

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 19 DECEMBER 2013 at 7.00 PM

PRESENT:

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

ALSO PRESENT:

Ms J Hall - Director of NW Kent Age UK
Mr M Munn – Director of NW Kent Age UK
1 x member of the public
Graham Blew – Town Clerk
Sara Stapleton – Responsible Financial Officer
Rebecca Rawlings – Administration Assistant

ABSENT: There were none

274/13-14. 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), J A Hayes (DBC meeting), Mrs I A Read (unwell) and P A Read (other commitments).

275/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Mrs S P Butterfill declared an interest in agenda item 8 – Representatives on Outside Bodies as she is a Trustee of the Greenhithe Community Association.

Councillor P C Harris declared a prejudicial interest in agenda item 29 – Flint Wall, London Road, Ingress Park, as he is one of the Town Councils representatives on the Board of Ingress Park Greenhithe Management (IPGM) and had also submitted this item for consideration.

Councillor R J Lees declared a prejudicial interest in agenda item 28 – The Pavilion Community Sports & Social Clubs – Update, as he is one of the Town Councils' representatives on The Pavilion Community Sports & Social Clubs Committee.

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

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

276/13-14. MINUTES OF THE MEETING HELD ON 17 OCTOBER 2013.

Members were provided with a copy of the Minutes of the Meeting held on 17 October 2013.

RESOLVED:

That the Minutes of the Meeting held on 17 October 2013 be confirmed and signed as a true record.

277/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

278/13-14. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 23 NOVEMBER 2013 AND 4 DECEMBER 2013.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 23 November 2013 and 4 December 2013 be confirmed and the recommendations made therein be adopted.

279/13-14. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 28 NOVEMBER 2013.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 28 November 2013 be confirmed and the recommendations made therein be adopted.

280/13-14. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 7 NOVEMBER 2013.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 7 November 2013 be confirmed and the recommendations made therein be adopted.

281/13-14. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 5 NOVEMBER 2013.

RESOLVED:

That the Minutes of the Personnel Committee Meeting held on 5 November 2013 be confirmed and the recommendations made therein be adopted.

282/13-14. MINUTES OF THE EXECUTIVE & EMERGENCY COMMITTEE MEETING HELD ON 7 NOVEMBER 2013.

RESOLVED:

That the Minutes of the Executive & Emergency Committee Meeting held on 7 November 2013 be confirmed and the recommendations made therein be adopted.

283/13-14. OAST HOUSE – UPDATE.

The Town Mayor welcomed the representatives from NW Kent Age UK to the meeting.

Members considered the information supplied by NW Kent Age UK which included a proposal to merge the two centres in each of the borough (Dartford and Gravesham) into one. Members expressed their regret and sadness that this situation had arisen particularly regarding the clients of the Oast House and the staff members at risk of redundancy.

The Town Mayor thanked the representatives from NW Kent Age UK for their attendance and for the information they had provided.

RESOLVED:

That the item be noted and that the Town Council continue to monitor the situation.

284/13-14. VACANCIES ON COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS.

After discussion it was proposed, seconded and agreed;

RESOLVED:

1. That Councillor K G Basson be elected as the Chairman of the Recreation, Leisure & Amenities Committee with Councillor P M Harman as Vice-Chairman and that Councillor Ms L C Howes be elected as a member on the Recreation, Leisure & Amenities Committee.
2. That Councillor B R Parry be elected as a member on the Finance and General Purposes Committee.
3. That Councillor B E Read be elected as Vice-Chairman on the Personnel Committee and that Councillor Mrs S P Butterfill be elected as a member on the Personnel Committee.

4. That Councillor B E Read be elected as Vice-Chairman of the Executive & Emergency Committee and that Councillor Mrs S P Butterfill be elected as a member on the Executive & Emergency Committee.
5. That Councillor P J Scanlan be elected as Vice-Chairman on Heritage Park/Skull Site Sub-Committee and that Councillor Mrs S P Butterfill be elected as a member on the Heritage Park/Skull Site Sub-Committee.
6. That Councillor Mrs S P Butterfill be elected as Vice-Chairman on the Allotments & Cemeteries Sub-Committee and that a vacancy remain on the membership of the Allotments & Cemeteries Sub-Committee.
7. That Councillor P J Scanlan be elected as Vice-Chairman on the Leases & Legal Sub-Committee and that Councillor P M Harman be elected as a member on the Leases & Legal Sub-Committee.
8. That Councillor P C Harris be elected as Vice-Chairman on the Anti-Social Behaviour & Crime Sub-Committee and that Councillor Ms L C Howes be elected as a member on the Anti-Social Behaviour & Crime Sub-Committee.

285/13-14. REPRESENTATIVES ON OUTSIDE BODIES.

Members were informed that Councillor P C Harris had stood down as one of the two Town Council representatives on the Greenhithe Community Association. After discussion it was proposed, seconded and agreed;

RESOLVED:

1. That Councillor Mrs C K Openshaw replace Councillor P C Harris as one of the two Town Council representatives on the Greenhithe Community Association.
2. That Councillor Ms L M Cross be elected as the Town Council representative on the Advice Service Dartford (CAB).

286/13-14. BOROUGH COUNCIL BY-ELECTION RESULT – SWANSCOMBE WARD.

Ms Steve Doran, Labour Party, was elected as a Dartford Borough Councillor for the Swanscombe Ward on 5 December 2013.

RESOLVED:

That the item be noted.

287/13-14. SECTION 137 EXPENDITURE: LIMIT FOR 2014 – 2015.

The Department for Communities and Local Government had 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 £7.20.

RESOLVED:

That the item be noted.

289/13-14. FINANCIAL RISK ASSESSMENTS (FRA) – 2014 – 2015.

At its meeting on 7 November 2013, minute 231/13-14, the Finance and General Purposes Committee endorsed the findings of the Financial Risk Assessment Working Group (*that the FRA's should be maintained at the level/s indicated and that the Town Council should not, at this point, be looking to add or increases anything contained in the FRA's*). The FGP recommended that the FRA's should be submitted to full council for approval and inclusion in the Estimates for 2014 – 2015.

A bound copy of the FRA's had been supplied to each member with the agenda.

The Chairman of Finance and General Purposes Committee thanked the FRA Working Group for keeping this large and complex project on track as it had given the Town Council a secure base on which to plan effectively for the future.

RESOLVED:

That the FRA's, as supplied, be approved and included in the Estimates for 2014 – 2015.

289/13-14. ANNUAL ESTIMATES FOR 2014 – 2015.

Members were informed that officers had begun work on the estimates for 2014 – 2015, the confidential report / draft annual estimates had been provided by the Responsible Financial Officer (RFO) for members' information at this stage.

Members were invited to contact the RFO, outside of the meeting, and inform her of any suggestions and/or items they felt should be included.

The RFO, in consultation with the Chairman of the Finance and General Purposes Committee (FGP), would review the drafts over the festive period and the final copies would be submitted to the FGP on 16 January 2014 to be agreed; the agreed figures then being submitted to the Special Town Council meeting held directly after the FGP meeting on 16 January 2014 as this is required to set the Council Tax Rate for Band D.

- * To assist with this process members had been supplied with a copy of the draft Financial Risk Assessments as per the preceding agenda item.

RESOLVED:

That the item be noted.

290/13-14. AGREEMENT WITH DARTFORD BOROUGH COUNCIL (DBC) – SECTION 77-78 CRIMINAL JUSTICE AND PUBLIC ORDER ACT 1998.

At the 8 October 2013 Borough and Parish Council Forum (BPCF) it had been agreed that DBC would put in place a formal agreement with the parishes to enable them to

them to carry out enforcement action on the parish councils land regarding illegal encampments.

A copy of the agreement signed by the Town Mayor and Town Clerk was included in the agenda for members' information.

RESOLVED:

That the actions to date of the Town Clerk in dealing with this matter be noted and endorsed.

291/13-14. JOINT TRANSPORTATION BOARD (JTB) – PARISH REPRESENTATION.

Further to minute 184/13-14, the Town Clerk had written to the Monitoring Officer, Dartford Borough Council (DBC) seeking clarification as to how future Parish Representatives on the JTB would be selected now that the Dartford Association of Parish and Town Councils (DAPTC) had been formally disbanded and replaced by the Borough and Parish Council Forum (BPCF). Members considered the response received from the Monitoring Officer, DBC which indicated that as the BPCF is still the most representative body within the Borough it is for the Parish/Town Councillor representatives on the BPCF to decide how they would wish to elect a JTB representative in the future.

RESOLVED:

That the item be noted.

292/13-14. REVIEW OF STAFF DISCIPLINARY PROCEDURES (SDP).

Further to minute 238/13-14 members were asked to consider and adopt the amendments to the SDP as recommended by the Executive & Emergency Committee (these amendments dealt with how any appeals are dealt with).

RESOLVED:

That the amendments to the SDP be agreed and adopted as indicated.

293/13-14. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS (ISSUES 372 OCTOBER AND 373 NOVEMBER / DECEMBER).

RESOLVED:

That the item be noted.

294/13-14. INSURANCE CLAIM/S – UPDATE.

The following claim/s had now been settled:-

- Claim Ref: 27130000086 – malicious damage to St Peter & St Pauls Wall on 27 January 2013. This claim was subject to an excess of £100.00 (£856.68).

RESOLVED:

That the item be noted.

295/13-14. KENT COUNTY COUNCIL (KCC) – VARIATION IN THE SERVICE OF TRACS COMMUNITY DAY SERVICE.

Further to minute 110/13-14, the Assistant Director – Learning Disability West Kent, KCC had informed that a formal decision had been made and that the TRACS should continue to be provided in Dartford and move away from Longfield completely.

RESOLVED:

That the item be noted.

296/13-14. LETTER OF THANKS – ADVICE SERVICE DARTFORD

A letter of thanks had been received from the Project Manager of the Advice Service Dartford to the Town Mayor and Deputy Town Mayor thanking them for attending the recent project launch event.

RESOLVED:

That the item be noted.

297/13-14. REPORTS OF OUTSIDE REPRESENTATIVES.

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

Kent Association of Local Councils, County Area Committee (KALCCAC).

Councillors' Ms L C Howes and Mrs S P Butterfill are the Town Council's representatives on the KALCCAC and both had attended the KALC AGM held at Ditton Community Centre on 23 November 2013. The agenda and Annual Report 2012 -2013 were available in the Chamber for inspection. Councillors' Howes and Butterfill gave a report on the contents of the KALC AGM and informed that Ann Barnes had given a presentation on the Police Crime plan for Kent.

Dartford Youth Advisory Group (DYAG)

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

Advice Service Dartford (ASD).

The minutes of the partners meetings held on 12 November and 10 December 2013 were available in the Chamber for inspection. The Launch event had taken place on 26 November 2013 and had been attended by the Town Mayor, Deputy Town Mayor, Councillors' R J Lees, Mrs C K Openshaw and the Town Clerk.

"Saving Visible Community Policing" Conference – 6 December 2013.

Councillor Ms L C Howes had attended this event and informed that it had been largely a review of presentation given at the KALC AGM and included the fact that the Police had managed to achieve their 4 year target for cuts within 3 years which meant they were in a better position, time wise, to plan for the next round of cuts which would be coming in 2 years.

Elders Forum (EF).

Councillor Mrs L C Howes is the Town Councils representative on the EF and attended the meeting held on 28 November 2013. Members were informed that the meetings were held quarterly at the Orchard Theatre with a morning session being followed by lunch.

Bluewater Forum (BF).

Councillor Ms L C Howes substituted for the Town Mayor and attended the meeting held on 28 November 2013. Members were informed that the meetings were attended by different parishes and organisations and were a good opportunity for networking and the exchanging of ideas and information.

Ingress Park Greenhithe Management Limited (IPGM).

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

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

Members were informed that IPGM AGM had been held at the Greenhithe and Swanscombe RBL on 11 November 2013. At this meeting, and in line with the companies Memorandums and Articles, one of the two residents Directors had to stand down by rotation and on this occasion it was Mrs S P Butterfill with Mr D Hinks being elected as the new resident Director.

Ingress Park had, for several months, had to share a Development Manager with The Bridge in Dartford. There had been a delay in recruitment whilst Consort ensured they selected the right candidate for this role (Ingress Park Had had 7 Development Managers since 2005).

298/13-14. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman had submitted his apologies for not attending the meeting.

Members expressed their disappointment that no written report had been submitted and requested that KCC Member P M Harman be informed of this and that he be asked to supply an update regarding KCC in particular the recent Ofsted inspections of local schools and the Review of Children's Centres.

RESOLVED:

That KCC Member P M Harman be informed of this and that he be asked to supply an update regarding KCC in particular the recent Ofsted inspections of local schools and the Review of Children's Centres.

299/13-14. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

- GAC had been held on 16 December 2013 which included looking at the financial arrangements for the DBC budget (further reductions in monies being distributed to parish councils)
- The GAC had also included the news that the government had announced that Option B (Swanscombe) was no longer going to be considered as a location for the new Lower Thames Crossing.

RESOLVED:

That the item be noted.

300/13-14. SEALING OF DOCUMENTS.

There were none.

301/13-14. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor thanked members for their support during her term of office and advised that the Civic Night was scheduled for 22 March 2014 at the Leisure Centre, Craylands Lane.

302/13-14. QUESTIONS.

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

303/13-14. CASUAL VACANCY – CO-OPTION.

Following the passing of Councillor L J Bobby a public Notice of Casual Vacancy had been displayed. This notice of vacancy was advertised between 23 September 2013 and 11 October 2013, providing electors from the Swanscombe Ward with 14 days to write to request a by-election be held to fill the vacancy. Dartford Borough Council

(DBC) Electoral Services Department confirmed that no such requests were forthcoming within the 14 day period, entitling the Town council to now fill the vacancy by co-option.

Subsequently (minute 174/13-14) an invitation for written Expressions of Interest had been displayed on the council notice boards, website etc. with a deadline for responses of 6 December 2013. No expressions of interest had been received.

RESOLVED:

That this item remains on the agenda for the next full council meeting.

304/13-14. EXCLUSION OF THE PRESS AND PUBLIC.

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

RESOLVED:

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

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

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

305/13-14. THE PAVILION COMMUNITY SPORTS & SOCIAL CLUBS – UPDATE.

The Town Clerk detailed the two requests received from The Pavilion and the actions taken regarding both.

RESOLVED:

- (i) That the actions of the Town Clerk in agreeing to the request regarding a new roof covering for the bar area be noted and endorsed.
- (ii) Further to minute 197/13-14, members considered the 2 requests received from The Pavilion and the subsequent deliberations and findings of the Pavilion Working Group.

RESOLVED:

- 1 That the Town Clerks actions in agreeing to request (A) be noted and endorsed.

- 2 That the decisions of the Working Group regarding the requests (B) made by the Pavilion be noted and endorsed.

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

306/13-14. FLINT WALL, LONDON ROAD, INGRESS PARK.

Further to minute 190/13-14 Councillor P C Harris (one of the Town Councils 2 representatives on the Board of Ingress Park Management Greenhithe (IPGM)) had supplied a report regarding the situation with the Flint Wall at London Road, Ingress Park.

Members discussed the situation detailed in the report and agreed that this was a most unfortunate position and that the residents of Ingress Park should be supported and not placed in a position where they could be burdened by additional costs.

RESOLVED:

That IPGM, through the Town Councils 2 representatives on the IPGM Board, be informed of the Town Councils concerns regarding this situation. The Town Council were particularly keen to seek assurances that the residents of Ingress Park (who already paid a service charge) would not be burdened with additional costs as this situation was not of their making.

There being no further business to transact the Meeting closed at 8.50 pm.

Signed: _____ Date:- _____
(Chairman)

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MINUTES of the SPECIAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 16 JANUARY 2014 at 7.30 PM

PRESENT:

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

ALSO PRESENT:

3 x members of the public
Graham Blew - Town Clerk
Sara Stapleton – Responsible Financial Officer (RFO)

ABSENT: There were none

316/13-14. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' J M Harman (unwell), Mrs A R Harvey (unwell), J A Hayes (DBC meeting) and P A Read (unwell).

317/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor P M Harman declared a prejudicial interest in agenda items 5, 6 and 7 - The Pavilion Community Sports & Social Club – Update, as he is one of the Town Councils representatives on the Pavilion Committee.

Councillor R J Lees declared a prejudicial interest in agenda items 5, 6 and 7 - The Pavilion Community Sports & Social Club – Update, as he is one of the Town Councils representatives on the Pavilion Committee.

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

318/13-14. ANNUAL ESTIMATES FOR 2014 – 2015.

MOVED BY Councillor B E Read, seconded by Councillor V Openshaw and unanimously agreed;

RESOLVED:

That the proposed Annual Estimates for 2014– 2015 and subsequent proposed Council Tax Base (Band D) be approved.

319/13-14. COUNCIL TAX BASE 2014 – 2015.

Members were asked to set the Council Tax Base for Band D properties 2014 - 2015.

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

RESOLVED:

That the Council Tax Base for Band D properties 2014 – 2015 be set at £110.63.

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

320/13-14. THE PAVILION COMMUNITY SPORTS & SOCIAL CLUB – UPDATE.

(i) INSPECTION.

Members were informed that the Town Clerk, as per 4.8 of the Lease, had undertaken an inspection on 19 December 2013 and had supplied photographs of areas (external and internal) of the changing rooms and rear of the building that required repair/attention.

The Town Clerk reiterated that he had raised these issues with the Pavilion who had informed that repairs would need to be prioritised and would only be able to be carried out when finances were available.

RESOLVED:

That the inspections continue and that The Pavilion be kept informed of what works these highlight is required.

(ii) REQUEST TO USE PART OF BROOMFIELD PARK – SUNDAY 25 MAY 2014.

The Pavilion had submitted a request to use *"the area outside of the lounge bar windows for stalls, next to the patio for a bouncy castle and round the back of the Pavilion for a game called beat the goalie/penalty shoot out."* The Pavilion had also notified that they *"would need to start setting up around 9am till 4pm."*

After discussion it was agreed to permit this request provided the following conditions were agreed prior to the event:

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

RESOLVED:

That the request be agreed provided the conditions as detailed above are agreed by the Pavilion.

321/13-14. 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.

322/13-14. THE PAVILION – USE OF SQUASH COURTS.

Members discussed the photograph of the squash court taken during the inspection of 19 December 2013.

RESOLVED:

That the Pavilion be advised they are required to clear the squash courts within 1 month.

That the Pavilion Working Group meets with the Pavilion to discuss this and any other issues that may be relevant.

323/13-14. THE PAVILION – NEW ROOF COVERING ON MEMBERS BAR AREA.

Members were informed that the new roof cover over the Members Bar Area had been blown off during the storm/strong winds of the evening 23/24 December 2013.

The Town Clerk detailed the situation to date and read out the email received from the Town Councils Insurance Company's loss adjuster, dated 13 January 2014. Members were informed that, to date, no claim/s had been made against the Town Council.

RESOLVED:

That the item be noted.

There being no further business to transact the Meeting closed at 8.20 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 22 JANUARY 2014 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor P J Scanlan
Councillor K G Basson
Councillor P C Harris
Councillor J B Harvey
Councillor B R Parry

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor J M Harman

324/13-14. APOLOGIES FOR ABSENCE.

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

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

325/13-14. SUBSTITUTES.

There were none.

326/13-14. 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.

327/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

328/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 4 DECEMBER 2013.

Recommended: The Minutes of the meeting held on 4 December 2013 were confirmed and signed.

TOWN PLANNING:

329/13-14. **APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/13/01639/VCON

(response submitted due to timescales)

Application for Variation of Condition 1 of Planning Permission DA/09/00629/COU in respect of extending the planning permission for a further five years – This permission shall be for a limited period, expiring on 31 June 2019, when the use hereby permitted shall be discontinued to the satisfaction of the Local Planning Authority.

Management Centre (The Observatory), Southfleet Road, Swanscombe.

OBSERVATIONS:

(sent in due to timescales)

The Town Council request that the Planning Authority link this renewal to a condition that ensures Land Securities come to an agreement with Swanscombe & Greenhithe Town Council within 12 months on the promised items mentioned by them at the overall sites planning approval meeting.

Recommended:

That members endorse the comments submitted.

DA/13/01654/TPO

Application to reduce by 3m the three lowest long lateral scaffold branches extending towards the west over neighbouring gardens of Fiddlers Close to clear their rear boundary by 1m, crown thin by 10% and remove deadwood of 1 No. beech tree subject to Tree Preservation Order No.4 1999 within Greenhithe Conservation Area.

Accuba House, 35 High Street, Greenhithe.

OBSERVATIONS:

No observations.

DA/13/01667/FUL

Remediation works to contaminated land.

Northfleet West Grid Sub Station, Southfleet Road, Swanscombe.

OBSERVATIONS:

The Town Council would request that a condition is placed on any permission to ensure that the contaminated soil removed from the site is not transported through the roads within the Town.

DA/13/01687/OUT Erection of a two storey building for Class B2 and B8 uses with ancillary offices and associated access and parking.

Reservoir North of Lower Road, Northfleet.

OBSERVATIONS: The Town Council would seek confirmation that the design and construction of buildings at this site take into account the susceptibility of this area to flooding. Consideration should also be given to ensure this proposal does not have any adverse effects or implications to the proposed Paramount Theme Park development.

DA/13/01702/FUL Erection of 1.5m high metal railing with sliding electric gates along front boundary.

Mount Croft, 95 Mounts Road, Greenhithe.

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

DA/13/01694/FUL Conversion of garage to habitable room together with replacement of garage door with a window (retrospective application).

101 Caspian Way, Swanscombe.

OBSERVATIONS: The Town Council object to this application as it will take away an off street parking facility and give rise to an increase in on street parking and difficulties in an area where there is already very limited capacity.

The proposal would increase the living space of the house which in turn could mean more inhabitants which in turn could mean more vehicles whilst reducing the facility of off street parking.

330/13-14. APPLICATIONS SUBMITTED BY KENT COUNTY COUNCIL FOR MEMBERS' OBSERVATIONS.

KCC/DA/0201/2013 Construction of a Renewable Energy Facility involving Advanced Thermal Technology to generate energy from of combined heat and electricity by using residual waste materials as a

fuelstock and converting them to gas.

Land at Manor Way Business Park, Swanscombe.

NB.

The submitted documents can be viewed on the following link: www.kent.gov.uk/viewapplications (click on "Search Kent County Council planning applications and enter the application reference number. Please view document types date filed 20-12-2013.

OBSERVATIONS:

The Town Council object to this application on the following grounds:

Firstly, members strenuously oppose the application because they are seriously concerned about the environmental impact this site would have on the local area and even though the developer states that it can control the gasses emitted, because the area is highly developed and populated, they think it a dangerous facility to have in such close proximity to residential areas.

Members also object to the application because it is in the vicinity of the proposed theme park project and could interfere with the needs of the theme park and could stunt the growth of business within the area.

Members are also concerned about the Heavy Goods Vehicles (HGVs) that will travel to and from the site and the need for them to be directed away from the town's inner roads. Members note that KCC do state that roads are marked that should not be used but think, if planning is granted, that a condition should be made on the operator to only utilise the main roads to the site and not use the town's inner roads. Operators generally employ contracting firms that would not necessarily follow road signage stating "no HGVs" etc and therefore unless KCC is to marshal all of these roads, it must be made an obligation on the contractor to keep to the proper routes if there is a chance that the operator could lose its licence.

Members also feel that that the proposal would have an adverse effect on the character of the area as well as prejudice the objective of achieving a vibrant mixed use development on Swanscombe Peninsula and is contrary to Policy CS6 of the Planning Authorities adopted Core Strategy.

331/13-14. GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.

The following granted decision notices were noted.

DA/13/01387/FUL	Erection of a single storey rear extension. 44 Trebble Road, Swanscombe.
DA/13/01521/FUL	Erection of a rear conservatory. 7 Portland Place, Greenhithe.
DA/13/00663/FUL	Formation of Secondary means of access/Fastrack to Ingress Park, Greenhithe.
DA/13/01557/FUL	Erection of a single storey side extension and a single storey bay window rear extension. 7 Woodland Way, Greenhithe.

332/13-14. REVISED PLANS APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.

DA/05/00308/OUT	Redevelopment of site comprising a mixed use of up to 950 dwellings & non-residential floorspace for: shopping, food and drink, hotel use; community, health, education & cultural uses; assembly and leisure facilities and associated works to provide the development. Northfleet West Sub Station, Southfleet Road, Swanscombe.
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The revisions being a reduction in the number of houses, removal of business uses, reduction in retail floor space. A new Environmental Statement and a completely fresh set of plans and technical documents have been submitted to form a revised application package.

OBSERVATIONS:

This proposal is next to the development at Eastern Quarry and the Town Council would ask that confirmation is obtained that the same consideration and appropriate provision has been included, in a legal agreement, for any permission to incorporate financial contributions to the Town Council to enable it to promote its community facilities and administration function. The Town Council would respectfully request that the Development Control Board also give due consideration and ensure that the arrangements for the future management and maintenance of all community facilities, including open space within the site, are clear and agreed before any permission is granted.

Members wish to highlight the additional strain this development will place on an already overloaded infrastructure and request that suitable financial contributions be obtained from the developer to deal with this. The Town Council feels strongly that the development must integrate fully with the existing, and proposed, communities and that one way of ensuring that this is enabled would be for the developer to include a linkage into the local Heritage Park.

There being no further business to transact, the Meeting closed at 7.30 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 12 FEBRUARY 2014 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor P J Scanlan
Councillor P M Harman
Councillor P C Harris
Councillor Ms L C Howes (substituting for Councillor Mrs S P Butterfill)
Councillor B R Parry

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor Mrs A R Harvey
Councillor J B Harvey

366/13-14. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' K G Basson (other commitments), Mrs S P Butterfill (DBC meeting), J M Harman (unwell), J Hayes (other commitments) and V Openshaw (other commitments).

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

367/13-14. SUBSTITUTES.

Councillor Ms L C Howes substituted for Councillor Mrs S P Butterfill.

368/13-14. 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.

369/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

370/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 22 JANUARY 2014.

Recommended: The Minutes of the meeting held on 22 January 2014 were confirmed and signed.

371/13-14. PUBLIC CONSULTATION ON THE PRE-SUBMISSION DOCUMENT DRAFT OF THE KENT MINERALS & WASTE LOCAL PLAN.

The Minerals & Waste Planning Policy Manager, Kent County Council (KCC) has advised that the consultation period would run for six weeks from 9am on 31 January to midnight on 16 March 2014. The documents/information could be viewed via the following website: - <http://consult.kent.gov.uk/portal/mwcs/pre-submission> with comments' being able to be submitted at this site as well.

Recommended: To note.

TOWN PLANNING:

372/13-14. APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.

DA/14/00075/FUL

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

37-39 Swanscombe Street, Swanscombe.

OBSERVATIONS:

The original building was a community facility which this application proposes to replace with residential accommodation with no provision for the support of community facilities in the area. The Town Council would urge the planning authority and developer to agree to a donation being made towards community facilities within the area (Manor Park play area is very close to this site).

DA/14/00096/FUL

Erection of a single storey front extension, a side porch and a two storey rear extension.

12 Ivy Villas, Station Road, Greenhithe.

OBSERVATIONS:

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

DA/14/00130/FUL

Erection of a satellite dish on side elevation (retrospective application).

12 Ingress Park Avenue, Greenhithe.

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

DA/14/00137/FUL Demolition of part of boundary wall and erection of 1.5m high gates to create new parking area for property and creation of a vehicular crossover onto B255 incorporating removal of 1 No. Lime tree and 1 No. Sycamore tree within Greenhithe Conservation Area.

The Warren, 29 High Street, Greenhithe.

OBSERVATIONS: The Town Council would seek confirmation that this proposal maintains the ideals of the Greenhithe Conservation Area and would also request that Kent Highway Services confirm that they are satisfied that this proposal will not cause any issues at this location (a "pinch point" on the High Street/Frobisher Way).

The Planning Authority is requested to make provision for the re-instatement of similar trees to the 2 being proposed to be removed.

373/13-14. APPLICATIONS SUBMITTED BY KENT COUNTY COUNCIL FOR MEMBERS' OBSERVATIONS.

KCC/DA/0012/2014 Construction of a new 2 storey detached building accommodating 3 classrooms, hall, changing rooms, toilets, store and plant room. The provision of a parents drop off facility, 8 additional parking spaces and relocation of cycle storage area.

Manor Community Primary School, Keary Road, Swanscombe.

OBSERVATIONS: The Town Council commends Kent County Council thoughts on providing a drop-off facility but in this particular case we feel that what is being proposed is not sufficient for the needs of the school/area. We would suggest that very serious consideration be given to creating a new entrance to the school at the top end of Keary Road (by the flats) which could incorporate a more appropriate drop-off facility.

374/13-14. **GRANTED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

The following granted decision notices were noted.

DA/13/01654/TPO Application to reduce by 3m the three lowest long lateral scaffold branches extending towards the west over neighbouring gardens of Fiddlers Close to clear their rear boundary by 1m, crown thin by 10% and remove deadwood of 1 No. beech tree subject to Tree Preservation Order No.4 1999 within Greenhithe Conservation Area.

Accuba House, 35 High Street, Greenhithe.

DA/13/01639/VCON Change of use of building from Sui Generis Management & Marketing Use to Class B1 (A) Office & Management & Marketing Use (Sui Generis) for a temporary period.

Management Centre (The Observatory), Southfleet Road, Swanscombe.

375/13-14. **REFUSED DECISION NOTICES RECEIVED FROM DARTFORD BOROUGH COUNCIL FOR MEMBERS INFORMATION.**

DA/13/01352/COU Change of use site to provide car wash facility with the provision of a canopy at rear of site for period of three years.

Former St Johns Ambulance Station, Craylands Lane, Swanscombe.

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.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 6 FEBRUARY 2014 at 7.00PM

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

ALSO PRESENT: 1 x member of the public
Graham Blew - Town Clerk
Dan Usher – Senior Groundsman/Gardener

ABSENT: There were none

348/13-14. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Ms L M Hall (family bereavement), J M Harman (unwell), J A Hayes (family bereavement) and P A Read (work commitments).

Members requested that their condolences be passed on to Councillors' Ms L M Hall and J A Hayes at this sad time.

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

349/13-14. SUBSTITUTES.

There were none.

350/13-14. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor K G Basson declared a prejudicial interest in item 7.5 – Recreation Facility Charges 2014 – 2015, as he is Chairman of Swanscombe Tigers FC.

Councillor Ms L C Howes declared a prejudicial interest in item 7.5 – Recreation Facility Charges 2014 – 2015, as she is an allotment holder.

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

351/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members that there had been a break in at one of the containers in Swanscombe Park, on 1 February 2014, with 2 cans of petrol being stolen.

352/13-14. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 28 NOVEMBER 2013.

Recommended: That the Minutes of the Meeting held on 28 November 2013 were approved and signed as a true record.

353/13-14. SENIOR GROUNDSMAN/GARDENER'S REPORT.

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

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

Members were informed that the Tree Conservation Volunteers were scheduled to plant trees around the perimeter of Broomfield Park on 1 April 2014.

Recommended: That the item be note.

354/13-14. SUSPENSION OF STANDING ORDERS.

In accordance with Standing Order 42 Members agreed to suspend Standing Orders for the following item. This was in order to avoid any delay in the possible decision as to whether or not the Town Council would like to offer to purchase the replacement tractor.

Recommended: That, in accordance with Standing Order 42, Standing Orders be suspended for the following item.

355/13-14. POSSIBLE PURCHASE OF REPLACEMENT TRACTOR.

The Town Clerk and Senior Groundsman/Gardener went through the report and details of the tractor and after discussion it was agreed to offer to purchase the replacement tractor as detailed in the report.

Recommended: That the council offer to purchase the replacement tractor with the finances being vired/allocated as detailed in the report.

356/13-14. GANG MOWING.

The Town Clerk ran through the actions taken to ensure the continuation of the gang mowing of the open spaces.

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

357/13-14. EMERGENCY TREE WORKS AT SWANSCOMBE PARK.

Members considered the report detailing the damage encountered during the storm on 23/24 December 2013 and thanked the Town Clerk and the Senior Groundsman/Gardener for the manner in which this had been dealt with.

Recommended:

- 1 That the actions taken by the Town Clerk in dealing with this matter be endorsed.
- 2 That the virement, to undertake these works, as contained in the report, be agreed.

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

358/13-14. VICE-CHAIRMAN COUNCILLOR P M HARMAN IN THE CHAIR.

359/13-14. RECREATION FACILITY CHARGES 2014 – 2015.

Members discussed the proposed charges contained in the report and it was agreed that the council needed to keep this matter under constant review and, if required, re-visit it during the forthcoming year.

Recommended: That the proposed increases for 2014 – 2015, as detailed, be approved.

360/13-14. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) – LEISURE CENTRE UPDATE.

Members were pleased to receive the information confirming that the Leisure Centre had improved its "digital energy certification (DEC) grading from 39(B) to 60(C).

Recommended: That the item be noted.

361/13-14. COUNTRYSIDE AND RIGHTS OF WAY ACT 2000 (CROW) – SECTION 13 DEDICATION – SWANSCOMBE SKULL SITE NATIONAL NATURE RESERVE (NNR).

Members were informed of Natural England's wish to dedicate the Swanscombe Skull Site NNR under Section 13 of the Countryside and Rights of Way Act 2000.

Recommended: That Natural Englands application for the dedication of the Swanscombe Skull Site NNR under Section 13 of the Countryside and Rights of Way Act is agreed.

362/13-14. CHILDRENS SUMMER ENTERTAINMENT – 2014.

Members were pleased to hear that the Town Clerk had successfully obtained additional funding through the Kent County Council Member Community Engagement Grant Scheme 2013/2014.

Members considered the 3 "packages" of entertainment proposed and after discussion it was agreed:

Recommended: That Option 1 be selected for the Summer Entertainment 2014.

363/13-14. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read and seconded by Councillor Mrs A R Harvey ;

RESOLVED:

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

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

364/13-14. SECURITY MEASURES AT SWANSCOMBE PARK / INSURANCE CLAIM 27130000473.

Members discussed the report and considered the options contained in the quotation.

Recommended:

- 1 That the current situation with the insurance claim be noted.
- 2 That the options highlighted in the quotations be selected.

365/13-14. COMMUNITY CAFÉ – UPDATE/REVIEW.

Members discussed the report and considered the options available.

Recommended:

- 1 That a review of how the Community Café is currently operated be undertaken.

- 2 That a Working Group be established to undertake the above review and that this be made up of Councillors' P M Harman, Ms L C Howes, B E Read and P J Scanlan.
- 3 That, once completed, the Working Group findings be reported back to the Recreation, Leisure & Amenities Committee for consideration.

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 FINANCE & GENERAL PURPOSES COMMITTEE held at
THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 16 JANUARY 2014
AT 7.00PM

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

ALSO PRESENT: 3 x members of the public
Graham Blew – Town Clerk
Sara Stapleton – Responsible Financial Officer (RFO)

ABSENT: There were none

307/13-14. APOLOGIES FOR ABSENCE.

An apology for absence was submitted and accepted on behalf of Councillor Mrs A R Harvey (unwell).

308/13-14. SUBSTITUTES.

Councillor P M Harman substituted for Councillor Mrs A R Harvey.

309/13-14. 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.

310/13-14. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

The Town Clerk advised members that he had attended a meeting of the Borough and Parish Councils Forum on 14 January 2014 where the Leader of Dartford Borough Council had confirmed that Dartford Borough Council would be passing the full amount of Local Council Tax Support Grant, it received from Central Government, to the parish councils.

311/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2013.

Recommended: The Minutes of the meeting held on 7 November 2013 were confirmed and signed as a true record.

312/13-14. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

Members were provided with details of all receipts and payments for authorisation for October, November and December 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 October, November and December 2013, as per the annexed list, be approved.

313/13-14. SUMMARY OF ACCOUNTS.

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

Recommended: That the details of the Summary of Accounts, balanced to 31 December 2013 be noted.

314/13-14. ANNUAL ESTIMATES 2014 - 2015.

The Chairman introduced the report and advised members that the number of properties paying council tax within Swanscombe and Greenhithe had been reduced from approximately 6000 to 4420 which obviously had a negative impact on the amount of money received by the Town Council.

In response to members enquiries the RFO detailed why the 2 additional items/amounts contained in the report had been included.

Members agreed that a lot of work had gone into producing the estimates and that this was a credit to the officers' of the council as well as the Financial Risk Assessment Working Group.

After discussion members unanimously agreed to approve the Annual Estimates for 2014 – 2015, as detailed, and to submit these to full Council for endorsement.

Recommended: That the proposed Annual Estimates for 2014 – 2015, be submitted to full council for approval.

315/13-14. **RATING APPEAL – NATIONAL NON DOMESTIC RATES – UPDATE.**

Members considered the letter advising that the start date of negotiations was 19 December 2013 with a target date for settlement of 25 February 2014. This issue had originally been reported to the 17 March 2011 Finance and General Purposes Committee).

Recommended: That the item be noted.

There being no further business, the Meeting closed at 7.25 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 WEDNESDAY 18 DECEMBER 2013 at 1.00PM.

PRESENT: Councillor Ms L M Cross (Chairman)
Councillor V Openshaw
Councillor B E Read
Councillor P J Scanlan
Vacant position

ABSENT: There were none

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

268/13-14 APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' P J Harman (work commitments) and Mrs I A Read.

269/13-14. 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.

270/13-14. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

271/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 NOVEMBER 2013.

Recommended: That the minutes from the meeting held on 5 November 2013 be confirmed and signed.

272/13-14. 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.

273/13-14. **RESPONSIBLE FINANCIAL OFFICER (RFO) – RESIGNATION.**

The RFO had submitted a letter of resignation, dated 3 December 2013 and giving a last day of service of 31 March 2014. The letter also contained a request for the council to consider the possibility of reducing her role to that of purely RFO (only covering payroll, accounts and the budget setting process) with no other additional responsibilities (removing the special projects responsibilities from her current role) and reducing her hours of work to 2 days per week (9am to 3pm / 12 hours).

After discussion members agreed:

1. For the RFO to reduce her hours to no less than 2 days per week (9am to 3pm / 12 hours) Wednesday and Thursdays with this being flexible to ensure "peak" workloads are able to be accommodated.
2. The RFO salary to remain the same as currently (pro-rata).
3. The RFO to report to the Town Clerk rather than directly to the Town Council.
4. The notice period for the RFO to be increased from 6 weeks to 3 months.
5. That part of the RFO role be to ensure that the Admin Assistants were trained to be able to carry out the payroll and accounting processes.

The above to commence from 1 April 2014.

6. That employee 51 be permitted to increase her work pattern to include Wednesdays (9am – 3pm) whilst learning the payroll and accounting processes.

The Town Clerk re-iterated that the problems already encountered covering the office during school holiday periods would be increased and that it would not always be possible to have the council offices open during these periods.

Recommended:

1. For the RFO to reduce her hours to no less than 2 days per week (9am to 3pm / 12 hours) Wednesday and Thursdays with this being flexible to ensure "peak" workloads are able to be accommodated.
2. The RFO wages to remain the same as currently (pro-rata).
3. The RFO to report to the Town Clerk rather than directly to the Town Council.
4. The notice period for the RFO to be increased from 6 weeks to 3 months.
5. That part of the RFO role be to ensure that the Admin Assistants were trained to be able to carry out the payroll and accounting processes.

The above to commence from 1 April 2014.

6. That employee 51 be permitted to come in on Wednesdays (9am – 3pm) whilst learning the payroll and accounting processes.

There being no further business, the Meeting closed at 2.05pm.

Signed: _____ Date: _____
(CHAIRMAN)

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MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE
held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 29
JANUARY 2014 at 7.00 PM

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

ALSO PRESENT: Sara Stapleton, Responsible Financial Officer (RFO)
Sgt Sarah Tyler, Kent Police
PC Robert Payne, Beat Officer for Swanscombe, Greenhithe,
Stone and Castle Wards
PC Christopher Bishop, ASB Officer, Kent Police
Steve Taylor, KCC Community Warden Supervisor
Kim Hill, KCC Community Warden
Matt Roberts, Community Safety Unit, Dartford Borough
Council
Colin Newmarch, Community Safety Unit, Dartford Borough
Council
David Edie, Housing, Dartford Borough Council
1 x member of the public

ABSENT: None.

333/13-14. APOLOGIES FOR ABSENCE.

An apology for absence was received and accepted from Councillor Ms L C Howes (holiday).

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

334/13-14. SUBSTITUTES.

Councillor P A Read substituted for Councillor Ms L C Howes.

335/13-14. 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.

336/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

337/13-14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2013.

Recommended: The Minutes of the Meeting held on 18 September 2013 were confirmed and signed as a true record.

338/13-14. NEW KENT COUNTY COUNCIL (KCC) WARDEN FOR SWANSCOMBE

The Town Clerk had been contacted by the Supervisor of the Dartford team of KCC Community Wardens, Steve Taylor, who advised that two new wardens were being recruited for the Dartford and Gravesham District, one of which, he would like to appoint to the Swanscombe area. The new warden would need a base which provided access to a toilet, a refreshment area, a report writing area and ideally computer access. He confirmed that KCC would not provide any funds for the base and therefore it would have to be free of charge. The Town Clerk requested that members consider the warden being provided with access to the former Dartford Borough Council Cash Office located on the ground floor in the town council's offices. It was a secure unit that provided the facilities required, apart from computer access.

Members discussed the possibility of the former use of the cash office in greater detail and agreed to recommend to full council that the former cash office be considered as a suitable base for the new warden. The RFO made all present aware that the facility would only be available for use during agreed time periods and she would need to discuss with the council's IT contractor whether it would be possible to connect to the council's internet, if the warden had his own computer, as the council would not be able to provide computer facilities.

Recommended: That the sub-committee recommend to full council that the former Dartford Borough Council cash office be made available for use free of charge by the new KCC community warden, if appropriate.

339/13-14. KENT COUNTY COUNCIL (KCC) COMMUNITY WARDEN'S (SWANSCOMBE AND GREENHITHE) REPORT.

Kim Hill advised members that there were still parking issues around Manor School, which were starting to get out of hand, with resident's coming out of their homes and arguing with the vehicle drivers. Colin Newmarch informed members that Dartford Borough Council (DBC) was currently investigating how to address this problem and Matt Roberts also confirmed that the Community Safety Partnership were also looking at a potential scheme.

Kim Hill also advised that there were issues with underage drinking in Trebble Road.

Recommended: That the report be noted.

340/13-14. **BEAT OFFICER AND POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.**

The Police Officer's present introduced themselves to members. Sergeant Sarah Tyler confirmed the policing team for the Swanscombe and Greenhithe area and was confident that the team would remain stable following the latest restructure. The Police have reinstated Beat Officers with Robert Payne being the Beat Officer for Swanscombe, Greenhithe, Stone and Castle wards. The area still had two PCSO's and PC Tyler was hoping for a further PCSO to be recruited. It was recognised by all present that there needed to be greater input into information sharing and the police advised that they would be visiting the council offices on a regular basis; it was their aim to rebuild relationships again. Members were encouraged to feed any issues to the council's office so that these could be fed back through to the police. Councillor P C Harris advised that another good source of communication was through the local neighbourhood watch groups and Sgt Taylor confirmed that she would be keen to make contact with the groups.

Discussions took place on the types of crimes in the area at the present time and PC Bishop confirmed that the statistical figures for burglaries and anti-social behaviour were quite high. Progress was being made with the longstanding motorbike issues on the Southfleet Road.

The Anti-Social Behaviour Police Officer advised members that, compared to last year, the incidents of nuisance vehicles, burglaries (apart from dwellings) and violence against another person had increased substantially in Swanscombe rather than Greenhithe. An operation was being planned for the area to try and redress these issues.

Recommended: That the Police Officer's be thanked for attending the meeting and the report noted..

341/13-14. **TOWN COUNCIL'S INCIDENT LOG.**

Members were provided with a copy of the incidents reported to the Town Council since the last meeting. Members were reminded that the Town Council should be made aware of any incidents reported to the police, in order for them to be added to the incident log. The RFO advised that the incident log should be emailed monthly to the CSU at DBC and also to the Police.

Recommended: That the incident log be noted.

342/13-14. **ANTI-SOCIAL BEHAVIOUR VIA DARTFORD HOUSING SERVICES (DBH).**

David Edie advised members that the new Senior Housing Officer was settling into his role well. In terms of cases, the problems were similar as advised previously. He confirmed that new ASB legislation was going through Parliament which would improve the powers that the council were able to use. The Housing Department was currently looking at new software for reporting and linking these reports into the CSU. Councillor B E Read mentioned problems with parking on verges and although it was appreciated that this fell under the responsibility of KCC, David Edie would liaise with Councillor B E Read where it was occurring on housing land.

Councillor P M Harman advised that KCC policy on verges damaged by vehicles parking on them was that, for a nominal fee, when KCC had to repair the verges, they would install a crossover.

Recommended: That the report be noted and that the Housing Officer be thanked for attending the meeting.

343/13-14. DARTFORD BOROUGH COUNCIL (DBC) – MULTI AGENCY MEETINGS.

Councillor Mrs S P Butterfill reiterated the report that she gave to members at the full Council meeting in December and informed that she was visited by PC Paul Squires and Robert Bains and was given an in-depth report into policing in Swanscombe and Greenhithe. Matt Roberts advised that there is a decrease in ASB within the borough as a whole of 17.2%.

Recommended: That the item be noted.

344/13-14. SWANSCOMBE SHOP SAFE SCHEME.

Matt Roberts advised members that the Shop Safe Scheme worked well within Dartford Town Centre but not in other locations. The scheme in Swanscombe had its limitations and had only worked for a short period of time. The report that was provided to members contained options for CCTV in the High Street and was not the Shop Safe Scheme. The RFO asked for clarification, as members of the Council were of the impression that discussions were still ongoing with DBC for the re-implementation of the original Shop Safe Scheme. Matt Roberts confirmed that the Shop Safe Scheme was not operational and that the report provided was for CCTV only.

Discussion took place on the four options that were provided and it appeared that option 3 was the most suitable (option 3 being a rapid deployable camera with a pan, tilt and zoom facility). If the Town Council wished to pursue the matter of CCTV in the High Street, Swanscombe then Dartford Borough Council would part fund the system (50%). Matt Roberts also confirmed that the CCTV came with a 2 year air time agreement, which the Town Council would have to pay for once the agreement expired.

Recommended: That the report provided by DBC on the four options available for CCTV in the High Street, including a full cost breakdown and future maintenance charges be referred to the full council for consideration.

345/13-14. MOTORCYCLE NUISANCE – SWANSCOMBE HERITAGE PARK.

Beat Officer Robert Payne confirmed that he had had some good successes with nuisance motorcycles at the Heritage Park and because of this, he was no longer receiving the same number of reports of motorcycles being in the Park. He continued to encourage the public to report any incidents to him for action.

Recommended: That the item be noted.

346/13-14. **CORRESPONDENCE.**

The agenda papers included copies of the following documents/information:

- Email correspondence between Councillor P M Harman and a local resident regarding road signage issues and speeding in Ingress Park.

Councillor P M Harman advised members that his KCC Highway Fund was being utilised to install lane markings at road signs at the Greenhithe Train Station roundabout to show how traffic should flow around this roundabout. With regard to the issue of speeding on Ingress Park Avenue, there had been a speed check carried out which showed that the average speed cars travelled on Ingress Park Avenue was between 25-27 mph and although it was noted that this was not in excess of the speed limit, it was still felt to be an unsuitable speed for the type of road. Councillor P M Harman advised that consideration was being given to reducing the speed limit to 20 mph for the whole of the estate and that this would be going out to consultation with the residents. A speed cushion would also be installed at the junction with Watermans Way. There was still a problem with cars driving down the bus lane illegally from Ingress Park Avenue towards the railway station. Vehicle priorities will be changed which should prevent this problem from occurring in the future. Councillor P M Harman also advised that the bus stops needed to be moved so that they stopped at the end of the bus lane and that he hoped to fund the works out of his Highways Fund budget.

Councillor P M Harman then discussed the possibility of introducing "Speed Watch". There were currently 80 groups in Kent. The council buys the equipment which is a portable speed gun and members of the public are trained and form a speed watch group. The volunteers are trained free of charge by the police and the police also undertake all the appropriate risk assessments. Vehicles travelling over 50% of the speed limit, or vehicles that have been recorded twice are automatically sent letters from KCC. Councillor P M Harman was hopeful that the cost of the equipment could be funded by a contribution from all the KCC members for Dartford and a camera could be purchased to be used throughout the borough. Councillor P M Harman requested that all members canvas local residents and community groups to try and recruit volunteers.

Recommended: That the item be noted.

347/13-14. **DATE OF THE NEXT MEETING.**

Recommended: That the next meeting be held on Wednesday 23 April 2014 at 7.00pm, unless there was a requirement to call a meeting earlier and that the RFO, when dispatching the agendas to the outside representatives, also asks them to confirm their attendance.

There being no further business to transact the Meeting closed at 8.45 pm.

Signed _____
Chairman Date

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EXTRACT OF
MINUTES

TOWN COUNCIL
19 DECEMBER 2013

TK 27/2/14

303/13-14. CASUAL VACANCY – CO-OPTION.

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

Subsequently (minute 174/13-14) an invitation for written Expressions of Interest had been displayed on the council notice boards, website etc. with a deadline for responses of 6 December 2013. No expressions of interest had been received.

RESOLVED:

That this item remains on the agenda for the next full council meeting.

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Graham Blew

From: Linda Manchester [lindamanch@swanscombeandgreenhithetowncouncil.gov.uk]
Sent: 10 January 2014 13:56
To: Graham Blew
Subject: Re: Reply: Vacancy Town Council



Dear Graham

My CV in relation to the vacancy on the Town Council is as follows

I have been a Southwark Councillor for 19 and a half years 17 of which was as a Liberal Democrat but in July 2012 I withdrew from the Party Whip and resigned my membership of the Liberal Democrat Party having become disillusioned with their Policies and Leadership

During my time as a Councillor I have been

Executive Member for Community Safety which encompassed Policing, Community Wardens, Licensing, Anti Social Behaviour, Enforcement, Emergency Planning, Trading Standards, Noise Nuisance, and CCTV.

Chair of a Licensing

Chair of Housing (Council properties at that time being 55,000 properties)

Chair of DAC

Committee member of Planning, Licensing, Housing, Adoption and Fostering

Since becoming a Councillor I have for the last 20 years held monthly surgeries in my Ward.

I am retired so am in the position of being able to fully commit to the role

I have lived at the following address since April 2012

Linda Manchester
Liverymen Walk
Ingress Park
Greenhithe
DA9

Sent from my iPad



> On 8 Jan 2014, at 16:41, "Graham Blew"
<graham.blew@swanscombeandgreenhithetowncouncil.gov.uk> wrote:
>
> Dear Linda
>
> Thank you for taking the time to contact the Town Council, it is very
> much appreciated.
>
> Could you please see the following and respond accordingly.
>

- > A notice of vacancy was recently advertised, providing electors from
- > the Galley Hill Ward with 14 days to write to request a by-election be
- > held to fill the vacancies. No such requests were forthcoming,
- > entitling the Town Council to now fill the vacancy by co-option.
- >
- > Written expressions of interest are now invited from local residents
- > who wish to be considered as a prospective Town Councillor to fill the
- > vacancy for the Galley Hill Ward. The role of a Town Councillor is
- > very varied and interesting and hugely rewarding given the size,
- > strategic position and importance of the Town.
- >
- > To be eligible as a Town Councillor you have to be:
- >
- > A British, Commonwealth, or European Union citizen; over 18 and on the
- > Electoral Register. In addition you must have lived, worked or
- > occupied as owner or tenant any land or other premises in, or within
- > three miles of, the parish for at least the previous 12 months.
- >
- > Statements should outline the skills, experience, commitment and
- > knowledge that individuals would bring to the council to benefit the
- > community of Swanscombe and Greenhithe Town.
- >
- > Yours sincerely,

> Graham Blew
> Town Clerk

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

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> not those of The Swanscombe and Greenhithe Town Council.

> -----Original Message-----

> From: Linda Manchester [mailto:lindamancher@swanscombeandgreenhithe.org.uk]
> Sent: 08 January 2014 16:35
> To: Graham Blew
> Subject: Vacancy Town Council

> Dear Graham

> I would like to put in writing that I be considered for the vacant
> position of Town Councillor.

> I have been a Councillor with Southwark for the last 19 and a half

> years, but since July 2012 I no longer took the Liberal Democrat Whip
> and resigned from the Liberal Democrat Party. I did this because I
> feel very strongly about local politics remaining local, and that it
> should not be dictated by the National Political scene. I found that
> I could no longer support their policies! which changed drastically
> following the change of the Party Leadership and then the National
> coalition with the Conservative Party.

>
> I feel that as a Councillor I could make a positive contribution to
> both the Town Council and also to the Swanscombe & Greenhithe
> Residents Association. I understand that the Town Council would like
> to fill the Councillor vacancy by co-option, and I would like to be
> considered

>
>
>

> Yours sincerely

>
> Linda Manchester
> 📍 Liverymen Walk
> Ingress Park
> Greenhithe
> DA9
> 📞
> 01322 📞

>
>
>

> Sent from my iPad

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From: Steve Doran [mailto:stevedoran@██████████]
Sent: 13 January 2014 16:57
To: Graham Blew
Subject: Re: Reply : Expression of Interest



Dear Mr Blew,

I am writing to express an interest in being co-opted onto the Swanscombe and Greenhithe Town Council.

I was recently elected as a Borough Councillor for Swanscombe, and during the campaign our election team knocked on every single door in the town. I spoke to constituents in a range of circumstances, on every possible issue, and as a result I feel I've gained deeper insight into the problems and opportunities in the area. Further, if I were to be co-opted onto the town council, I would be able to communicate the details of anything I was doing with the Borough Council, and I would be able to communicate the needs and concerns of the Town Council to Dartford Council as well.

I am a committed and hard working person, and I'm determined to do the best I can for Swanscombe. I believe being co-opted to the Town Council would better allow me to do this, and I believe I can bring something to the Town Council as well.

I look forward to hearing from you,

Steve



Alex Harvey LLB
● Manor Road
Swanscombe
Kent
DA10 [REDACTED]

To whom it may concern.

This is my letter of interest to become a member of Swanscombe Council.

I have been a resident of Swanscombe all my life and have played an active part in Swanscombe for most of that. I was both schooled and raised in Swanscombe and know the issues and problems that Swanscombe residents have, in particular, that of the younger generation, who I feel are not represented well at any level.

Before you can make an informed decision on whether I am suitable you need to know a little bit about my professional and academic history.

After my secondary education, where I achieved some good A Level and GCSE results I went to study law at Queen Mary, University of London. After 3 years of studying the academic side of law I went to the College of Law, Moorgate for a year to do my LPC where I practiced the vocational side of the profession with special emphasis on Intellectual Property Law. Upon completing this I went to work in the city as an IP Lawyer, which I still do to this day. I am hard working, grounded, dedicated individual who takes pride in what I do and I want to make a success of everything I become involved in. I am eager to become more involved in local politics and for this opportunity to come up somewhere I have lived and grown up my whole life, and somewhere I genuinely want to make better makes that opportunity even more exciting. I feel I have the right grounding and right experience to make a valuable contribution to your team and I look forward to your response.

Yours sincerely,

Alex

AGENDA ITEM

7

From: Lorna [mailto:lorna.kahan@nwkv.com] [REDACTED]
Sent: 10 February 2014 11:04
To: Graham Blew; Lorna
Subject: RE: NWKVC
Importance: High

T/C 27/2/14

Dear Graham,

I have found out the answer to your question below. I quote from our Constitution.

'Voluntary and statutory organisations in membership may appoint deputies (without the power to vote) for their elected representatives who are unable to attend any particular meeting of the Committee. Statutory funders may appoint trustees to the Committee. Such trustees may or may not be elected councillors'.

In other words if you wish just to send a representative who is not a trustee then that person would non voting. If they wish to vote on any matters of the organisation they will need to be a trustee.

Many statutory funders appoint trustees to the organization so that they can report on how the funding is being used.

A further sub clause in our Constitution also states about when a trustee ceases to hold office:

'is absent without permission of the Trustees from all their meetings held within six consecutive months and the Trustees resolve that his or her office be vacated'.

Obviously should you wish to appoint a representative or trustees from the Town Council we would expect that person would be active on the board giving their gifts, skills and experience for the benefit of the organization.

I hope that this is helpful to you.

Regards
Lorna Kahan

NWK Volunteers.

From: Lorna [mailto:lorna.kahan@nwkvk.org.uk]
Sent: 06 February 2014 18:07
To: Graham Blew
Subject: NWKVC

Dear Graham,
David Coates forwarded your email to me as I was elected Chair of the NWKVC at the AGM last June.

Our Trustees meeting are held on the 2nd Wednesday morning from 10am-12noon bi-monthly. Our next meetings are: 12th March, 14th May, AGM 10th June, 9th July, 10th September, 12th November.

The meetings are held at the Volunteer Centre offices at The Basement, Unit 2 Endeavour House, Twisleton Court, Priory Hill Dartford, Kent DA1 2EN.

At a recent Trustee Training course we were shown the roles and responsibilities of trustees and want to encourage our trustees to bring their gifts, skills and talents and experience to the board of the organization. I do appreciate that the role is voluntary and that there are demands on time and commitment to councillors.

Hopefully that has helped if you need any more information please contact me.

Kind regards
Lorna Kahan

AGENDA ITEM

8

T/C 27/2/14 from ASB 29/1/14

By: Matt Roberts, Community Safety & Dartford Turnaround Project Manager
To: Swanscombe & Greenhithe Town Council
Subject: Proposals for CCTV in Swanscombe High Street

Recommendations

That consideration be given to the three options provided and a decision ...

1. Background and discussion

- 1.1 In 2008 four fixed site, static view CCTV cameras (cameras that cannot be moved remotely) were installed on to street lighting columns along Swanscombe High Street. These cameras were introduced as part of an attempt to salvage the failing Swanscombe 'Walkie Talkie' scheme (introduced in 2007 by the Swanscombe Regeneration Co-ordinator) whilst assimilating the radios with the Dartford Town Against Crime (DTAC) business crime reduction partnership's network. Unfortunately even with the added value of being part of DTAC, the radios weren't utilised by local businesses leaving the CCTV in place as a standalone system.
- 1.2 Due to the high cost involved in doing so the four cameras installed were not linked to Dartford Council's CCTV network. Instead they recorded images on to a digital video recorder (DVR) with a remote access link supplied over the internet to enable images to be viewed and downloaded at a computer in the Dartford Civic Centre.
- 1.3 The DVR and telemetry equipment were installed in the Kent Fire & Rescue station as both a 'place of safety' where the equipment would not be tampered with and because the radio mast in the station yard was high enough to place the equipment needed to receive the video signal from the four cameras without it being interrupted by buildings etc.
- 1.4 The system was funded by contributions from Dartford Community Safety Partnership and funding from the 'Urban' funding scheme. However there was no funding provided to cover the on costs of any maintenance or repairs.

(Dartford & Gravesham CSP £8,110 + Urban (ERDF) £8,110 = £16,220)

2. Current situation

- 2.1 Over the years weathering has taken its toll on the equipment, as no maintenance agreement was in place when a fault did occur it prompted a full investigation into the system which found that a number of issues needed to be resolved, parts replaced and faults fixed.
- 2.2 Work undertaken in early 2013 by Kent Highway Services to replace the street lighting in the High Street meant that all of the cameras, transmitters and mounts had to be removed from the street lights. This provided an opportunity for the entire system to be taken away and fault tested to show exactly what was needed to make the system operational again.
- 2.3 Faults found during this testing included failure of key items of telemetry equipment which need to be replaced along with the mounts and certain camera parts.

- 2.4 We have received a quote from the contractor who installed the system, Smye-Rumsby, that covers the cost making good the equipment, reinstalling the cameras and the installation and setup of the DVR and internet link at a new location. This quote is included as Appendix One of this report.

3 Available technology

- 3.1 The camera and telemetry technology used at the time was chosen due to financial constraints which limited the type and quality of the equipment it was possible to use. In order to make a sound decision we should consider what type of equipment is available today and compare the costs and benefits of each as there have been advances in technology which should be considered
- 3.2 To make this as simple as possible this report presents the available technology as four options and weights the pros and cons of each. Section 4 of this report contains a summary that just outlines costs for each option. Please be aware that these are current at the time this report was written.
- 3.3 **Option One:** Smye-Rumsby reinstalls the original cameras, repairing and replacing the parts necessary to make the system operational and bring it back up to working order.
- 3.3.1 This will provide four cameras that will cover the greatest amount of the high street, increasing the chance that an offender will be picked up by one or more of the cameras.
- 3.3.2 However each camera will only show a static image, this means that while the likelihood of capturing an image of an offender increases due to the number of cameras, the fixed field of view greatly reduces the chances of that image clearly showing the face of an offender for identification purposes. A description of their clothing and the route taken away from the scene would be the most likely outcome.
- 3.3.3 The original telemetry equipment is analogue meaning that a direct line of sight is required between the four cameras and the location of the receivers and the DVR. Given the length of the High Street there is a chance that the camera furthest away towards the railway station will not give a clear image on some occasions.
- 3.3.4 As before recorded images could be viewed via an internet link using a PC with the correct software. This means that a number of people could be given access, such as our CCTV control room and the DTAC Intel Coordinator. While in theory it may be possible for images to be viewed in real time to watch an offence in progress, in practice fast notification that an incident taking place would be needed and as there is no shopsafe radio network in place this is not likely to be possible. Plus the limitations of the technology being used need to be taken into account and a delay added.
- 3.3.5 Ongoing costs for this option will need to be looked into separately but should include the cost of a maintenance agreement so that the system is maintained properly to avoid the current problems arising again in the future. It may also need to cover the cost of a broadband internet connect at the site that will house the telemetry and DVR equipment.
- 3.4 **Option Two:** This is basically the same as option one but includes a digital telemetry system that means a direct line of sight is no longer needed, overcoming the possible issues in getting a video signal back from the furthest camera location.
- 3.5 **Option Three:** Rapid Deployable CCTV.

- 3.5.1 For the last five years the CSU has been making very effective use of rapid deployable CCTV cameras to tackle anti-social behaviour issues. These are CCTV cameras that can be installed onto a suitable street lighting column, one that is structurally capable of taking the weight of the camera and is high enough so that the camera can be fitted out of harm's way to prevent it being attacked. This means that the cameras can be moved around to address the changing needs of an area rather than being permanent after installation. A CCTV camera will often act as a deterrent moving a problem to a new location, a rapid deployable camera can be moved to follow the problem should it be necessary and assuming that a suitable lamp column can be found.
- 3.5.2 This type of camera uses a Pan, Tilt, Zoom (PTZ) lens that can cover a wider field of view than a static camera. The camera can be moved and focused on things close by or in the distance, they can also be set to 'tour' between areas over a set time, reducing the number of cameras needed to cover an area. A downside being that the camera maybe pointing in the wrong direction when an incident takes place, an element of luck comes into play. Also if someone is close enough they can see where the camera is pointing and time their movements around the pattern of the cameras tour. But this does not take into account the focal range of the camera, meaning what the camera is actually pointed at might be different to what it is focused on so it might still capture said offender.
- 3.5.3 The camera records images onto a DVR built into the camera itself. Remote viewing of both live and recorded images is possible using 3G and now 4G phone networks rather than by a fixed internet connection in the traditional sense, i.e. when the camera moves you don't have to move the internet connection with it. Our CCTV control room is able to remotely access the cameras we have in operation, although quick notification of an offence is still needed to really have a chance of catching someone in the act so to speak. The best option is to 'dial up' the camera around times when you know crime or ASB is likely to take place.
- 3.5.4 4G is an improvement over 3G in terms of image quality when being viewed remotely but there are technical limitations and the image is of a lower quality when compared to a fibre optic camera. The recordings taken directly from the DVR in the camera are of a very high quality however and can be downloaded via a wi-fi connection at the site of the camera should they be needed for identification purposes but this does create a staff issue in getting someone to drive out to the camera and download said footage if an hour or more is required.
- 3.5.5 The ongoing costs for this will include the 'air time' contract to cover the 4G and maintenance of the camera. The purchase cost of the camera includes two years of air time and maintenance, after which there will be an additional cost.
- 3.6 **Option Four:** Fixed Site 'Town Centre' type CCTV Camera.
- 3.6.1 This is the type of camera used in the Town Centre and is the more traditional type of camera system in use to cover busy public spaces. Cameras are connected by fibre optic cables to the CCTV control room, images are viewed live and recorded in the control room rather than by a DVR on site. The fibre means that the a much larger amount of data is set from the camera to the screen an operation can look at when compared to the other options and is the preferred standard when it comes to finding, tracking an offender and getting a shot that allows for a facial identification to be made. But this comes at a high cost.
- 3.6.2 There are also significant ongoing costs to cover the manned operation to view and the cost of the fibre connection.

4 Summary of options to consider

- 4.1 **Option One:** Repair and reinstall the original CCTV system at a cost of **£10,187**. (see appendix one).
- 4.2 **Option Two:** Replace the original system with upgrades to the telemetry and camera system at a cost of **£14,103** (see appendix two).
- 4.3 **Option Three:** Purchase a new WCCTV Heavy-Duty Dome, PTZ, rapid deployable camera. **£8,999.99** (see appendix three).
- 4.4 **Option Four:** Install a PTZ CCTV camera with fibre optic link to the Dartford CCTV control room. Circa **£25k** (appendix four to follow) with approx. £500 per quarter to cover the fibre line rental.

Matt Roberts

From: Philip Smye-Rumsby <pesr@smye-rumsby.co.uk>
Sent: 23 January 2013 19:43
To: Lewis Kirnon; Matt Roberts
Cc: Mick Wells
Subject: Cameras

Dear Lewis and Matt,

I have re-worked the figures for the reinstallation of the cameras and please find the following costs:

Removal and checking of equipment, this being as a result of finding the receivers having failed, and the requirement to remove the equipment because of the replacement of the lamp posts. £1166
These are the costs to date and include the cost of the lift platform.

The following are the additions if you wish us to proceed.
To make good the existing equipment to a serviceable state, galvanize the mounts; reinstall the equipment on the new lamp posts including setting up the internet café recording. £9021
This includes the work that was going to be carried out to get the signals back to the internet café and the cost of the platform.

If you have any questions please contact me.

Regards
Philip

Philip Smye-Rumsby
Managing Director
+441304201187



Smye-Rumsby Ltd
123 Snargate Street
Dover, Kent
CT17 9AP
Reg No: 624430
VAT No: GB 378 0341 47
Freephone: 0800 975 6444

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123 Snargate Street
Dover
Kent
CT17 9AP

Tel: 01304 201187
Fax: 01304 240135
E-Mail: info@smye-rumsby.co.uk
Web Site: www.smye-rumsby.co.uk

Customer:	Job Site:	Our Ref:	228061
DARTFORD BOROUGH COUNCIL CIVIC CENTRE HOME GARDENS DARTFORD KENT DA1 1DR	DARTFORD AGAINST CRIME ORCHARD SHOPPING CENTRE HIGH STREET DARTFORD KENT DA1 1DN	Your Ref:	Swanscombe Digital Rev E
		Printed:	23/01/2013
		Page:	1 of 2

Dear Lewis and Matt,

I sent this quote to Matt last February, and other than some minor price increases is still valid.

The following quotation would be to supply and install a full digital network camera system at Swanscombe. I know at the time it was a non-starter because of the costs, we can offer the option below as an alternative.

The intention would be to re-use the mountings from the old system.

This will mean replacing all of the equipment plus the move to the internet café.

Being networked only one receiver will be required.

The camera equipment is JVC and the link equipment Motorola.

I discussed the possibility of purchase maintenance on this equipment, and have calculated a cost of £717 per month over two years with an option to continue the maintenance with us or someone of your own choosing after this period.

If you have any questions please contact me.

Regards
Philip

PartNo	Description	Quantity	Unit	Total Price
Q0050	ACCESS POINT 5780AP	1	£2,450.00	£2,450.00
Q0123	PSU 56V SGP40760MM	1	£561.00	£561.00
Q0124	SUBSCRIBER MODULE 5790SM4	4	£355.00	£1,420.00
Q0125	PSU 12V ACPSSW-093	4	£48.00	£192.00
M29941	VDR JVC 9 CHANNEL	1	£2,643.00	£2,643.00
M20273	CAMERA JVC DOME VN-X235U	4	£682.84	£2,731.36
Q0126	PSU 24VAC 3A	4	£89.00	£356.00
384319	POLE SCAFFOLD DURALUMIN (4.5mmWall,48.5mm OD)	1	£50.00	£50.00
Z001	INSTALLATION MATERIALS	1	£500.00	£500.00
Z002	LABOUR DAY RATE	10	£320.00	£3,200.00
Total Quotation Value:				£14,103.36



Communications and Marine Electronics

Our Ref: 228061

Your Ref: Swanscombe Digital Rev E

123 Snargate Street
 Dover
 Kent
 CT17 9AP

Tel: 01304 201187
 Fax: 01304 240135
 E-Mail: info@smye-rumsby.co.uk
 Web Site: www.smye-rumsby.co.uk

Customer:

Job Site:

DARTFORD BOROUGH COUNCIL CIVIC CENTRE HOME GARDENS DARTFORD KENT DA1 1DR	DARTFORD AGAINST CRIME ORCHARD SHOPPING CENTRE HIGH STREET DARTFORD KENT DA1 1DN	Our Ref:	228061
		Your Ref:	Swanscombe Digital Rev E
		Printed:	23/01/2013
		Page:	2 of 2

- 1.Prices quoted do not include VAT, which is chargeable at the appropriate rate.
- 2.Prices quoted do not include carriage unless stated above in writing
- 3.This quotation is valid for 90 days from the above date.
- 4.Any installation assumes unrestricted access during normal working hours.
- 5.Price includes first programming of radios, additional changes will be charged accordingly.
- 6.The coverage of any PMR radio system is bound by legal requirements of the Radio Licence. Radio coverage can only be adversely affected by subsequent changes in the surrounding area. Coverage into or within structures is subject to construction methods and materials. Radio systems may be degraded through interference over which we have no control, in which case the Radio Investigation Service can attempt to locate the source. Remedies to overcome poor coverage or interference may require additional equipment and technical works which shall be fully charged.



REG OFFICE: 123/125 SNARGATE STREET, DOVER, KENT. CT17 9AP
 624430 VAT NO: GB 378 0341 47

COMPANY REG NO:





Proposal for: Dartford Borough Council



Private and Confidential

Prepared for:

Paul Woodfield
Dartford Borough Council

Prepared by:

Richard Harnies
Wireless CCTV Ltd
30 Funnival Street
Holborn
London
EC4A 1JQ

Date: Tuesday, 13 August 2013
Version 1.0

Tel: 020 7936 8482
Mob: 07831 640078
Fax: 020 7831 8422
Email:



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Appendix Three

The WCCTV 3G Heavy Duty Dome system is ideal for rapid installation and temporary surveillance applications; it can be deployed in any location however harsh or remote. Like all WCCTV camera units it incorporates 3G (HSUPA) mobile phone technology, Wi-Fi and broadband capabilities. This system also provides a 1TB SATA hard drive capable of recording at 25 fps. The Predator camera which is integrated into the unit is extremely robust and can operate in the most arduous of conditions. It is shot resistant and has an 18 to 36x optical zoom functionality and a flat optic viewing window with wiper giving distortion free images. Users are able to connect remotely and access live images or recorded digital evidential quality footage. The camera itself can be controlled remotely with full pan, tilt and zoom functionality with a 360° field of vision. Short range WiFi is included as standard to assist in the retrieval of vital evidence should you require footage instantly.



WCCTV 3G Heavy Duty Dome package
Wireless Predator Dome (IP 67)
Flight Case
Mains Power Cable – Ready for installation
Weight 9Kg
HSUPA enabled 3G modem (LTE+ Ready)
1TB SATA hard disk recorder (Encrypted & Approved by Home Office)
Predator Camera 36x Optical Zoom
USB hard disk playback interface
Wi-Fi connectivity (2.4Ghz or 5.8Ghz) (long-range up to 2km) (WEP/WPA/WPA2) (Optional)
Wi-Fi connectivity (2.4Ghz or 5.8Ghz) (short-range up to 100m) (WEP/WPA/WPA2)
Services
Delivery (FREE)
On-going Technical Support(FREE) 8-6 Mon to Fri (excluding bank holiday's)
Standard Single View Software (FREE)
Access to secure support website (FREE)
12 months back to base Warranty (FREE)
Online remote 2hr software training session (FREE)
Pre-arranged Account Management Site visits (FREE)

Appendix Three

WCCTV Heavy-Duty Dome

WCCTV Product Description	Qty	Total Cost
WCCTV 3G HSUPA Heavy Duty Dome	1	£9,999.99
Predator x28 Zoom Infra-Red		
Dome Flight case		
V2a Board HSUPA (LTE+ Ready)		
Technical Support		
Internal HSUPA Modem		
Remote Training Sessions		
Onsite Training Session		
1TB Hard Disk in Caddy (SATA)		
Short Range WiFi Activated (100m range)		
2 Year 3G Wireless Dome Warranty		
Airtime Included		
3G data bundle (24 months)		
QUOTE		
Sub Total		£8,999.99
Discount		£1,000.00
TOTAL		£7,999.99

3. Warranty

24 months – then covered in service and maintenance package/s thereafter...

4. Servicing & Maintenance Packages

Packages are available for the above sections 1 & 2 based on items quoted and installation required.

- 12 Months = £1,250.00
 - Maximum of 4 Call outs
 - Full repair or replacement of WCCTV purchased items
 - Please refer to 'Installation' within section 6 to see requirements necessary to each above maintenance visit
- 24 months = £2,250.00
 - Maximum of 8 call outs
 - Full repair or replacement of WCCTV purchased items
 - Please refer to 'Installation' within section 6 to see requirements necessary to each above maintenance visit

5. Airtime Package

Please see section 2 for airtime packages (if applicable)...

6. Headline SLA's

In the event of a conflict the following provisions will apply to the supply of the suggested solution in place of those specified in the Conditions of Business:

Installation

Installation of the Equipment will not take place until you have confirmed that all necessary and stated measures are in place on site such as site access and power. If we arrive on site and the above measures are not met we will still charge full Install costs.

Work to be provided by you:

- power to proposed column/s
- installation of communications hardware (router etc)
- The pricing provided and the solution detailed above are subject to site survey;
- Access to site to be provided on installation date. Confirmation of which to be provided prior to site visit.

Re-Deployment

Any redeployment will be charged at specified rate at £700.00 Day Rate

Fault Reporting

WCCTV can provide fault reports on the system to Dartford Borough Council if requested under a pre-planned maintenance agreement. This fault reporting will include:

- loss of network;

- loss of video;
- loss of audio;
- loss of power.

Once reported the fault will fall into line with agreed service and maintenance contract.

Please Note – Loss of Power is your responsibility and we will not visit until you confirm power is re-instated. Visits where this is not the case will be charged at £300 call out charge rate.

Service and Maintenance Visits

We will attend site to repair or replace any faulty equipment with 48 working hours of fault report. We will charge call out and repairs if fault is a result of damage or any other action by you.

Limitation of Liability

The limitation of liability referred to in Condition 6 of the Conditions of Business for this Proposal is £10,000.00 Please contact us if you would like a different amount and we will let you know if we are prepared to accept that amount and if so the effect on the prices for the suggested solution.

7. Acceptance Form (Only applicable to Service & Maintenance Agreements)

If you have read and understand the terms set out in this Proposal and would like to enter into a legally binding contract with Wireless CCTV Limited please sign and return a copy of the attached acceptance form.

We will carry out a credit check and notify you if we accept your order. Please note that there will not be a legally binding contract between us until we notify you that we have received your signed acceptance form and are willing to enter into a contract with you on the terms set out in this Proposal.

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344/13-14. **SWANSCOMBE SHOP SAFE SCHEME.**

Matt Roberts advised members that the Shop Safe Scheme worked well within Dartford Town Centre but not in other locations. The scheme in Swanscombe had its limitations and had only worked for a short period of time. The report that was provided to members contained options for CCTV in the High Street and was not the Shop Safe Scheme. The RFO asked for clarification, as members of the Council were of the impression that discussions were still ongoing with DBC for the re-implementation of the original Shop Safe Scheme. Matt Roberts confirmed that the Shop Safe Scheme was not operational and that the report provided was for CCTV only.

Discussion took place on the four options that were provided and it appeared that option 3 was the most suitable (option 3 being a rapid deployable camera with a pan, tilt and zoom facility). If the Town Council wished to pursue the matter of CCTV in the High Street, Swanscombe then Dartford Borough Council would part fund the system (50%). Matt Roberts also confirmed that the CCTV came with a 2 year air time agreement, which the Town Council would have to pay for once the agreement expired.

Recommended:

That the report provided by DBC on the four options available for CCTV in the High Street, including a full cost breakdown and future maintenance charges be referred to the full council for consideration.

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AGENDA ITEM

9

Graham BlewT/C 27/2/14
FROM ASB 29/1/14

From: Steve.Taylor2@kent.gov.uk
Sent: 08 January 2014 15:18
To: Graham Blew
Cc: Mat.Honeysett@kent.gov.uk
Subject: Warden

Dear Graham,

I will shortly be receiving two new Wardens for the Dartford and Gravesham district, Swanscombe is one of three areas I am considering across these two areas.

Assuming you would welcome one of these wardens, can you give me an idea of what facilities you could provide should you receive one.

Wardens are permitted to work between the hours of 07.30- 2200hrs, it is important that they have access to a toilet, and refreshment area, a report writing area, and ideally computer access.

Kcc will not fund these facilities.

Please advise if and what you would be willing to provide as facilities, so that I can consider my options.

Regards

Steve F Taylor

Supervisor: Dartford Team

Area Office:

Meopham Police Station
Wrotham Road
Gravesend
Kent DA13 0QA

Mobile: 07813-713356

www.kent.gov.uk/communitywardens

Sent: 30 January 2014 12:19

To: 'Steve.Taylor2@kent.gov.uk'

Subject: RE: Swanscombe & Greenhithe Town Council's Anti-Social Behaviour and Crime Sub-Committee - 29 January 2014

Dear Steve

Unfortunately we cannot offer you any computer facilities at our offices other than already stated, but as previously said, the café is currently available with computer access from 10 am to 2 pm daily and has the additional facilities you require.

We will be putting both options to the council for their consideration, but at the moment, the café is really the only base that is suitable.

Kind regards

Sara

Swanscombe & Greenhithe Town Council

From: Steve.Taylor2@kent.gov.uk [mailto:Steve.Taylor2@kent.gov.uk]

Sent: 30 January 2014 11:53

To: Sara Stapleton

Subject: RE: Swanscombe & Greenhithe Town Council's Anti-Social Behaviour and Crime Sub-Committee - 29 January 2014

Dear Sara,

Thank you again for your assistance in facilitating our swift passage through last night's meeting, it was very helpful to me.

I am keen that my wardens work as closely as possible with yourselves and as such the closer proximity they are the better chance there is.

It is my desire to find the best possible facilities available, however I do appreciate I might not get everything on my wish list, Some of our wardens have all, some have less.

The requirement for computer access is a factor owing to the ever increasing admin flow, and should travelling to and from an access point be required there could be a cost implication to us in mileage claims, and a restructure of their time table for cover in their main deployment area.

Wardens are not issued with laptops, so it is down to the individual if they wish to purchase their own.

There has been an agreement in the past that access can be sought via libraries and other KCC outlets but owing to library restructuring this has become problematic, so best access is sought wherever possible.

I note your suggestion of an alternative sight The Old Fire Station Café, I still hope however that we can work something out together and that the warden may be able to use a combination of the two.

The warden is due to arrive with us Feb 13th when he will go through a mentoring period, during this time he will introduce himself and familiarise himself with the area and its issues.

I must stress that a warden is a movable resource and it may be necessary to widen his deployment area dependent on need, and this is likely to include Greenhithe and other nearby locations as and when required.

I hope this answers most of your questions.

I am sure that the warden I have chosen for you, should you wish to except him, is the right man for the job, and I will keep a close eye on his development. Please feel free to discuss any issues that arise.

Regards

Steve f Taylor

**Kcc Warden Supervisor
Dartford District**

338/13-14. **NEW KENT COUNTY COUNCIL (KCC) WARDEN FOR SWANSCOMBE**

The Town Clerk had been contacted by the Supervisor of the Dartford team of KCC Community Wardens, Steve Taylor, who advised that two new wardens were being recruited for the Dartford and Gravesham District, one of which, he would like to appoint to the Swanscombe area. The new warden would need a base which provided access to a toilet, a refreshment area, a report writing area and ideally computer access. He confirmed that KCC would not provide any funds for the base and therefore it would have to be free of charge. The Town Clerk requested that members consider the warden being provided with access to the former Dartford Borough Council Cash Office located on the ground floor in the town council's offices. It was a secure unit that provided the facilities required, apart from computer access.

Members discussed the possibility of the former use of the cash office in greater detail and agreed to recommend to full council that the former cash office be considered as a suitable base for the new warden. The RFO made all present aware that the facility would only be available for use during agreed time periods and she would need to discuss with the council's IT contractor whether it would be possible to connect to the council's internet, if the warden had his own computer, as the council would not be able to provide computer facilities.

Recommended: That the sub-committee recommend to full council that the former Dartford Borough Council cash office be made available for use free of charge by the new KCC community warden, if appropriate.

10 FEB 2014

Graham Blew Esq
Clerk
Swanscombe & Greenhithe Town Council
The Town Council Offices
The Grove
Swanscombe
Kent
DA10 0GA

Please ask for: David Fletcher
Direct Line: (01322) 343073
Direct Fax: (01322) 343951
E-mail: susie.mayell@dartford.gov.uk
DX: 142726 DARTFORD-7

Your Ref:
Our Ref:

AGENDA ITEM

T/C 27/2/14
DEF/suem

10

Date: 6 February 2014

Dear Graham

Re UNDERLEASE OF LAND AT CRAYLANDS LANE, SWANSCOMBE

I refer to my letter to you dated 6 March 2012 relating to the Under-lease, dated 1 May 1991, in respect of the above, by which The Swanscombe and Greenhithe Town Council were granted a term of 50 years less 3 days, from 26 September 1988 by this Council. As you are aware, the Borough Council is not the freehold owner of the land but was a granted a lease of it by Blue Circle Industries Plc.

The initial rent payable under the Town Council's lease was £1 per annum from 26 September 1988 but the lease provides for the rent to be reviewed every fifth anniversary of the rent commencement date. This brought the Underlease into line with the lease that this Council holds from Blue Circle Industries Plc as the rent and rent review provisions are the same in both leases.

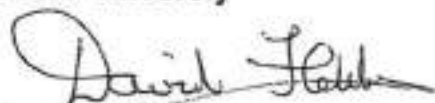
It is evident from my file, that no rent reviews have taken place, the last being due on 26 September 2013. In view of the fact that Blue Circle have not implemented any of the rent reviews in respect of the Borough Council's lease, I write to confirm that this Council has not implemented any of the reviews under the Town Council's lease and does not intend to do so at the present time, unless this Council's Landlord decides to implement a review of the rent charged to this Council.

The position will need to be reviewed at the next rent review date, 26 September 2018, particularly if Blue Circle decides to try and invoke a rent review in the future under this Council's lease, or even one of the missed rent reviews which have passed.

Please acknowledge receipt of this letter for our records by signing and returning the copy letter enclosed.

Kind regards

Yours sincerely



David Fletcher
PROJECT DIRECTOR

01

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Press Statement

Age UK North West Kent : Decisions on Proposals for Change

Throughout December the Board of Trustees of the independent local charity, Age UK North West Kent, consulted with staff and those who use their services about a range of change proposals in the face of significant financial pressures and falling demand in some of the day services.

A Consultation Review Board was held on the 8th January to thoroughly consider all of the responses to the consultation and arrive at decisions about the proposals. The Board of Trustees would like to thank all of those people and organisations that kindly submitted their views and in some cases alternative suggestions. Three people requested an extension to the consultation period but the Board of Trustees, whilst carefully considering this request, have decided to move forward with the decisions as all of the initial reasons and pressures for proposing the changes remain.

Decisions have now been made by the Board of Trustees.

One of the proposals was to merge the four existing day services and have one core service in each of the Boroughs of Dartford and Gravesham.

A decision has been reached to merge the existing Age UK North West Kent day services at Northfleet (Coldharbour Road) with the nearby Gravesend day service by no later than the 31 March 2014.

However, the Board is pleased to announce that the charity is in strong discussions with another local charity, the ADSS (Alzheimer's and Dementia Support Services) about collaborating and preserving the Northfleet site to provide much needed dementia day and support services for older people in Northfleet and the surrounding areas.

A decision has been reached to merge the existing Age UK North West Kent day services at Swanscombe (The Oast House St Paul's Close) with the Dartford day service by no later than the 21 February 2014. Clients will be offered the opportunity to relocate to either the Dartford or Gravesend day services.

A total of 29 staff were placed at risk of redundancy at the end of November. Age UK North West Kent will continue to do everything it can to support those staff and reduce the likelihood of redundancy by recruiting to existing general vacancies and the posts that are now available in the new structure.

The decisions mean that overall day services will continue to be provided at current levels in both Boroughs. In addition there is now the potential for an exciting new collaboration between two local charities to expand the total service provision. Age UK North West Kent has made these strategic decisions to build the platform for a sustainable, affordable and ambitious future.

EXTRACT OF MINUTES

TOWN COUNCIL
19 DECEMBER 2013

281/13-14. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 5 NOVEMBER 2013.

RESOLVED:

That the Minutes of the Personnel Committee Meeting held on 5 November 2013 be confirmed and the recommendations made therein be adopted.

282/13-14. MINUTES OF THE EXECUTIVE & EMERGENCY COMMITTEE MEETING HELD ON 7 NOVEMBER 2013.

RESOLVED:

That the Minutes of the Executive & Emergency Committee Meeting held on 7 November 2013 be confirmed and the recommendations made therein be adopted.

283/13-14. OAST HOUSE – UPDATE.

The Town Mayor welcomed the representatives from NW Kent Age UK to the meeting.

Members considered the information supplied by NW Kent Age UK which included a proposal to merge the two centres in each of the borough (Dartford and Gravesham) into one. Members expressed their regret and sadness that this situation had arisen particularly regarding the clients of the Oast House and the staff members at risk of redundancy.

The Town Mayor thanked the representatives from NW Kent Age UK for their attendance and for the information they had provided.

RESOLVED:

That the item be noted and that the Town Council continue to monitor the situation.

284/13-14. VACANCIES ON COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS.

After discussion it was proposed, seconded and agreed;

RESOLVED:

1. That Councillor K G Basson be elected as the Chairman of the Recreation, Leisure & Amenities Committee with Councillor P M Harman as Vice-Chairman and that Councillor Ms L C Howes be elected as a member on the Recreation, Leisure & Amenities Committee.
2. That Councillor B R Parry be elected as a member on the Finance and General Purposes Committee.
3. That Councillor B E Read be elected as Vice-Chairman on the Personnel Committee and that Councillor Mrs S P Butterfill be elected as a member on the Personnel Committee.

Issue 374

January 2014



Serving Parish & Town
Councils in Kent

THE PARISH NEWS

AGENDA ITEM 14

T/C 27/2/14

Winter 2014

Resilience and Reassurance for Local Councils

The Kent Association of Local Councils,

in partnership with

Kent Police,

Kent Fire and Rescue,

Kent Highways,

and

Kent Community Safety Partnership

are pleased to announce a whole day Conference and Training Event

on

Saturday 8 February 2014

At

Oakwood House

Oakwood Park

Maidstone

Kent

ME16 8AE

From 9.30am to 4.30pm

Refreshments and Buffet Lunch included. Price for Members is £72.00 inc.

VAT.

*To book this event, please visit [our website](#) for
further details*

Welcome Back!

Christmas now seems like a dim and distant memory and we are now in 2014! As usual, our member councils will be busy as the New Year goes into full swing. Of course, a new year brings new challenges and new projects to embrace. We are confident that any tasks will be undertaken with the usual enthusiasm that we have come to expect from our members. We wish you all the best of luck for any project, scheme or venture that you commence in this coming year.

Training Matters and Diary Dates



Our training schedule for 2014 looks to be a busy

one, with many new subjects being covered thanks to the feedback from our members. Likewise, our rolling programme for clerks and councillors continues as usual, and there will be several dates this year for booking. Our Winter/ Spring timetable begins almost immediately, then, and we look forward to seeing as many delegates as possible at these particular events.

Our bespoke course for clerks who would like to undertake the CILCA qualification takes place at Lenham Community Centre on the following dates:

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

We are still accepting bookings for the course at the time of going to press, but the space is now limited. Should any interested clerk wish to undertake any of the sessions, the main criteria for the qualification and what will be covered is detailed [here](#).

Our next flagship event will be our Resilience and Reassurance for Local Councils whole day conference which will run on Saturday 8 Febru-

ary. Details of that are available opposite, and we would like to see as many delegates attend as possible. The content of this conference is extremely relevant to our members, especially in light of the particularly bad weather over the festive period that left so many in a precarious position.

We should also like to let you know that our annual Planning Conference is to run on 22 March 2014 at Kings Hill Community Centre. Again, this will be a whole day event, and lunch will be provided as standard. Our normal member delegate rate will apply on this conference - £72.00 inclusive of VAT.

The first of our Dynamic Councillor sessions will take place on Thursday 20 February 2014 at Kings Hill Community Centre. This module will be in the evening, and will run from around 630pm to 930pm with light refreshments being served midway. This course is a good introduction for any new council member and is always a good refresher for those who have been in post for some time.

You will also be pleased to hear of two free events - Road Safety Seminars for Local Councillors which take place on

- 11 February

- 12 February

Road safety remains one of the most important topics for communities in Kent and since their introduction in the 1990's safety cameras have provoked much discussion over their use and effectiveness in reducing road crashes and casualties.

These events by The Kent and Medway Safety Camera Partnership is inviting Parish Councillors to a seminar which will:

- * Explain the history and role of safety cameras
- * Outline the current camera location network in Kent and Medway
- * Demonstrate the evaluation of safety cameras in Kent and Medway
- * Present the educational campaigns and initiatives
- * Provide an opportunity to contribute to the development of effective strategies for safety camera use.

You can book for these free events via our website

Local Kent Produce and Our Communities

MEMBER



PRODUCED IN
KENT

www.producedinkent.co.uk

Eating more locally produced food is a good way to support local jobs, help in countryside conservation and attract more tourists. The recipe is simple really. Visitors from all over the world love to eat local foods part of their holiday experience.



This helps drive the demand for the produce and this means more people being employed to make it. This helps countryside conservation as the growers and farmers need to keep the land well managed to meet production and

the visitors want to see and enjoy a well maintained landscape. The more of us locals who eat fresh local food the better our diet will be.

'Produced in Kent' is the company owned by Kent County Council and Hadlow College to promote local producers from across the whole of Kent. There are about 250 members, all small and medium sized businesses, ranging from cheese makers to tea rooms to food distributors. Parishes across the county can also play a valuable role in this, by encouraging full use of any allotments or community land they may have, using the village hall (with or without a kitchen), perhaps developing a local producers' market, indoors or outdoors and working with the local schools to encourage more children to get involved in food production and understanding the links between what we eat and where we live.

To help promote this Produced in Kent have launched the '10%Local' campaign to encourage all of us to try and make at least 10% of our weekly food shop as locally sourced as possible

If any parish council wants more information or advice on these ideas and issues, they should contact 'Produced in Kent' and someone would be very happy to come and visit. They can be contacted in the usual way by e mail through the web site,

<http://www.producedinkent.co.uk/>

or telephone : 01732 852521.



WINTER

Our region has already had a shaky start to the New Year in terms of its weather and the devastation that it can cause. Our

councils have had to deal with the aftermath of flooding in their areas, and as usual, have done so admirably. Working ardently with their communities they



have made sure that any destruction has been kept to the least amount possible.

We are, of course, seeing a tranche of less severe weather across the county, but naturally this could change at any moment. Snow would appear to be the next item on the winter

**Kent
County
Council**



to the odd fall at the end of March!

The website at Kent County Council is a fabulous resource, and it is sure that most of you will of used its resources quite regularly.

The site has been updated quite significantly for 2013-14, especially in the light of recent events that have kept many of our resi-

dents busy. Even if you are up to speed on what the Council has to offer in this regard, it is always worth keeping abreast of current events - something may have altered since the same period last year, or there may well be a new way of contacting a particular department for help.

agenda - let us not forget last year when we were still vul-

nerable

Twitter and Facebook have a part to play in the Council's instant alert system, so if you have not done so, it might be worth having access to those networks so that you are fully aware of serious information that may be relevant to you.

In the first place, visit our [Winter Issues page](#) in the member area of the website which has a mine of information on the subject.

The Kent County Council page which deals with all things Winter can be found [here](#).



Fixing storm damage - News from Kent Highways

Highways crews in Kent are poised for a major drive to tackle an expected increase in potholes following the severe weather and flooding over the holiday period.

Gangs are also tackling a record number of jobs to repair damage caused by gale-force winds. Over the Christmas–New Year period the Highways Management Centre, which co-ordinates work to keep Kent moving, dealt with over 1,500 calls about fallen trees.



Many highways staff cancelled or postponed holidays over Christmas as roads across the county were closed by flooding or safety concerns with fallen trees.

Now they are repairing damage on a priority basis. In a number of cases, work can only begin when the water table levels have subsided. For instance, asphalt pavement and block-paving repairs can only be carried out when water has drained away and the sub-surface is strong enough, we assure you repairs will be undertaken as soon as practical.

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

"We are aware that many people suffered as a result of the severe weather. Our roads and infrastructure received a battering too.

"The extreme wet weather will cause potholes and we have geared up to tackle this, making permanent, first-time fixes as the first choice repair process. On occasion we will make a temporary repair until a permanent one can be programmed in.

"We are committed to repairing these within our service standard of 28 days. Our approach to maintenance, though, has meant at the close of the year, we reduced the average time to fix a pothole down to just 14 days.

"Our drainage systems and footpaths have been damaged where trees have been torn out by their roots. This work is also being programmed in for repair.

"We face a considerable increase in work following the harsh storms and we would ask residents to bear with us while we fix the damage."

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

Meet the Commissioner Events in 2014

**Kent
Police & Crime
Commissioner**



Kent Police and Crime Commissioner, Ann Barnes, and the new Chief Constable of Kent Police, Alan Pughsley, will be holding a joint 'Meet the Commissioner and Chief Constable' event on Wednesday 26th February in Aylesford.

The session is an opportunity for members of the public to come along and meet Kent's new Chief Constable and put their policing questions or concerns to both him and the Police and Crime Commissioner in an open-floor environment.

Mr Pughsley was previously the Deputy Chief Constable of Kent Police. He took over the role of Chief Constable on 4th January 2014, following the retirement of the previous Chief, Ian Learmonth.

The event starts at 6.30pm at Royal British Legion Industries, Royal British Legion Village, Hall Road, Aylesford, Kent, ME20 7NL, and is expected to last for an hour and a half.

If you or someone you know has a policing issue to put to the Commissioner or Chief Constable, you can book a place at the event [here](#) or by calling the Office of the Kent Police and Crime Commissioner on 01622 677055

KALC will be organising three further events with the Police and Crime Commissioner specifically for Parish and Town Councils. Please put the following dates in your diaries:

- Wednesday 2 April 2014
- Wednesday 9 July 2014
- Wednesday 8 October 2014

These will be available for booking via the KALC website as soon as we have firm confirmation of suitable venues in the County.

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.



Counseling & Psychotherapy Training Academy

We provide a wide range of nationally accredited counselling courses, awarded by the Counseling & Psychotherapy Central Awarding Body (CPCAB), enabling progression from Level 2 in Counselling Skills; Level 3 Counselling Studies; through to professional qualifications at Level 4 Diploma in Therapeutic Counselling; Level 5 Diploma Cognitive Behavioural Therapy; and Level 6 Counselling Supervision.

All courses are approved by Ofqual and accredited by the Qualifications & Credit Framework (QCF).

CPTA actively promotes the principles of the BACP Ethical Framework as an integral part of their counselling and training courses.

CPTA is an approved CPCAB centre

CPTA, 32 Holliers Hill, Bexhill, East Sussex, TN40 2DD

www.cpta.org.uk 01424 730 859 info@cpta.org.uk



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Kent Association of Local Councils

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DT16 3PJ

Tel 01304320173

Fax 01304820174

Email: kalc@btconnect.com



The Power to Change...

Towns and villages throughout the county have sometimes struggled due to the economic climate that we have all been experiencing over the last few years. The vitality of neighbourhoods and local prosperity in shopping streets has been of particular concern to many in both urban and rural areas. That is not to say, however, that the problem is being ignored. Many of our communities here in Kent and elsewhere have come together and used creative approaches that involve residents and resources to improve and enhance their areas. Solutions have included "pop up" shops, farmers markets, transferring a resource into the ownership of local residents and using former commercial premises to promote a social enterprise.

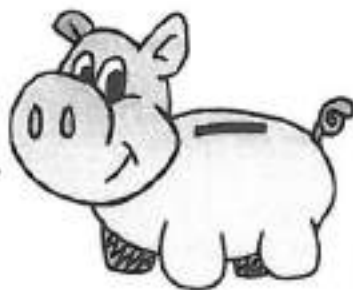
With that in mind, the Big Lottery Fund has earmarked £150 million to support the development of sustainable community led enterprises across England. If your parish has such an idea or has begun the process to launch a venture, you may be eligible to share in some of the funding.

In the first place, you will need to browse the following website for the criteria: <http://biglotteryfund.org.uk/powertochange> It may just be what you were looking for!



Fundraising Opportunities

- We are used to hearing about the funding available for relevant projects via the National Lottery. It is



easy to forget that the Postcode Lottery is also a reputable Trust that makes grants for various community schemes. Its charitable arm, The People's Postcode Trust, recently announced its current year opening and closing dates for its Small Grants Programme. It

offers funding for a short term ventures that "try to make the world a better place." The next funding round for our area is from 5 April to 20 May, so do check out the criteria on their

website <http://www.postcodetrust.org.uk/small-grants/am-i-eligible.aspx>

- The Big Lottery Fund will be launching its latest round for The Coast Communities Fund in

February. The type of project they wish to help is not exclusive, but promoting tourism, boosting the local economy and supporting local heritage seem to be key points of application.



AGENDA ITEM 16

r/c 27/2/14

Graham Blew

From: Neil Murphy [Neil.Murphy@dartford.gov.uk]
Sent: 06 February 2014 12:26
To: Graham Blew
Subject: Dartford Joint Transportation Board

Dear Parish Clerk,

I have been asked by the Chairman of the Dartford Joint Transportation Board to invite a representative of each Parish Council to attend the next meeting of the Board scheduled to take place on 4 March 2014.

A substantive issue on the Agenda for the meeting will be Bus services in the Dartford area , and the Board is aware that Parish councils have been expressing concerns at this matter recently.

The Board has invited representatives from Arriva Buses, and Go! Coaches to the meeting and there will be an opportunity for you to pose questions to these Officers as part of the meeting.

I hope that a representative of your Parish will be able to attend, and to aid preparations I would be pleased if you could confirm who if anybody will be coming.

Neil Murphy

Member Services

01322 [REDACTED]

Neil.murphy@dartford.gov.uk

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Dartford Borough Council - Rated a good Council by the Audit Commission. See www.dartford.gov.uk to find out more.

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Graham Blew

AGENDA ITEM 18

T/C 27/2/14

From: Peter.Harman@kent.gov.uk
Sent: 14 February 2014 18:52
To: Graham Blew
Subject: Update on KCC activities
Attachments: image001.jpg; image002.png; image003.png; image004.jpg; image005.jpg; image006.jpg; image007.png; image008.jpg; image009.jpg; image010.jpg; image011.jpg

Hello Graham,

I am emailing you with an update to be used for the Town Council meeting on 27th February 2014. I plan to attend this meeting and therefore would be available to answer any questions on these or other issues.

The following matters have recently received my attention (by category):

FULL KCC COUNCIL MEETING

The most important issue here has been discussion of this year's budget. I attended a budget briefing where these matters were discussed, and also a KCC "party leaders" meeting with Paul Carter. The full Council meeting was then held on 13th February where 12 amendments to the proposed budget were tabled, four of which I voted for and the rest against. All the amendments failed and the budget was passed with a 1.99% rise in Council Tax. My feelings are that overall the budget was fair and reasonable when taking into consideration the government's severe spending cutbacks.

KCC PLANNING COMMITTEE

Dungeness Flood Defence works - high profile planning application with media - 29 residents at meeting - approved (I voted in favour)

Eastern Quarry - logistical facilities - approved (I voted in favour)

Rathmore Road, Gravesend - proposed improvements to one way system (65 million pounds) - site visit attended - awaiting decision

Teal Energy, Manor Way, Swanscombe - proposed incinerator, near to proposed monorail - site visit attended - awaiting decision

Manor School, Swanscombe - proposed 2 classroom extension (awaiting decision)

KCC REGULATION COMMITTEE

Planning Enforcement - a number of high profile and difficult cases

Village Greens - additional recent legislation (lots of applications and amendments)

Public Footpaths - a number being considered

HOME TO SCHOOL TRANSPORT APPEALS

I took part in appeals panels on 2 days - ruled on a number of interesting cases (including some local residents)

KCC MEMBERS GRANT SCHEMES

The following items are being supported and processed under the following three schemes.

(a) SMALL COMMUNITY CAPITAL PROJECTS FUND:

Swanscombe Pavilion - funding a new stainless steel kitchen (to comply with Environmental Health requirements)

(b) LOCAL SCHEMES GRANT:

World War One - Veterans Trip

(c) MEMBERS COMMUNITY GRANT:

Church Road Scouts Group (purchase of an emergency shelter for trekking/camping trips)

Friends of Swanscombe Heritage Park

Funding For All (mentoring scheme)

Horse and Wildlife Rescue Scheme

Ingress Park Neighbourhood Watch/Residents Association

Justice for Claire

Speedwatch (Speed Indicator Device)

Stone Parish Council (Summer Fair)

Swanscombe and Greenhithe Town Council (Summer Entertainment)

Swanscombe Pavilion (new ice machine)

Swanscombe Tigers

Maternity Training Day at a location in Swanscombe

Walk Tall (new mobile lighting gantry)

MEMBERS HIGHWAY FUND AND OTHER HIGHWAY ISSUES

Ingress Park Avenue - seven day speed recording (completed)

Ingress Park Avenue - provision of eight bollards adjacent to roundabouts to prevent unsafe parking (4 installed, 4 awaiting installation)

St Clements Way - lane designation signage and road markings (approved, awaiting installation)

Passageway @ London Road - improved nighttime illumination by additional lighting and cutting vegetation (approved, awaiting action)

Passageway @ Eagles Road - improved nighttime illumination by cutting vegetation (approved, awaiting action)

The Avenue - cutting back bushes which are protruding onto carriageway (approved, awaiting action)

Ingress Park Avenue - change of priority @ junction with bus lane (awaiting public consultation)

Ingress Park Avenue - relocating 2 bus stops onto end of bus lane (awaiting public consultation)

Ingress Park Avenue - provision of raised table restriction @ junction with Watermans Way (awaiting public consultation)

Watermans Way - Provision of additional "No Parking" sign near emergency access gate (awaiting installation)

Ingress Park Development - Introduction of 20 mph speed restriction throughout area (awaiting public consultation)

Keary Road - Removal of existing bollards and installation of lockable gate (awaiting action)

Public Footpath in Swanscombe (DS10 & DS13) - resurfacing damaged areas (approved, awaiting action)

Alma Road/Orchard Road/The Grove - revised parking restrictions (awaiting public consultation)

Ames Road/Park Road/Stanley Road/Sweyne Road - damage to grass verges (reported, awaiting feedback)

Broomfield Road - additional parking restriction (under consideration)

High Street, Greenhithe - local flooding

HEALTH

Not much direct involvement here yet as I am not on any relevant committees. However I am willing to assist with any individual cases.

Darent Valley Hospital - proposal to close nursery due to withdrawal of KCC funding - funding continued for further 12 months

EDUCATIONAL MATTERS

I attended an education briefing from the Director of Education, which was very useful. I noted the two OFSTED reports published recently. I have not had much direct involvement in education

matters as I am not on any committees. However, I am very willing to take action whenever necessary, or when requested.

Assisted one member of the public whose child had difficulty in getting into the school of choice.

Please feel free to email or phone me if you need further clarification on any of the matters above; or on any other issues.

Kind regards

Peter

Peter Harman Tel. No. (07956) 347419
KCC Member for Swanscombe & Greenhithe

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