THE COUNCIL:

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	<b>VACANT POSITION</b>
Sub-Committee	3.	Councillor Ms L C Howes
Members:	4.	Councillor R J Lees
	5.	Councillor Mrs C K Openshaw
	6.	Councillor P J Scanlan

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

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	<b>VACANT POSITION</b>
Sub-Committee	3.	Councillor Mrs S P Butterfill
Members:	4.	Councillor J A Hayes
	5.	Councillor Mrs C K Openshaw
	6.	Councillor P J Scanlan

## SUB-COMMITTEES OF THE FGP COMMITTEE:

### ❖ LEASES & LEGAL – 6 MEMBERS OF THE COUNCIL:

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	<b>VACANT POSITION</b>
Sub-Committee	3.	Councillor J A Hayes
Members:	4.	Councillor R J Lees
	5.	Councillor Mrs I A Read
	6.	Councillor P J Scanlan

### ❖ ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE – 8 MEMBERS OF THE COUNCIL:

Chairman:	1.	Councillor B E Read
Vice-Chairman:	2.	<b>VACANT POSITION</b>
Sub-Committee	3.	Councillor Mrs S P Butterfill
Members:	4.	Councillor Ms L M Cross
	5.	Councillor P M Harman
	6.	Councillor P C Harris
	7.	Councillor Mrs C K Openshaw
	8.	Councillor P J Scanlan

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**DARTFORD**  
BOROUGH COUNCIL

**AGENDA ITEM**

T/C 19/12/13

9.

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## Election results for Swanscombe

### Swanscombe By-election - Thursday 5 December 2013

**Status:** Published

#### Swanscombe By-election

##### Swanscombe - results

Election Candidate	Party	Votes	%	
Steve Jacqueline Doran	Labour Party Candidate	274	29.43%	<b>Elected</b>
Vic Openshaw	Swanscombe and Greenhithe Residents Association	273	29.32%	Not elected
Stephen Wilders	UKIP	200	21.48%	Not elected
Richard John Lees	Independent	146	15.68%	Not elected
Steven Ronald Jarnell	The Conservative Party Candidate	38	4.08%	Not elected

##### Voting Summary

Details	Number
Seats	1
Total votes	931
Electorate	5313
Num. ballot papers issued	933
Number of ballot papers rejected	2
Turnout	17.56%

##### Share of the votes (%)

Steve Jacqueline Doran	29.43%	Elected
Vic Openshaw	29.32%	Not elected
Stephen Wilders	21.48%	Not elected
Richard John Lees	15.68%	Not elected
Steven Ronald Jarnell	4.08%	Not elected

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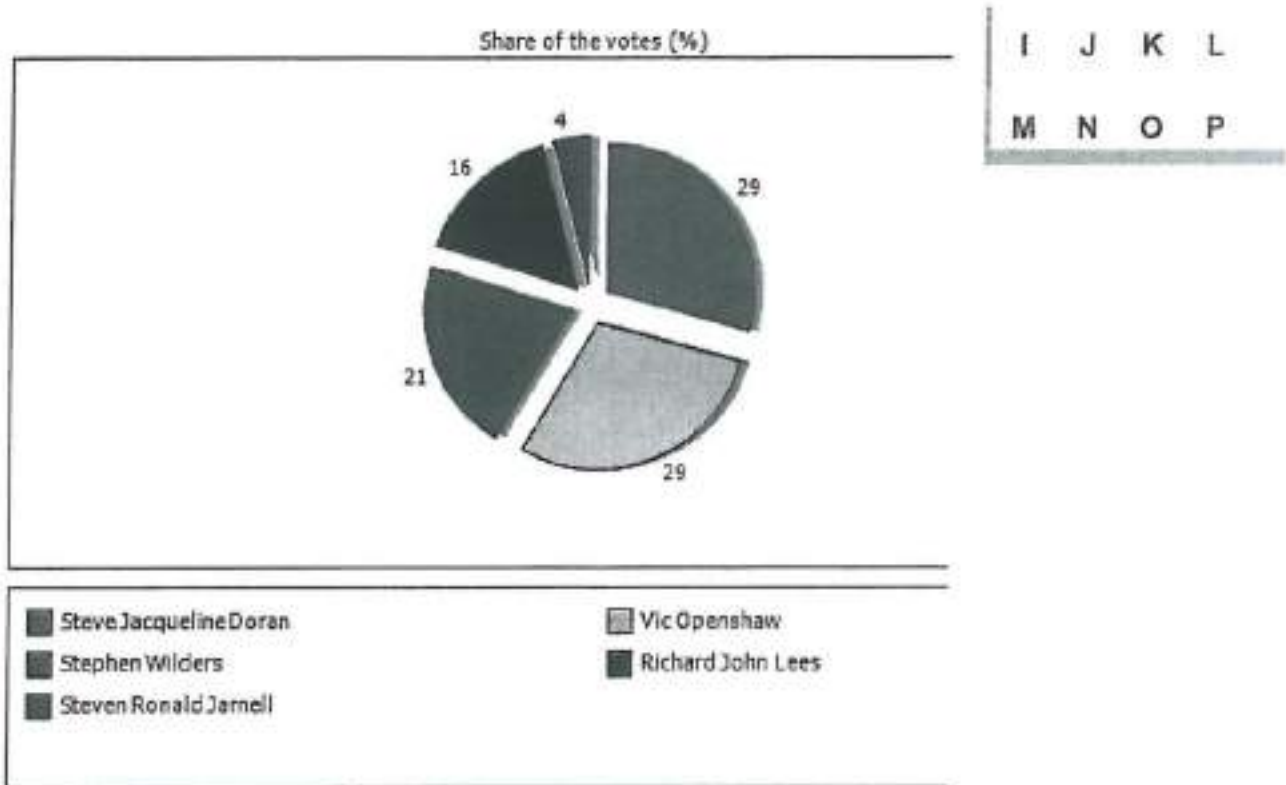
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[Other Elected Representatives](#)

**Council Service A-7**

A	B	C	D
E	F	G	H



**Rejected ballot papers**

Description	Number
(D) being unmarked or wholly void for uncertainty	2
Total rejected	2

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L03-13  
26 November 2013

**AGENDA ITEM 10**  
T/C 19/12/13

## **SECTION 137 EXPENDITURE: LIMIT FOR 2014/2015**

The Department for Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of section 137(4)(a) of the Local Government Act 1972 ("1972 Act") for 2014-2015 is £7.20.

This is the amount that results from increasing the amount for 2013-2014 (£6.98) by the percentage increase in the Retail Prices Index between September 2012 and September 2013 (of 3.2%), in accordance with Schedule 12B to the 1972 Act.

**This briefing was issued by Meera Tharmarajah, Solicitor and Head of Legal Services**

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## The Local Government Act 1972 – A Summary (extract).

### Section 137 Local Government Act 1972.

If a council is considering expenditure for which there is no statutory power councillors may use Section 137 of the Local Government Act 1972, which states: ***A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of their area or any part of it or all or some of their inhabitants, up to a total of £7.20*** (the council are informed of what this amount will be each year by Department for Communities and Local Government (DCLG)) ***per elector Register of Electors.***

The expenditure must bring some direct benefit to the area or part of it, or to some or all of the inhabitants; this means that it must be possible to point to some way in which, in the broadest sense, the area or its inhabitants will be better off as a result of the expenditure. Direct benefit must be commensurate with the expenditure involved; it is for the council, acting reasonably, to judge whether this test is met, but they need to consider whether the expenditure is reasonable in relation to the degree of direct benefit that it will produce. Expenditure within the stated financial and legal parameters must be included within the budget of the council. The important thing to remember is that s137 cannot be spent on an individual. E.g. a young scout may ask the council for financial help to enable a visit to an international jamboree in South America. Worthy as this may be the council cannot agree because the statute says s137 money must benefit 'some or all of the inhabitants.' However if the request came from the scout troop the parish/town council could consider a grant to the troop as a whole; it would then be benefiting 'some' inhabitants.

**231/13-14. FINANCIAL RISK ASSESSMENTS (FRA) 2014 – 2015.**

The FRA Working Group met on 23 October 2013 to review and consider whether any amendments were required/necessary to the FRA's that had previously been supplied to members and were approved by the 17 January 2013 Town Council meeting (minute 373/12-13).

The Committee were informed that the Working Group had agreed that, although a constantly fluid document, the FRA's should be maintained at the level indicated and that the Town Council should not, at this point, be looking to add or increase anything contained in the FRA's. The Working Group had applauded the standard and quantity of work that had gone into producing the FRA's and also the Town Council for the foresight and conviction it had demonstrated in progressing this significant/important project.

The Finance and General Purposes Committee endorsed the findings of the FRA Working Group as detailed.

**Recommended:** That the Finance and General Purposes Committee submit the FRA's to full Council for approval and inclusion in the Estimates for 2014 – 2015.



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25 OCT 2013

**DARTFORD**  
BOROUGH COUNCIL

**AGENDA ITEM**

**13.**

Please ask for: *T/C 19/12/13*

Direct Line: 01322 343241

Direct Fax: 01322 343963

E-mail:

Councillor Lorna Cross  
Swanscombe and Greenhithe Town Council  
The Grove  
Swanscombe  
Kent  
DA10 0GA

Your Ref:  
Our Ref: Illegal encampments

Date: 23 October 2013

Dear Councillor Cross

Re: Section 77-78 Criminal Justice and Public Order Act 1998

On 8<sup>th</sup> October 2013, the Community Safety Unit, gave a presentation regarding illegal encampments at the Borough and Parish Council Forum

Although over the years, Dartford Borough Council has provided assistance to the Parish Councils when illegal encampments have taken up residence on Parish land

The assistance has in the past, taken the form of an informal arrangement between the Council's and there has never been a formal arrangement in place to carry enforcement action on land not within our ownership

I am aware that this could be open to legal challenge when we apply for a removal order under Section 78 of the above act at Magistrates Court, on your behalf. As Dartford Magistrates Court are applying restricted hours as from November 2013, it is likely that we will have to use the services of Medway Magistrates Court to obtain such an order, which could create difficulty

Therefore, it was proposed and agreed at the Forum that we would seek to place the arrangement on that formal footing

Clearly, some Parish Councils have never needed our assistance; however others have used us on several occasions

All landowners need to ensure that their own land is secure to prevent incursion in the first instance and over recent years, security measures have been taken to greatly reduce the number of illegal encampments across the Borough on both Council and Private land, however it is an on-going concern and we cannot be complacent

Dartford Borough Council is happy to help in this regard and I have attached a formal agreement form for your perusal, agreement, signature and return

Yours sincerely



Colin Newmarch  
Enforcement Manager

To

Dartford Borough Council

Civic Centre

Home Gardens

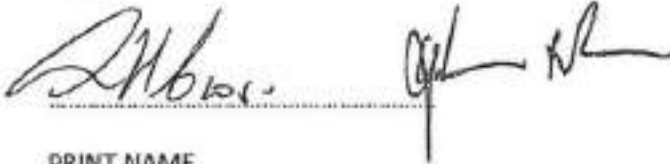
DA1 1DR

We, the undersigned, authorise Dartford Borough Council to instigate legal action on our behalf in relation to the unlawful occupation of land, when it occurs, within our respective Parish boundaries, on land within our ownership

Legal action is defined as action taken under Section 77 and 78 of the Criminal Justice and Public Order Act 1998, for the removal of illegal encampments

The Parish/Town Council shown below indemnify Dartford Borough Council against any reasonable costs incurred whilst carrying out this action

Signed



PRINT NAME

CLERK. L. M. CROSS

TOWN MAYOR

G. BLEW (TOWN CLERK)

SWANCOMBE AND GREENHILL Town/Parish Council

05-11-13

**Graham Blew**

T/C 19/12/13

**AGENDA ITEM 14**

**From:** Chris Oliver [Chris.Oliver@dartford.gov.uk]  
**Sent:** 29 October 2013 17:27  
**To:** Graham Blew  
**Cc:** Jeremy Kite; Ian Armitt; Southfleetpc@aol.com; Keith Holmes; Jane Tyrell; clerk@stoneparishcouncil.com; iris.gutteridge@talktalk.net; Kathryn Gale-Clerk, Sutton-at-Hone & Hawley Parish Council; Bean Parish Council; Bryan Read  
**Subject:** RE: Borough and Parish Councils Forum  
 Graham

I refer to your email below, which arrived whilst I was on Annual Leave. As some items were not my responsibility as Monitoring Officer, I have discussed the email with the Leader and he will be responding on those aspects. As your email was copied to a number of Parish Representatives, I have copied them into the response.

I have researched the historical situation of the JTB representative and have also discussed my response with the Leader, because the agreement for the JTB is between this Council and KCC. The JTB agreement states that the Parish and Town Council representative will be nominated by the Area Cttee of KALC or other representative body of Parish Councils within the District if this provides a more complete representation. As not all Parishes were a member of KALC, but all were members of DAPTC, it was agreed that DAPTC would nominate the representative. As I was running the Election Process on behalf of DAPTC for representatives for the Standards Committee, it was agreed that I would also run the Election process for the JTB representative. The procedure was revised and adopted by DAPTC on 6 October 2009.

Your question identifies a dilemma, because the current JTB representative was elected by DAPTC, which of course now no longer exists. The term of that appointment was agreed by DAPTC as until the next full Parish/Town Council Elections – due to the time taken to elect a new representative, DAPTC agreed that the representative continued until the successor was appointed. Looking at the DAPTC procedure, the Parish/Town Councils wanted the representative to be independent of the Borough – DAPTC's wording did not cover the situation of a by-election, whereby the JTB representative became a Borough member mid-term.

As DAPTC no longer exists, the previous procedure no longer applies. As the new Borough and Parish Forum is still the most representative body within the Borough, it is for the Parish/Town Councillor representatives on the Forum to decide how they would wish to elect a JTB representative in the future. The Leader and I believe that it would be inappropriate for this Council to put forward a suggestion for the process, albeit if the Parish/Town Council representatives on the new Borough and Parish Forum wished the Monitoring Officer to assist, then this support could be provided.

The Leader has advised that he would be willing to make arrangements for the room to be available in advance of a future meeting of the Borough and Parish Forum to enable Parish/Town Council representatives to discuss this matter, if that would assist.

*Chris*

**From:** Graham Blew [mailto:graham.blew@swanscombeandgreenhithetowncouncil.gov.uk]  
**Sent:** 18 October 2013 10:51  
**To:** Chris Oliver; Bean Parish Council; Kathryn Gale-Clerk, Sutton-at-Hone & Hawley Parish Council; iris.gutteridge@talktalk.net; clerk@stoneparishcouncil.com; Jane Tyrell; Keith Holmes; Southfleetpc@aol.com; Ian Armitt  
**Subject:** Borough and Parish Councils Forum

Monitoring Officer,

04/11/2013

184/13-14. **DARTFORD ASSOCIATION OF PARISH & TOWN COUNCILLORS (DAPTC) – NOW THE BOROUGH AND PARISH COUNCIL FORUM (BPCF).**

Members were apprised of the recent ceasing of the DAPTC and the beginning of the BPCF. Members were requested to consider appointing 2 representatives to attend the BPCF meetings.

Members requested that, due to this change in set up, clarification be sought from the Monitoring Officer, Dartford Borough Council as to how the Parish Representative on the Joint Transportation Board would be selected.

**RESOLVED:**

That the Town Mayor and the Town Clerk be the council's representatives on the BPCF.

EXTRACT OF MINUTES

AGENDA ITEM  
T/C 19/12/13 15

238/13-14. **REVIEW OF STAFF DISCIPLINARY PROCEDURES.**

Members are asked to consider and adopt the amended Staff Disciplinary Procedures which mainly consisted of the inclusion of time periods that disciplinary warnings would normally be effective for.

Members discussed the way in which appeals against disciplinary action were undertaken and asked that full council consider reducing this to a panel made up of 3 members of the Executive & Emergency Committee, to be selected by, but not necessarily to include, the Chairman of the Executive & Emergency Committee.

**Recommended:**

- 1 That the amendments shown in the report be adopted for the Staff Disciplinary Procedures.
- 2 That full council consider amending how appeals are carried out to enable them to be heard by a panel made up of 3 members of the Executive & Emergency Committee (to be selected by, but not necessarily to include, the Chairman of the Executive & Emergency Committee).

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## SWANSCOMBE & GREENHITHE TOWN COUNCIL

### STAFF DISCIPLINARY PROCEDURES

#### PROCEDURE FOR DISCIPLINARY ACTION

The procedure is designed to allow for four stages of action to be taken. These stages are:

Stage 1	Formal oral warning
Stage 2	First written warning
Stage 3	Final written warning
Stage 4	Dismissal

According to the seriousness of the breach of discipline or further breach of discipline following previous warning(s), Stages 1,2 and/or 3 may be omitted.

#### APPEALS PROCEDURE

An employee has the right of appeal against any disciplinary action taken with the exception of Stage 1 – Formal Oral Warning.

#### APPEALS AGAINST FIRST WRITTEN OR FINAL WRITTEN WARNINGS

- 1 An employee may appeal, in writing, to the Town Clerk within five working days of receiving confirmation of a warning. A copy of the letter of appeal should be retained by the employee or their representative (not to be a member of the legal profession).
- 2 An appeal will be held within ten working days of the appeal letter being received. The appeal will be heard by a panel made up of 3 members of the Executive & Emergency Committee as per the Terms of Reference of the Executive & Emergency Committee. The employee may be accompanied at the appeal meeting by a representative (not to be member of the legal profession) or other person of their choice.
- 3 On hearing the appeal, the Executive & Emergency Committee may allow or reject it or amend the terms of the warning given. The decision of the Executive & Emergency Committee will be given at the meeting and confirmed in writing to all concerned within three working days.
- 4 If the appeal is upheld, the warning will be removed from the records.
- 5 If the appeal is not allowed, there is no further right of appeal.

Deleted: of the Town Council

#### APPEALS AGAINST DISMISSAL

- 6 The employee or his/her representative may appeal, in writing, to the Town Clerk within five working days of receiving a dismissal letter.

The procedure for the appeal will be as follows:

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**TERMS OF REFERENCE  
THE EXECUTIVE & EMERGENCY COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 16 May 2013.

➤ **MEMBERSHIP:**

This Committee shall consist of nine Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

➤ **PROCEDURES:**

The Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Town Mayor shall preside at meetings of this Committee.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Clerk to the Council shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Committee shall meet as required.

The Committee shall meet at the Town Council's offices.

➤ **COMMITTEE FUNCTIONS:**

The Committee shall:

Exercise any functions of the Council on urgent issues or during the period of recess of the Council save for those functions relating to the setting of an annual rate and issuing of precept, the raising of loans or borrowing of money and the securing of any necessary loan sanctions, and the approval of schemes for local lotteries.

Exercise any functions of the Council on matters specifically delegated to it to decide, save from those exempted from delegation by statute and listed above.

With reference to matters, not more than three Members of this Committee (to be selected by the Chairman of the Executive & Emergency Committee but not necessarily including the Chairman of the Executive & Emergency Committee) to form a Sub-Committee to deal with matters relating to staff disciplinary procedures.

Deleted: four

Deleted: of which one to be

Deleted: Town Mayor

To assist, in an emergency, the population of Swanscombe and Greenhithe in overcoming any extreme or unusual conditions caused by natural or accidental means.

To co-operate with other Agencies, Statutory or Voluntary, to assist in the above.



**TERMS OF REFERENCE  
THE EXECUTIVE & EMERGENCY COMMITTEE.**

To enlist the support of any other Organisations or individuals to assist in the above, as may be necessary.

To prepare contingency plans to meet any of the situations as described above.

➤ **REFERRED FUNCTIONS:**

As an advisory body reporting to the Council on any matters it has been specifically instructed to investigate.



Serving Parish & Town  
Councils in Kent

# THE PARISH NEWS

## Sustainable Communities Act - Right to Submit Proposals Extended to Parish Councils.

The legal order that allows parishes to formally make direct proposals to the Department for Communities and Local Government Secretary of State under the Second Round Invitation of the Sustainable Communities Act 2007 formally commenced on 14 October 2013.

Our colleagues at NALC will be promoting parish use of the Act via various means, including their E-Bulletins and so on. They will focus on promoting appropriate parish proposals and encouraging parishes to submit direct proposals to the Department for Communities and Local Government. The details are available for view at the following web address:

[http://www.nalc.gov.uk/About\\_NALC/SustainableCommunitiesAct2007.aspx](http://www.nalc.gov.uk/About_NALC/SustainableCommunitiesAct2007.aspx)

Our members should make sure that they read all the documents that are within this link before submitting any proposal to the Department for Communities and Local Government.

The proposed submission method is relatively simple. Parishes will be advised - by NALC - to formally agree their proposals, through council resolution. This is to be done after compulsorily consulting with and involving the local community. The proposal should then be formally submitted by the parish, by completing the Barrier Busting form that can be found on the relevant Department for Communities and Local Government site here - <http://barrierbusting.communities.gov.uk/>

The new DCLG Parliamentary Under Secretary of State, Stephen Williams MP, wrote to Town and Parish Councils on 17 October 2013 to explain the proposals set out in the Act in more depth. In that letter, he invites Town and Parish councils to submit their proposals.

The Act is an opportunity to engage with local communities and to ask for their ideas and opinions about how their vicinity can be improved. If there is a barrier that prevents it, the Act can be used to ask the government to remove it. Naturally, the Schedule of the Act contains further information, but there are a range of subjects that are covered including the provision of local services, involvement in local democracy and improvements in community health.

The proposal should include evidence of community engagement, and following its receipt, DCLG will let the Council know whether or not it can, or should, be implemented. An action plan will be set out for implementation giving the steps required to make the changes. Likewise, if the plan is not acceptable, the reasons for not doing so will be outlined.

The future of the Act will be followed closely by our colleagues at NALC, and we will keep our members informed of the progress made. Do contact us if you have any questions.

## Training Matters and Dates for Your Diaries

**Our Chairmanship Conference** took place on Wednesday 2 October 2013 at Lenham Community Centre. The event was well attended and extremely well received by our delegates.

Our workshop on

Communication with Jennie Thomas, clerk at Stone Parish Council, was a great success, and our speakers in the main hall made the event both interesting and informative.

The next big event we have on our agenda is our annual Finance Conference which will be on Saturday 2 November at Kings Hill Community Centre

This particular conference is always well subscribed and we don't expect that to be any different this year.

Our Contributors include:

- David Buckett, Financial Consultant and former RFO for Swale Borough Council
- Jim Ratchford, Licencing Consultant - expert in Public Licencing Matters
- Representative from Came and Co., specialist Parish and Town Council Insurance Brokers

There will be workshop opportunities on the day, so please look on our website for further details.

Our Autumn Training Schedule continues at a pace, and there are plenty of opportunities for officers and councillors alike to enhance their skills or acquire a new one.



**Dynamic Councillor** Training takes place at two different venues in November

- 7 November at Dover Town Council Offices, 6.30pm to 9.30pm
- 21 November at Halting Parish Council Community Centre, 6.30pm to 9.30pm

### **The Clerk in Action**

- 17 December 2013 at Lenham Community Centre
- 19 December at Minster Parish Council - Sports Pavilion

**These are both evening events from 6.30pm to 9.30pm**

New to our training schedule are a series of *Localism training modules* that will take place over November and December. They will be at the Kent County Council offices in Maidstone and are all **evening events that will run from 6.30pm to 9.30pm:**

- L201 AND L202 Change Management and Communication Skills: Localism for Local Councils, 6 November 2013
- L203 AND L204 Project and Resource Management for Local Councils approaching Localism, 13 November 2013
- L301 AND L302 Working with your Principal Authority: Clustering and protocols for Local Councils, 20 November 2013
- L303 AND L304 Community Rights: Challenging and Bidding for Local Councils, 27 November 2013

- L305 AND L306 Asset Transfer and Management for Local Councils engaging with Localism, 4 December 2013

Delegates are welcome to attend one, some or all of the sessions. As an extra incentive, if you book all five modules, you will only be charged for four of them!

All of our training and conferences are now available for booking online. Please follow the link [here](#) and reserve your space at one of our sessions now!

### **STOP PRESS! FREE EVENT**

We are delighted to offer Community Resilience and Emergency Planning as a free event. Taking place at Shorne Woods Country Park on 12 December from 9am to 12.30pm, we have 25 spaces on the course that are absolutely free. Light refreshments are being served, and of course, Shorne Woods is a lovely setting to have such an event. Look at our website for further details!



## It's that time of year again... !

It seems as if the festivals of Halloween and Guy Fawkes Night have had an "extreme makeover" within little more than two decades. From the apple bobbing that some of us of a certain age can remember, Halloween has become a rip-roaring event that has parents everywhere making costumes, accompanying their little darlings on "Trick or Treat" outings, and making sure that said children do not overdose on sugar or additives before bedtime!

Likewise, the Penny for the Guy tradition has now more or less become an obsolete custom. No longer do

young people raid the rags and make mannequins to raise funds for their 5 November extravaganza. In its place are organised firework and bonfire displays with obligatory barbeques and so on.

In recent years, the Hindu celebration of Diwali has also been a fixture in the British autumn calendar, especially in the more urban areas of our Association. This year, Diwali coincides with Guy Fawkes Night and falls on 3 November.

All of these autumn festivities are normally well managed, with much detail going into the safety of the event. In-

deed, many of our parish and town councils organise some kind of occasion for the enjoyment of the community and they are often one of the highlights of the local year. It is easy, however, to become somewhat blasé over such events.

Most residents benefit from such occasions, not just because the fireworks are pretty, or that the children look absolutely wonderful in their costumes. There is the very important social element to the event, when people get together, or are seen

supporting their local neighbourhood. On the other hand, there are members of our towns and villages who don't particularly relish the season - especially when it comes to Halloween. This is mostly relevant to our older residents and more vulnerable members of our community: it can be quite disconcerting when the doorbell is continually ringing or the knocker doesn't stop all evening. It is also a financial concern - and distributing sweets can be an expensive affair. It might be worth looking at the dedicated Kent Police webpage, which has a

myriad of information and resources:

[http://www.kent.police.uk/advice/seasonal\\_advice/autumn.html](http://www.kent.police.uk/advice/seasonal_advice/autumn.html)

It includes handy printable posters that say politely that there is to be no "Trick or Treat" at that house. Likewise, there is also a poster regarding the practice of throwing eggs and flour, which is useful for local shops that do not wish to sell to the under 16s.

The Kent Fire and Rescue Service also has some valuable information and advice regarding fire safety during the Guy Fawkes Night festivities.

<http://www.kent.fire-uk.org/default.aspx?page=1297>

Whilst all of these measures do seem to be a matter for common sense, it is always worthwhile to check the resources that are currently available - you may have

missed something, however trivial it may seem at the time.

Make sure your communities have a Happy and safe Hallowe'en and Guy Fawkes Night!





## Our Place!

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The Rt Hon Don Foster MP recently launched the "Our Place!" programme as the second phase of Neighbourhood Community Budgets. This has been a pilot scheme, led by twelve neighbourhoods nationally, that has seen a community led approach to public services and local issues. The Department for Communities and Local Government believes that the scheme will lead to

- More powerful communities
- Better services

- Stretching the neighbourhood trend

The Department for Communities and Local Government would now like to invite all local Councils, both Parish and Town, to join the initiative.

Further information can be obtained by looking at the [report](#) on the pilot scheme, and if your council is interested, you should then email

[OurPlace@communities.gsi.gov.uk](mailto:OurPlace@communities.gsi.gov.uk)

Further advice regarding the Community Rights initiative can be found by visiting the website that has been set up to help communities decide what and how they can apply for under the various schemes that are now available to them at:

<http://mycommunityrights.org.uk/>

## NALC Larger Local Councils Conference

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Our friends at NALC are hosting a Larger Local Councils Conference on Wednesday 27 November at The Royal National Hotel, Bedford Way, London WC1H 0DG.

The theme of the event is "Growing Local". The headline speaker is

[Mr. Nick Boles MP](#), minister at

the Department for Communities and Local Government. His portfolio includes planning and he has strong views on the role of local councils especially around planning and the local economy. Other speakers include:

- Sir Merrick Cockell, Chair LGA

- John Findlay, Chief Executive NALC
- Howard Midworth, Chief Executive, Society of Local Council Clerks.

To book, contact NALC [here](#)

## HSE - CHANGE OF REPORTING REQUIREMENTS

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The Health and Safety Executive has formally implemented changes to simplify the mandatory reporting of workplace injuries for businesses.

Members will of course be aware of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 - colloquially known as RIDDOR. The changes made affect all employers,

including those who are self-employed. You should therefore familiarise yourself with the amendments that have been made including:

- Classification of "injury"
- Reportable cases of "work related illness"
- Fewer types of "dangerous occurrences" that require a report

Whilst other reporting requirements have not changed significantly, it would be wise to check the HSE website [here](#) for any further advice or information you require.

<http://www.hse.gov.uk/riddor/index.htm>

## Our Annual Meeting - A Month Away!

Our Annual Meeting takes place on Saturday 23 November 2013. At the time of going to press, the invitations to attend have been received. The event is again kindly sponsored by Came and Company, the specialist Parish Council Insurance Brokers, and so lunch is provided free by them. As usual, our event takes place at Ditton Community Centre, near Maidstone. We are very happy to announce that Brandon Lewis MP,



**came&company**  
parish council insurance

Parliamentary Under Secretary of State for the Department for Communities and Local Government, and Ann Barnes, Police and Crime Commissioner for Kent, are our two guest speakers. They will both speak on key matters that are relevant to our membership. There will be several trade stands. The day, then,

looks to be a very informative and appealing one. Do look out for your invitations, and let us know who will be able to come. We look forward to seeing you there.

### **Publications Information**

- *We are currently in the process of dispatching your copies of "Local Councils Explained" which some of our Councils have ordered. You should receive your copy within the very near future.*
- *Extra copies of "The Good Councillor Guide - 4th Edition" are available from our offices at a price of £2.50 to cover postage and packaging.*
- *Part 2 of Standing Orders is available on our website [here](#).*

## Kent County Council - Winter is on its Way...

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As we all know, last winter was a long drawn out affair. As

the season approaches this year, Kent County Council reminds us all of its key facts and figures from its Winter Service...

- More than 32,000 tonnes of salt spread on the county's busiest routes – more than 2,300 miles of road.
- Kent's 60-strong fleet of gritters were called out more than 120 times, almost double the 10-year average of 66 times per winter.
- Highway crews will be on duty again from this week and 23,000 tonnes of salt is currently stockpiled in our depots.
- Gritters will also be complete with their own personali-

ties thanks to the county's school children. "Gritney Spears" and "Usain Salt" could be out gritting Kent's road this winter if put forward in Kent County Council's "Name the Gritter" competition.

- Winning names will be announced week commencing 21 October.
- The farmers we currently have contracted to clear our rural areas when we have snow conditions provide an extremely valuable service. All farmers have agreed routes to clear, usually in rural areas, village centres etc. They are provided with KCC ploughs.
- This year as a trial we are providing a few farmers with a trailer and salt so that they can treat areas that they have in the past just ploughed. The results of this

trial will be reviewed at the end of the season and decisions taken about how it can be taken forward in future years.

- We have provided more than 2,000 salt bins across the county for local communities. Residents can also find their nearest salt bin on [kent.gov.uk](http://kent.gov.uk) by searching for 'Find my nearest'.
- One gritter can hold up to seven tonnes of salt.
- Gritters are fitted with sensors at the back, so we can make sure the job is being done properly as we go.
- Gritters are weighed before and after each run, so we know how much salt has been used and can manage our salt stocks.
- We do not salt the motorways or trunk roads in Kent – they are looked after by the Highways Agency.

## Make Sure you have your Say...

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Kent County Council (KCC) will be issuing its consultation procedure for its Transformation Agenda within the near future, as they will have to deliver significant savings between 2015/16 and 2017/18.

KCC have plans to look at delivering its services more efficiently. Our local councils will be asked to look at the proposals and then to consult with the community.

Naturally, our members will need to both monitor and consider the proposals which will probably cover key areas such as libraries, community

wardens and so on.

It will be important that our members make their views known to their KCC Member so that they are aware that the local council tier is indeed monitoring the situation.

Further details of these proposals will shortly be available on the Council website

<http://www.kent.gov.uk/default.aspx>

So the key here is to

- Monitor
- Respond

- Act if necessary

KALC will keep you up to date with any news that is relevant, but in the meantime, do look out for any consultation requests that come your way.

*Kent Association of Local Councils  
Dover District Council Offices  
White Cliffs Business Park  
Whitfield  
Dover  
CT16 3PJ  
Tel 01304820173  
Email: [kalc@btconnect.com](mailto:kalc@btconnect.com)  
Web: [www.kentalc.gov.uk](http://www.kentalc.gov.uk)*

## Funding Opportunities

- **The Frognal Trust** provides funding to support small registered charities that work in the following areas: Culture and heritage; Conservation projects; Community services; Parks; Hospices and nursing homes and Ophthalmological research. Applications are accepted on a rolling basis. For further information please contact: Frognal Trust c/o Charlities Aid Foundation, King's Hill, West Malling, Kent ME19 4TA Tel: 01732 520 083.



provides specific funding for those who have a special need or those who would like to enhance the quality of life for those people who have a disability or need. The Foundation has a wide and diverse remit for funding and could be a good ally in the financial support for a particular project you may have in mind - especially if a modification of a building is involved.

- **The Cole Charitable Trust** also provides funding for local



causes, rather than national and regional ones, and specifically it awards grants to small projects in Kent. Social welfare is high on their list for application, but community applications are also a favourite. This is especially relevant to anything that can help the environment in your local area.

- **The Fusema Foundation** will fund certain charitable activities that are either stifled by financial constraints or suffer from a lack of public exposure. They provide local grants for small projects.

- The **ACT Foundation**

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Serving Parish & Town  
Councils in Kent

## 66th Annual General Meeting

Our 66th Annual General Meeting took place on Saturday 23 November 2013 at Ditton Community Centre, near Aylesford. The occasion was extremely well attended with 145 present. The day promised to be a usual mix of speakers, followed by official business and motions for debate.

Ann Barnes, the Police and Crime Commissioner for Kent, led the proceedings with her explanation of how she had met her "Manifesto Commitments" over the last year since her election. Her plans for the following year were also highlighted, and this gave members the opportunity to hear of her strategies regarding the future of policing in Kent. She was followed by Rob Price, one of the Assistant Chief Constables for our county, who outlined the work of the Police Service at the present time.

Ruth Stanier, Director of Planning at the Department for Communities and Local Government (DCLG), gave an interesting and informative presentation on Localism and Planning. She made a short speech but left most of her time to answering questions from a very eager audience. Furthermore, she was more than happy to receive feedback from the delegates.

Sean Bone-Knell, Assistant Director Service Delivery at Kent Fire and Rescue Service, presented their vision for the near future and outlined the proposals set out in their Safety Plan Consultation. In line with most public services, they outlined the challenges they face with a restricted budget and also covered issues that were important to both rural and urban areas as well.

An excellent buffet lunch followed the morning's events where delegates were able to obtain information from the varied trade stands that were in attendance at our Meeting—Came & Company, CCLA, KCC Highways, KCC Community Wardens, Geerings and Kent Fire & Rescue Service.

The official AGM began after lunch. Voting procedures for all officers took place, and there were three motions put forward from the floor which stimulated lively debates. These included one from the KALC Executive Committee, another from the Tonbridge and Malling Area Committee and a final point for discussion from the Medway Area Committee.

We will be placing a podcast of the AGM in the members section of the website in the next few weeks.

Our next Annual Meeting is on Saturday 22 November 2014. That may seem like a long way off, but it's always worth putting the date in your diary!



*Gallery*  
*Annual General Meeting*  
*23 November 2013*



Our many delegates listening to Ann Barnes, Police and Crime Commissioner for Kent.

Sean Bone - Knell, Assistant Director Service Delivery Kent Fire and Rescue, outlines plans for the service in the future.



Ruth Stanier, Director—Planning,  
Department for Communities and  
Local Government



## Training Matters and Dates for your Diary

As members will be aware, our Annual General Meeting took place on 23 November. This year we had a Learning and Development stand at the event and the feedback received was very positive. We were able to promote our training to some of our newer members - for example new councillors who might be in need of



some preparation for their role.

With that in mind, our training and conference programme is now in full swing for the winter months. We have arranged our popular module, **The Clerk In Action**, just before Christmas for those that would benefit from some training and guidance. Useful for those who are new to the job or those who could do with a refresher, our event will be held at:

- 17 December at Lenham Community Centre between 6.30pm and 9.30pm

In the New Year, we are also running a set of workshops for those clerks who would like to take the CiLCA qualification. Further details regarding the qualification can be found on the Society of Local Council Clerks website

<http://www.slcc.co.uk/content/cilca/41/>

The course comprises of

three sessions which will all be held at **Lenham Community Centre** on the following dates between 9.30am and 1pm.

- 30 January 2014
- 6 February 2014
- 13 February 2014.

Booking, as is now usual for all of our courses, is available at our website

<http://kentalc.gov.uk>

but any further information can be obtained by calling the office, or by emailing Tricia at [admin.assistant@kentalc.gov.uk](mailto:admin.assistant@kentalc.gov.uk).

Councillors are, of course, also included in our conference and module line up for 2014. Our first workshop for new and seasoned councillors alike takes place in the New Year and **our ever popular training unit "The Dynamic Councillor" will be held at Kings Hill Community Centre on 20 February 2014 between 6.30pm and 9.30pm**

Our first big conference in 2014 will be on Saturday 8 February and we look forward to a large attendance.

- **Resilience and Reassurance for Local Councils: Community Partners in an Emer-**

**gency** is a major collaboration between KALC, Kent Community Safety Partnership, Kent Fire and Rescue Service, Kent Police and Kent Highways. This whole day conference promises to be a mine of resources and information that will help immensely in any emergency planning situation. The venue for our Day will be at the superb facilities of **Oakwood House** in Maidstone, where lunch and refreshments will be included. The price for the day will be at our normal member delegate rate of £72.00p inclusive of VAT. The Conference Programme will be circulated to members later this week.

We have also arranged our annual **Planning Conference at Kings Hill Community Centre which takes place on Saturday 22 March 2014**. Booking will be available after Christmas for this particular event.

We look forward to seeing our members at one, some or all of our events in the New Year!



## First World War Centenary in 2014

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At the time of writing, Remembrance Sunday has just passed, and Armistice Day has been marked nationally with two minutes silence at "The Eleventh Hour on the Eleventh Day on the Eleventh Month". Next year, then, marks the centenary of the Great War, and is something that is being promoted as a national commemoration. There are events taking place all over the country over the next four years, but it all starts off at the beginning of 2014. The most definitive general information regarding events, commemorations and so on can be found on The First World War Centenary Partnership webpage, which is an absolute mine of information. Do take the time to have a look at <http://www.1914.org/> when you have a moment for further facts and particulars.

We have a rich history in our county: many troops travelled through Kent to make their journeys to France and Belgium and thus into battle. Some of our members will be aware that Folkestone is [planning a Memorial Arch](#) on the Road of Remembrance in the town, where upwards of ten million men passed on their way out of the country. Naturally, Kent has its fair



share of traditional War Memorials in remembrance to The Fallen. Many of our towns and villages have wonderful commemorative plaques, obelisks and so on that form a focal point to the community.

These are all covered in poppy wreaths during the winter, and over the centenary commemorations, we expect to see them cherished for our future generations.

Local Councils have a very important part to play in the conservation of such monuments. The War Memorials Act 1923 (and amendments in 1948) give more details as to what can and cannot be done to a particular structure, and it may be worth having a look at the Act to make sure that you are aware of the powers available to you in this regard. In terms of



sprucing up or conserving a monument, there are grants available from several sources that are specifically for the preservation, upkeep and protection of landmarks that honour those who died during both World Wars in the 20th Century.

These grants are mostly accessible at the present time, so it is worth putting in an application as soon as possible in order to succeed.

Do take a look at the War Memorials Trust website

<http://www.warmemorials.org/grants/> for further general details. Likewise, the Department for Culture, Media and Sport also runs a scheme for this purpose. Their website is <http://www.memorialgrant.org.uk/index.htm> and has clear and specific criteria as to what can be claimed for. There is also special funding that can be obtained via the Heritage Lottery Fund with the Centenary in mind. The criteria here is more fluid, so it may be suitable for something that is not covered by other funding routes. Their details can be found at



<http://www.hlf.org.uk/ourproject/projectsbysector/buildingsandmonuments/Pages/WarmemorialsintheUK.aspx#.UonpoJNFCUI>

All in all, the 1914 Centenary looks to be a major event in Britain's culture. It is right and fitting that any tribute to the many men and women that gave their lives is looked after for our future generations. There is plenty of help out there for us to achieve that aim. If you have a project that has been earmarked for conservation during this very special time, do let us know and send in your pictures of any finished venture.

## KALC Community Awards Scheme



The KALC Chairman and County Secretary met with the High Sheriff of Kent, Lord Colgrain, on 21 November to discuss the KALC Community Awards Scheme that was launched on 25 March 2013. The Scheme is supported by the High Sheriff of Kent, the Chairman of Kent County Council and the Mayor of Medway. Its aim is to acknowledge and give recognition to those that have made a significant contribution to their local community. It is a voluntary Scheme to give member

Councils the option to adopt the awards scheme in their local area. In those instances where a member Council already has its own scheme in place, the KALC Community Award could be used as an additional award to present with their own.

The High Sheriff of Kent, Lord Colgrain, said

"I am delighted to support this excellent initiative, which my predecessor Michael Bax helped kick start. It is important that we recognise those who tirelessly volunteer their valuable time to help improve the well-being of their local community. Without such a scheme all their hard work would go unrecognised."

KALC Chairman, Cllr John Wilson, said

"We are pleased that the High Sheriff of Kent supports this important scheme, which will recognise those who, through their dedication and commitment, make a significant contribution towards making their local community a better place to live. We would encourage as many member Councils as possible to adopt this scheme."

The KALC Community Award Certificate, signed by the KALC Chairman and High Sheriff of Kent, would be presented by the Council at their Annual General Meeting in May 2014. In order for KALC to produce the Certificate and have it signed by the KALC Chairman and the High Sheriff of Kent, member Councils that adopt the Scheme should provide KALC with the name of the person and the reason for their Award **by Friday 28 February 2014** (e-mail to [kalc@btconnect.com](mailto:kalc@btconnect.com)). Further details on the scheme have been placed on the KALC website.



## Section 137 Expenditure - Limits for 2014/2015

The Department for Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of Section 137(4)(a) of the Local Government Act 1972 for 2014 - 2015 is £7.20p.



This is the amount that results from increasing the amount for 2013 - 2014 (£6.98p) by the percentage increase in the Retail Price Index between September 2012 and September 2013 of 3.2%, in accordance with Schedule 12B to the 1972 Act.



## South Of England Show 2014 - A Chance to Shine!

The South of England Show 2014 takes place from 5 - 7 June next year in the village of Ardingly in West Sussex. The Show has been part of the South East calendar since 1967, and is an integral part of our region's county showground culture, being the biggest event of the season.



for each of the three days that the Show runs. We are keen to have a variety of subjects covered that really expose the spirit

Our County Association colleagues in Sussex have been given a large pitch at the Show and are keen to endorse the work of local councils in the South. The County Associations of West Sussex, East Sussex, Surrey and Kent will be

joining up for the Show, so that they can promote all the good work that is being done locally. This is particularly relevant in Kent, where our Councils have embraced the Localism initiative in a big way; from managing community services in some way to undertaking highway maintenance. If you would like to sing your Council's praises, then we would like to hear from you. There are spaces for three Councils from Kent to attend, which is one Coun-

cil for each of the three days that the Show runs. We are keen to have a variety of subjects covered that really expose the spirit of local councils and the important work they do.

In the first place, you should contact Laura Dyer at the following email address:

[administrator@kentalc.gov.uk](mailto:administrator@kentalc.gov.uk)

who can provide all the information you might need in order to attend.



## News from Kent Fire and Rescue Service

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**Kent Fire &  
Rescue Service**

### *Help Kent Fire and Rescue Service plan for the future*

Kent Fire and Rescue Service would like you to take part in its annual safety plan survey which ends on 13 January 2014. The Service is working hard to balance having to make savings against continuing to deliver a first class emergency response.

Community safety work has contributed to a huge reduction in fires and other incidents (70% over the last ten years) and alongside that, advances in technology and modernised ways of working are allowing KFRS to work smarter. Proposals in this year's plan include increasing the hours day-crewed fire-fighters respond immediately from their station, improving the availability of on-call engines and a different system for covering absences to bring significant savings with no reduction in emergency cover.

Anyone wanting a paper copy of the plan or survey can call 01622 692 121 or write to Safety Plan, Kent Fire and Rescue Service, FREEPOST NAT 9369, Maidstone, ME15 6BR.

### **Heating your home – are you putting yourself at risk of fire?**

Members are being asked to help highlight the fire hazards as households feel the pinch of fuel costs and switch to alternative ways of keeping warm as the weather gets colder.

Research shows that those most at risk are people who live alone and on a low income, with older people or single-parent families even more vulnerable.

Old and potentially faulty portable heaters and oil or paraffin stoves can be hazardous especially if placed too close to furniture or curtains. Don't take the risk and use electric blankets that are over 10-years-old. Try to have your chimney and flues swept and checked before use and avoid using candles and paraffin lamps for lighting instead of switching on the lights

As always, if you have concerns about keeping yourself, a neighbour or relative safe this winter call Kent Fire and Rescue Service free on 0800 923 7000 or go to [www.saferwinter.info](http://www.saferwinter.info).

## News from Kent Highways

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**Kent  
Highway  
Services**



### **KCC Highways Survey**

As you will know, KCC undertake an annual survey to get feedback on the Highways and Transportation service that they deliver to the communities in Kent. It is an important opportunity to put forward your views as the responses are analysed and used to help shape what Highways will do in future. If you haven't done so already, we would encourage you to complete the survey, which was originally circulated in October. The KCC Highways deadline is Friday 13 December so you don't have long! [PARISH AND TOWN HIGHWAY SURVEY WITH TICK BOXES 2013](#)

### **KCC Highways— Winter Service**

Information on Kent's winter preparations, including salting routes, where to find local salt bins, travel information and details of how to sign up for school closure alerts can be found at [http://www.kent.gov.uk/roads\\_and\\_transport/winter\\_service.aspx](http://www.kent.gov.uk/roads_and_transport/winter_service.aspx).

### **KCC Environment, Highways and Waste Cabinet Committee**

Those of you that attended the recent Parish seminars will have heard KCC Highways refer to this Committee and that meeting papers can be viewed on the KCC website.

The next meeting is on 13 December and the papers for that meeting can be viewed using the following link <https://democracy.kent.gov.uk/ieListDocuments.aspx?MId=4912&x=1>

As you will see, under Item D2, the Committee is considering our request for Parish and Town Council representatives on Joint Transportation Boards to have voting rights. The KALC Chairman will be speaking at the meeting.

At the Parish seminars, KCC Highways also made reference to their policy on 20mph speed limits. The paper setting out their policy was discussed at the KCC Environment, Highways and Waste Cabinet Committee meeting on 3 October and can be accessed using the following link

<https://democracy.kent.gov.uk/ieListDocuments.aspx?CId=749&MId=4911&Ver=4>



Kent Association of Local Councils

Dover District Council Offices

White Cliffs Business Park

Whitfield

Dover

Kent

CT16 3PJ

Tel 01304020173

Fax 01304020174

Email: [kalc@btconnect.com](mailto:kalc@btconnect.com)



*The team at*

*Kent Association of Local Councils*

*Wish all members*

*A Very Merry Christmas*

*And a Prosperous New Year.*

## Fundraising Opportunities



- Don't forget that the Church and Community Fund will often consider making a grant to a village that makes use of its Anglican church for community activities. Their focus at the present time is to "Significantly expand the Church's engagement with neighbourhood renewal".
- The Marsh Million project is now up and running. Whilst it does not include funding for local councils, it does seek to improve the local employment quota by offering grants for small business start

ups. It may well be that your community needs to promote the scheme in some way. Take a look at the dedicated website at [www.marshmillion.co.uk](http://www.marshmillion.co.uk) for further details of the programme.

- Staying with the Romney Marsh, - there are small grants of up to £5000 for those communities living within a 10 km radius of Little Cheyne Court Wind Farm. The deadline for application is 24 January 2014. Please go to [www.kcf.org.uk](http://www.kcf.org.uk) who are administering this and other small grant applications for our county. Particularly relevant are

small grants available of £2000 for community projects in the Dover area.

- Variety, the new name for what was the Variety Club of Great Britain, gives funding specifically for the setting up and maintenance of community youth clubs. There is no closing date for this particular round. Please go to <https://www.variety.org.uk/what-we-do/youth-clubs-grants> for further details





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08 NOV 2013

K 19/12/13



Mr G Blew (Parish Clerk)  
The Town Council Offices,  
The Grove  
Swanscombe  
DA10 0GA

**Families and Social Care**  
Strategic Commissioning  
3<sup>rd</sup> Floor  
Brenchley House  
123/135 Week Street  
Maidstone  
Kent  
ME14 1RF

Direct dial/Ext:  
Fax:  
Your ref:  
Date:

Dear Mr G Blew,

I write to inform you that following extensive consultation we now have a formal decision from the Cabinet Member for Adult Social Care and Public Health .He has agreed that TRACS should continue to be provided in Dartford and move away from Longfield completely, moving its administrative base to 2 Essex Road, Dartford, Kent DA1 2AU.

Should you wish to read the feedback gained during consultation please go on line to:

<http://consultations.kent.gov.uk/consult.ti/TRACSconsultation2013/consultationHome>

I appreciate that this has been a long process and want to thank you for your support and patience during the past 5 months.

We still have more work to do in terms of developing greater choices for people with learning disabilities and will therefore continue to negotiate with our community partners to secure yet more opportunities.

We look forward to working with you to ensure a positive and bright future for both current and future people supported through TRACS Community Day Service.

Thank you.

Yours sincerely,

Mark Walker  
Assistant Director- Learning Disability West Kent

EXTRACT OF MINUTES

**110/13-14. KENT COUNTY COUNCIL (KCC) – CONSULTATION – VARIATION IN THE SERVICE OF TRACS COMMUNITY DAY SERVICE.**

Members discussed the information supplied by the Head of Service, Learning Disability West Kent, KCC.

**RESOLVED:**

That the item be noted.

- 6 DEC 2013

AGENDA ITEM 19  
T/K 19/12/13  
advice service  
dartford

28<sup>th</sup> November 2013



Swanscombe Town Mayor  
Cllr Lorna Cross  
Council Offices  
The Grove  
Swanscombe  
Kent  
DA10 0GA

Dear Town Mayor

The Board of Trustees and I would like to thank you and the Deputy Town Mayor Cllr Mrs S P Butterfill most sincerely for attending the launch of the Advice Service Dartford on the 26<sup>th</sup> November 2013 at the David Lloyd Centre in Dartford.

Your support and presence at this event was highly valued.

Kind regards.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'MANDY DABB', written in a cursive style.

MANDY DABB  
Project Manager  
Advice Service Dartford

Dartford Citizens Advice in partnership with:  
Age UK North West Kent; Council for Voluntary Service North West Kent; Healthy Living Centre Dartford; Kent Equality  
Cohesion Council; North Kent Women's Aid; Stone Parish Council; Sure Start Children's Centres Dartford;  
Swanscombe & Greenhithe Town Council

Charity registration number 1120549. Company Limited by Guarantee number 06221673.

[www.adviceguide.org.uk](http://www.adviceguide.org.uk)

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