

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 18 FEBRUARY 2016 at 7.00 PM

PRESENT:

Councillor P M Harman (Town Mayor)
Councillor Mrs A E D Barham
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor Ms L C Howes
Councillor K M Kelly
Councillor Mrs M B Kelly
Councillor R J Lees
Councillor D J Mote
Councillor B R Parry
Councillor A S Reach
Councillor B E Read
Councillor S J Ryan

ALSO PRESENT:

Simon Harrison – Head of Design, EDC
Mark Templeton – Head of Communications, EDC
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/Responsible Financial Officer

ABSENT:

Councillor K G Basson
Councillor Mrs L D McFadden

502/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Ms L M Hall (other commitments), Dr J M Harman (work commitments), J A Hayes (other commitments), Mrs C K Openshaw (other commitments) and Mrs I A Read (other commitments).

503/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Ms L C Howes declared a prejudicial interest in agenda item 6 – KCC – Consultation on permanently expanding The Craylands School, as she is a Governor of the school.

Councillor R J Lees declared a prejudicial interest in agenda item 6 – KCC – Consultation on permanently expanding The Craylands School, as he is the Chairman of the Governors of the school.

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

Councillor R J Lees offered to try to respond to any questions Members may have regarding agenda item 6 – KCC – Consultation on permanently expanding The

Craylands School. As the EDC were attending the meeting to give a presentation the Chairman agreed that any questions could be taken when the agenda item was reached and prior to members' consideration of the item.

504/15-16. MINUTES OF THE MEETING HELD ON 17 DECEMBER 2015 AND THE SPECIAL MEETING HELD ON 14 JANUARY 2016.

Members were provided with a copy of the Minutes of the Meeting held on 17 December 2015 and the Special Meeting held on 14 January 2016.

RESOLVED:

That the Minutes of the Meeting held on 17 December 2015 and the Special Meeting held on 14 January 2016 be confirmed and signed as a true record.

505/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Chairman welcomed the Head of Design and the Head of Communications from the Ebbsfleet Development Corporation (EDC) who gave a presentation updating on the current progress. There then followed a question and answer session which included:

Concerns over health provisions, infrastructure, how the EDC would attract the correct quality of house builders, transport links (rail and road), landscaping of the site, parking facilities and whether the £310 million allocated to the project thus far would be sufficient to deal with these matters.

506/15-16. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETING HELD ON 20 JANUARY 2016.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meeting held on 20 January 2016 be confirmed and the recommendations made therein be adopted.

507/15-16. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 4 FEBRUARY 2016.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 4 February 2016 be confirmed and the recommendations made therein be adopted.

508/15-16. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 14 JANUARY 2016.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 14 January 2016 be confirmed and the recommendations made therein be adopted.

509/15-16. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 21 JANUARY 2016.

RESOLVED:

That the Minutes of the Personnel Committee meeting held on 21 January 2016 be confirmed and the recommendations made therein be adopted.

510/15-16. MINUTES OF THE HERITAGE PARK/SKULL SITE SUB-COMMITTEE MEETING HELD ON 15 DECEMBER 2015.

RESOLVED:

That the Minutes of the Heritage Park/Skull Site Sub-Committee meeting held on 15 December 2015 be confirmed and the recommendations made therein be adopted.

511/15-16. MINUTES OF THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE MEETING HELD ON 27 JANUARY 2016.

RESOLVED:

That the Minutes of the Anti-Social Behaviour & Crime Site Sub-Committee meeting held on 27 January 2016 be confirmed and the recommendations made therein be adopted.

At this point, and with the Chairman's consent, Councillor R J Lees responded to questions from members regarding the proposed expansion.

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

512/15-16. KENT COUNTY COUNCIL (KCC) – CONSULTATION ON PERMANENTLY EXPANDING THE CRAYLANDS SCHOOL.

Members considered the consultation document and agreed that the Town Council should support the proposal and include a comment that the Town Council recognises that there is a shortage of quality school space/s in the area.

RESOLVED:

That the Town Council responds to the consultation as detailed above.

513/15-16. ELECTORAL REVIEW OF KENT: FINAL RECOMMENDATIONS.

RESOLVED:

That the item be noted.

514/15-16. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

Members were supplied with the December 2015 edition of the Parish News.

RESOLVED:

That the item be noted.

515/15-16. STAFF / MEMBER TRAINING - UPDATE.

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

Cllr Ms L C Howes	Chairmanship Conference (KALC)	26 February 2016
Cllr R J Lees	Chairmanship Conference (KALC)	26 February 2016
Cllr Ms L M Cross	Chairmanship Conference (KALC)	26 February 2016
ATC/RFO (MH)	2016 Regional Roadshow (SLCC)	3 February 2016
Groundsman/Gardener (SH)	First Aid at Work	14 January 2016

RESOLVED:

That the item be noted.

516/15-16. INSURANCE CLAIMS – UPDATE.

Members were informed that the following claims had been settled:

Claim Ref: 27150130597Z – unpaid hall hire invoices – this claim did not incur an excess.

Claim Ref: 272006003309Z - damaged back pack blower – this claim incurred a £100.00 excess.

RESOLVED:

That the item be noted.

517/15-16. DRAFT BUDGET STATEMENT 2016 - 2017.

Further to minute 430/15-16 members considered the draft Budget Statement 2016 – 2017 and agreed that the photograph used on page 7 of a play area should be changed to one of Knockhall. The word "will" on page 7 was also agreed to be amended to "may". The white writing on the yellow segment on page 6 was requested to be changed to black.

Members considered the 3 quotations obtained by the RFO regarding printing and distribution and agreed that quotation B be used subject to confirmation of the paper quality and it being a single delivery and not a shared delivery.

RESOLVED:

That the Budget Statement 2016 – 2017 be agreed, to include the amendments as detailed above and that the printing and distribution be carried out as detailed above.

518/15-16. VARIATION OF STANDING ORDERS 38 c) AND f) ALONG WITH FINANCIAL REGULATIONS 1.6, 6.4, 11.1 c) AND i).

The National Association of Local Councils (NALC) had provided suggested amendments and also Legislative changes. In accordance with Standing Order 41 b) the suggested variations, as indicated in the report, were proposed and seconded.

RESOLVED:

That in accordance with Standing Order 41 b) the proposed variations, as indicated in the report, stand adjourned, without discussion, until the 28 April 2016 full Council meeting.

519/15-16. REPORTS OF OUTSIDE REPRESENTATIVES.

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

Bluewater Forum (BF).

The Town Mayor, or agreed substitute, is the Town Councils representative on the BF. As previously agreed the paperwork for the 28 January 2016 meeting were available in the Chamber for inspection.

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

Councillor R J Lees and the Town Clerk are the Town Council's representatives on the KALCDAC. As previously agreed the agenda for the 12 January 2016 meeting was available in the Chamber for inspection.

Ingress Park Greenhithe Management Limited (IPGM).

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

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

Mr P C Harris had submitted an update which included:

The second exit to London Road, opposite Craylands Lane, is now open with ongoing work on the junctions' traffic light system;

The Community Centre construction had commenced with a scheduled completion date of June 2016;

The AGM had been held on 26 November 2015 with 29 members attending and 17 proxy votes available. A new resident director had been elected (Ms Eileen Kauss), the policy recently issued by the Board regarding the use of Public Open Spaces (POS) was endorsed;

There were currently issues/concerns regarding the effectiveness of the new management team which were hoped to be addressed by First Port confirming that an experienced manager would be put in place to oversee both the private areas and the POS;

There were also concerns regarding the management of accounts as these seemed to have regressed.

A new Regional Director (Mr Ryan Collier) had been appointed.

520/15-16. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman gave a verbal update which included:-

- *At the recent Budget meeting an increase of 1.9% plus 2% for social services had been agreed;*
- *There were still serious concerns regarding unaccompanied minors which resulted in resources being stretched;*
- *All monies (plus 10% to cover lost interest) had been recovered from the "Iceland Funds"*

RESOLVED:

That the item be noted.

521/15-16. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

The Consultation on the Lower Thames Crossing was now out and it was essential members encouraged communities to take part. There had been cross party support for the borough Councils response to the consultation;

There was potentially good news that TfL were considering taking over urban routes that feed into London;

Fairfield Pool and Leisure Centre had re-opened after a £12 million re-furbishment and was being managed by a not for profit organisation;

The Community Fund Scheme was coming to a close with a deadline for applications of 29 February 2015;

No details had been released regarding funding for events to commemorate the Queens 90th birthday;

The Budget meeting was scheduled to take place on 22 February 2016 with a proposal that the borough council freezes its part of the Council Tax.

RESOLVED:

That the item be noted.

522/15-16. **SEALING OF DOCUMENTS.**

There were none.

523/15-16. **TOWN MAYOR'S ANNOUNCEMENTS.**

There were none.

524/15-16. **QUESTIONS.**

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

There being no further business to transact the Meeting closed at 10.05 pm.

Signed: _____ Date: - _____
(Chairman)

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 10 FEBRUARY 2016 AT 7.00PM

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

ALSO PRESENT: Lorna Hughes – Communications and Engagement Manager, EDC
Mark Templeton – Head of Communications, EDC
Graham Blew – Town Clerk

ABSENT: Councillor J A Hayes
Councillor A S Reach

491/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were submitted and accepted from Councillors' D J Mote (DBC meeting), Dr J M Harman (work commitments), K M Kelly (other commitments) and Mrs C K Openshaw (other commitments).

Apologies for lateness were submitted by Councillors' P M Harman and S J Ryan.

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

492/15-16. SUBSTITUTES.

There were none.

493/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

494/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

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

Masterplan Engagement – the series of public events held in December had resulted in 298 completed postcards from the public whose main concerns were infrastructure, provision of adequate health facilities, possible impact on education facilities. The main aspirations from the public had been the need for green spaces and community facilities along with the cohesion of communities.

There would be a series of public events week commencing 14 March with 17 March 2016 being a key date ("Vision of the Garden City").

The Head of Communications would be looking to improve the EDC Website which was acknowledged as not being very user friendly.

Members raised concerns regarding the lack of continuity with the officers at the EDC as this was felt to be crucial for meaningful dialogue to take place. Public Engagement with the local community was agreed to be of paramount importance as well as the need for the major developments (EDC, Paramount, Thames Crossing etc.) to be working cohesively.

The Chairman thanked the representatives from the EDC for attending the meeting and updating members.

495/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 20 JANUARY 2016.

Recommended: The Minutes of the meeting held on 20 January 2016 were confirmed and signed.

496/15-16. DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT (DCLG) – CONSULTATION ON PROPOSED CHANGES TO NATIONAL PLANNING POLICY

Recommended: That the item be noted.

497/15-16. DARTFORD BOROUGH COUNCIL (DBC) DARTFORD DEVELOPMENT POLICIES PLAN: "PUBLICATION" STAGE PUBLIC COMMENTS.

Recommended: That the item be noted.

498/15-16. **HIGHWAYS ENGLAND – LOWER THAMES CROSSING ROUTE CONSULTATION 2016.**

Members received the consultation that Highways England had launched on 11 December 2015 with a deadline for responses of 25 January 2016. Members went through the questions contained in the consultation and collated responses as attached.

Recommended: That the responses agreed be submitted.

TOWN PLANNING:

499/15-16. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/15/01801/FUL	Erection of a single storey rear extension and porch infill. 105 Church Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/15/01853/FUL	Demolition of existing detached garage and erection of a part two/part single storey side/rear extension. 1 Ames Road, Swanscombe.
OBSERVATIONS:	The Town Council recommends that the Planning Committee should consult with neighbours including those in the Sheltered Housing unit (Wardona Court) next door. We would also respectfully recommend that special attention is given to safety to the public using the adjacent public footpath linking Castle Street to Ames Road, together with the safety barrier protecting the public using this route. This is in regard to the need for this property to have adequate off street parking provision as well as safe entry/exit provision. Clarification is also sought as to the width of the proposed new garage (2.3m) being adequate to fit a car and allowing the car doors to open?
DA/16/00118/FUL	Erection of a single storey rear extension. 1 Mounts Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

DA/16/00037/COU	<p>Change of use from an Events and Exhibition Venue (Use Class D10 to a cinema and other family orientated leisure uses (Use Class D2), restaurant facilities (Use Class A3) together with internal and external reconfiguration and associated works incorporating demolition of some existing floor space and construction of new floor space.</p> <p>Glow Buewater</p>
OBSERVATIONS:	No observations.
DA/16/00026/ECREM	<p>Submission of reserved matters pursuant to condition 02, 25,28,32,33 of planning permission DA/12/01451/EQVAR for erection of a 2 form entry primary school including play areas and sports pitches, community centre, associated parking, village square and landscaping.</p> <p>Castle Hill, Eastern Quarry.</p>
OBSERVATIONS:	No observations.
DA/16/00161/FUL	<p>Erection of a single storey rear extension.</p> <p>27 Pentstemon Drive, Swanscombe.</p>
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/16/00162/FUL	<p>Conversion of rear part of garage into habitable room.</p> <p>2 Park Cliff Road, Greenhithe.</p>
OBSERVATIONS:	<p>The application states that "the home owners have an off street car parking park in front of existing garage door, which remains unaffected by proposal". The Town Council would respectfully request that the Development Control Board has this investigated as this is not the case and any vehicles that would use this space would have a large part of the vehicle going across the pavement.</p> <p>The Town Council therefore objects to this application as the proposed development would result in the loss of a parking space which could not be replaced within the curtilage of the site and would be likely to result in undesirable on-street parking in an area with limited on street parking provision contrary to Policies B1 and T23 of the Planning Authorities</p>

	Local Plan. The Town Council believes that the proposal would have a detrimental effect on the provision of parking in the vicinity, and on pedestrians including pushchairs, partially sighted people (all of which would have to pass on the roadway) and also highway safety.
DA/16/00053/FUL	Conversion of existing garage into habitable room together with associated alterations to front elevation. 22 Beaton Close, Greenhithe.
OBSERVATIONS:	The Town Council objects to this application as the proposed development would result in the loss of a parking space which could not be replaced within the curtilage of the site and would be likely to result in undesirable on-street parking in an area with limited on street parking provision contrary to Policies B1 and T23 of the Planning Authorities Local Plan.
DA/16/00186/EDCON	<i>Consultation on an application for submission of reserved matters pursuant to condition 02, 25, 28, 32, 33 of planning permission DA/12/01451/EQVAR for erection of a 2 form entry primary school including play areas and sports pitches, community centre, associated parking, village square and landscaping within Ebbsfleet Development Corporation.</i> <i>Castle Hill, Eastern Quarry.</i>
NB.	The Town Clerk advised members that this application had been included on the agenda in error and that no detail/paperwork had been received.
DA/16/004182/ECCDNA	Submission of details relating to historic environment framework pursuant to condition 26 of planning permission DA/12/01451/EQVAR. Parcel of land at Castle Hill, Eastern Quarry.
OBSERVATIONS:	No observations.

500/15-16. **GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/15/01624/LDC	Erection of a detached building. 1 Arethusa Place, High Street, Greenhithe.
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501/15-16. **REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.**

The following refused decision notices were noted.

DA/15/01645/FUL	Erection of an attached 2 bedroom house with associated parking and refuse store. Adjacent 123A and 123B Knockhall Chase, Greenhithe.
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There being no further business to transact, the Meeting closed at 8.30 pm.

Signed: _____
(Chairman)

Date: _____

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 2 MARCH 2016 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor Ms L M Cross (substituting for Councillor Mrs C K Openshaw)
Councillor Ms L C Howes
Councillor A S Reach
Councillor S J Ryan

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: There were none

536/15-16. APOLOGIES FOR ABSENCE.

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

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

537/15-16. SUBSTITUTES.

Councillor Ms L M Cross substituted for Councillor Mrs C K Openshaw.

538/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor B E Read declared a prejudicial interest in application DA/16/00214/FUL as the property was next door to his own house and he had already submitted comments as a consultee.

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

539/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members that application DA/16/00215/FUL had been received late in the day and was tabled for consideration.

540/15-16. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 10 FEBRUARY 2016.**

Recommended: The Minutes of the meeting held on 10 February 2016 were confirmed and signed.

541/15-16. **KENT MINERALS AND WASTE LOCAL PLAN (MWLP) 2013 – 2030 – CONSULTATION ON FURTHER PROPOSED MODIFICATIONS.**

Kent County Council (KCC) had informed that the consultation would be open from 8 January to 4 March 2016.

Recommended: That the item be noted.

TOWN PLANNING:

542/15-16. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/16/00016/OUT	<p>Outline application (approval sought for access only) for the erection of up to 33 residential units, comprising 3 x 3 bed houses and 4 x 2 bed houses, 15 x 2 and 11 x 1 bed apartments, together with medical centre and associated parking, landscaping and amenity space.</p> <p>Land north of railway line and east of Station Road, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council supports the concept of a health centre being provided in Greenhithe. Unfortunately we feel that this being linked with a housing development makes this proposal an over-development of the site. Therefore we must register an objection to the proposal on the following points :-</p> <ol style="list-style-type: none"> 1. Access Site Ingress is via the Station Approach. This is an extremely busy link built specifically for the train and bus interchange. The application design code for the site states bus timetable times but does not appear to take into account that buses come in and out, thus making the amount of bus movements double. Pedestrians going to the health centre would need to cross this busy road and would require pedestrian lighted crossings; this would be needed to assist both the disabled and those with young children in push chairs. <p>Access Site Egress is via Station Road and Station Approach. In Station Road it is close to the current</p>

	<p>pedestrian crossing which would mean a requirement for traffic lights to ensure safety. On the station approach it is on the bus routes (a bus approx. every minute) and as this would be from the health centre this is also likely to be very busy at certain times requiring a traffic light junction.</p> <p>2. The proposal would result in a high density layout compounded by the near proximity to the existing residential dwellings to the north would constitute an unneighbourly form of development, out of character with its immediate surroundings and this would not be outweighed by the favourable accessibility factor. Added to this is the very close proximity to the adjacent road roundabout; this junction is one of the busiest in the area and the proposed flats would have an overbearing effect which could have an adverse effect on the safety of people and vehicles using the junction.</p> <p>3. The overall site is in close proximity to a mainline train station as well as a main bus interchange but the proposal did not appear to cover the issue of soundproofing which we feel should be included to a high specification due to the amount of journeys and almost 24 hour operation of the train and bus services.</p> <p>4. We believe that the proposal would be contrary to Policy CS10 of the Planning Authorities Core Strategy in that the benefits of developing this windfall site for high density housing would be outweighed by the disbenefits.</p>
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Having already declared a prejudicial interest Councillor B E Read left the chamber and took no part in the debate or decision of the following application.

543/15-16. ELECTION OF CHAIRMAN FOR NEXT APPLICATION.

It was duly proposed, seconded and agreed:

That Councillor Ms L C Howes be elected as Chairman for the following application.

DA/16/00214/FUL	Erection of a single storey rear extension. 15 Eglinton Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/16/00276/LDC	Application under Section 10 of the Planning and Compensation Act 1991 (Lawful Development Certificate)

	<p>for the provision of a dormer window on rear elevation and roof lights on front elevation in connection with providing additional rooms in the roof space.</p> <p>104A Church Road, Swanscombe.</p>
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/16/00215/FUL	<p>Demolition of buildings to rear and erection of a two storey rear extension to create 2 x 1 bedroom additional self-contained flats and single storey rear extension to the hairdressing salon.</p> <p>25 High Street, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council object to the application on the following grounds :-</p> <ol style="list-style-type: none"> 1. The proposal would provide a poor standard of accommodation due to the absence of private useable amenity space and, we believe, would not be in accordance with Policy B1 of the Planning Authorities adopted Local Plan and Policy CS17 of the Planning Authorities Core Strategy. 2. The proposal would be unacceptable as it could give rise to detrimental overlooking. 3. The proposal due to its back land nature would not be in keeping with the prevailing character, appearance and lay out of the area and would set an unwelcome precedent for similar such developments and, we believe, would be in conflict with Policy B1 of the Planning Authorities adopted Local Plan and Policy CS17 of its Core Strategy. 4. The Town Council has concerns regarding the limited parking provision and the fact that the proposal is directly adjacent to a busy High Street as well as a junction which would make entry and exit from the site very difficult and dangerous. The Development Control Board members are respectfully requested to visit the site to witness first hand these concerns.

544/15-16. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/15/01660/VCON	Variation of condition 24 (list of approved drawings) of planning permission DA/14/00502/FUL in respect of replacing drawings to incorporate balcony and enclosed ground floor lobby. Neptune Slipway, Pier Road, Greenhithe.
DA/15/01883/FUL	Conversion of existing integral garage into habitable room together with associated alterations to front elevation. 41 Pentstemon Drive, Swanscombe.
DA/15/01890/FUL	Erection of a first floor side extension. 14 Maritime Close, Greenhithe.
DA/15/01868/FUL	Erection of a single storey rear extension, 8 Reservoir Close, Greenhithe.

545/15-16. REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.

The following refused decision notices were noted.

DA/15/01554/COU	Change of use from residential (Class C3) to doctor's surgery (Class D1) with associated alterations to elevations. Glenwood, London Road, Greenhithe.
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There being no further business to transact, the Meeting closed at 7.20 pm.

Signed: _____ Date: _____
(Chairman)

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 23 MARCH 2016 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor Mrs S P Butterfill (Vice Chairman)
Councillor K G Basson
Councillor P M Harman (ex-officio)
Councillor D J Mote
Councillor B R Parry
Councillor A S Reach
Councillor S J Ryan

ALSO PRESENT: Mr M Murphy – Partner Green Portal (Management) LLP
Mr M Fulton – Partner Green Portal (Management) LLP
x 2 members of the public
Graham Blew – Town Clerk

ABSENT: Councillor Dr J M Harman
Councillor J A Hayes
Councillor K M Kelly

560/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were submitted and accepted from Councillors' Ms L C Howes (holiday) and Mrs C K Openshaw (unwell).

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

561/15-16. SUBSTITUTES.

There were none.

562/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

563/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Chairman welcomed Mr Murphy and Mr Fulton to the meeting.

There then followed a discussion regarding application DA/16/00016/OUT, Land North of railway line and east of Station Road, Greenhithe.

The Chairman thanked Mr Murphy and Mr Fulton for attending the meeting.

564/15-16. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 MARCH 2016.**

Recommended: The Minutes of the meeting held on 2 March 2016 were confirmed and signed.

TOWN PLANNING:

566/15-16. The below planning applications had been received and responded to by the Town Clerk, in consultation with the Chairman, due to the timescales for responses.

DA/15/01497/REM	<p>Submission of reserved matters relating to appearance, layout, scale and landscaping pursuant to outline application DA/12/01325/OUT (granted on appeal) for the erection of 40 residential dwellings (comprising 16 x 3 bed, 13 x 4 bed, 7 x 5 bed houses and 4 x 1 bed maisonettes) and provision of public open space.</p> <p>The proposal has been revised to (1) provide an access road to plots 1-11 and the Bowling Club within the application site; (2) alter the route of the proposed spine road within the application site; (3) rotate the terrace of houses (plots 5-8) through 90 degrees and attach the terrace to the proposed maisonette properties; (4) relocate plot 12 from the north west of the application site to the south east of the application site; (5) alter the floor plans and elevations of the proposed dwellings; and (6) alter the parking provision of the application site.</p> <p>Former Empire Sports Ground south of Knockhall Road, Greenhithe.</p>
OBSERVATIONS:	<p>This area was, and had been for a long time, a potential leisure facility for the Town and as such was identified in the Planning Authorities Local Plan. This proposal will result in the loss of this potential leisure facility to current inhabitants of the Town as well as the many future inhabitants of the large developments proceeding within the Town; the Town Council would therefore request that the Planning Authority ensures that a legal agreement is drawn up to include a contribution to the Town Council for community leisure facilities to be enhanced and maintained. It is noted that the</p>

	<p>proposal indicates that access to Knockhall Park from the development would be included and that Knockhall Park would be the closest recreational facility for the residents of this development to use and enjoy. The proposal would add extra traffic in an area where there is very limited capacity, contrary to Policies T22 and T23 of the Dartford Local Plan, Policy T11 of the Dartford Local Plan Review Second Deposit Draft and Policy TP19 of the Kent and Medway Structure Plan 2006. The Planning Authority are urged to confirm that the proposed junction (entry/exit to the site) will not have a negative impact/effect on the bus route in this area. The Town Council also has concerns that any footpaths within the development should include restrictions against the use by motorbikes (such as kissing gates).</p>
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Recommended: That the comments submitted be endorsed.

566/15-16. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/16/00290/FUL	<p>Provision of a dormer window in rear elevation in connection with providing additional rooms in the roof space.</p> <p>8 Knockhall Road, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/16/00379/COU	<p>Change of use of ground floor dental surgery (Use Class D1) to self-contained one bedroom flat (Use Class C3).</p> <p>Cheers Dental Practise, 23 High Street, Swanscombe.</p>
OBSERVATIONS:	<p>Whilst the Town Council have no strong concerns about the change of use aspect of this proposal we are extremely concerned regarding the parking provision at the rear of the proposal that is suggested/claimed in the application and associated plans. The Town Council respectfully request that members of the Development Control Board hold a site meeting so that they can see for themselves what space and parking availability is at the rear of the proposal as the Town Council are very concerned that this could have an adverse impact, to both pedestrian and vehicle users, at the access/exit from and to the High Street at the busy junction that this property is located.</p>

567/15-16. **GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/16/00045/FUL	Erection of an attached workshop (revisions to previously approved planning permission DA/15/00554/FUL in respect of alterations to design to roof of part of existing workshop). Monarch Autos, 164 Milton Road, Swanscombe.
DA/15/01801/FUL	Erection of a single storey rear extension and porch infill. 105 Church Road, Swanscombe.
DA/16/00118/FUL	Erection of a single storey rear extension. 1 Mounts Road, Greenhithe.
DA/15/01853/FUL	Demolition of existing detached garage and erection of a part two/part single storey side/rear extension. 1 Ames Road, Swanscombe.

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

Signed: _____
(Chairman)

Date: _____

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 31 MARCH 2016 at 7.00PM

PRESENT: Councillor B E Read (Chairman for the meeting)
Councillor Mrs A E D Barham
Councillor Mrs S P Butterfill (substituting for Councillor K G Basson)
Councillor Ms L M Cross
Councillor Ms L M Hall
Councillor J A Hayes
Councillor Ms L C Howes
Councillor B R Parry

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

ABSENT: Councillor Mrs M B Kelly
Councillor Mrs L D McFadden

568/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' K G Basson (work commitments), P M Harman (work commitments) and D J Mote (other commitments).

An apology for lateness was submitted by Councillors' Ms L M H all and J A Hayes.

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

569/15-16. SUBSTITUTES.

Councillor Mrs S P Butterfill substituted for Councillor K G Basson.

570/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Ms L M Cross advised that she was one of the Town Council representatives on the Pavilion Committee. The Town Clerk confirmed that advice had previously been received, from the Deputy Monitoring Officer (Dartford Borough Council), that there was no prejudicial interest as these roles were not part of any decision making.

571/5-16. ELECTION OF CHAIRMAN FOR THE MEETING.

As both the Chairman and Vice-Chairman were unable to attend the meeting it was duly proposed, seconded and agreed;

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

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

572/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

573/15-16. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 4 FEBRUARY 2016.

Recommended: That the Minutes of the Meeting held on 4 February 2016 were approved and signed as a true record.

574/15-16. 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 Park, Knockhall Park, Heritage Park, Spring Vale, Valley View, Saxon Court, Equipment and Miscellaneous.

Recommended: That the item be noted.

575/15-16. CHILDREN'S SUMMER ENTERTAINMENT – 2016.

Members considered the 3 "packages" of entertainment that had been compiled and after discussion it was agreed:

Recommended: That Option 1 be selected for the Summer Entertainment 2016.

576/15-16. PILOT WARDEN SUPPORT OFFICER SCHEME.

Further to minutes 25/15-16, 83/15-16, 224/15-16 and 355/15-16 the Kent Association of Local Councils (KALC) had informed that KCC had completed the recruitment process and had selected 2 Volunteer Support Wardens for the pilot in Swanscombe and the volunteers would be undertaking training before beginning.

Recommended: That the item be noted.

577/15-16. UNAUTHORISED USE OF KNOCKHALL RECREATION GROUND.

Further to minutes 410/14-15, 517/14-15 and 351/15-16 members were updated with the Parks Departments monitoring of the situation for the period 14 November 2015 to 19 March 2016.

Members were informed that a letter had been hand delivered, to the author of the letter to the MP, by the Town Clerk on Saturday 6 February 2016.

Recommended: That the item be noted.

678/15-16. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.

Members' received the Guidance Notes for the 2016 – 2017 Scheme which had a deadline for applications of 30 April 2016.

With the short timescale involved the ATC/RFO had previously supplied members with details of a potential project for the possible replacement of 4 metal Bus Shelters within the Town which were in poor condition.

After lengthy debate it was agreed to proceed with the replacement of the shelters at The Avenue and Swanscombe Street as a suitable project to apply to the Capacity Building Fund 2016 - 2017. The Town Council would be able to replace the bus shelters under the power granted to it in Section 4 of the Local Government Act 1953 (Misc. Provisions)

After discussion Members advised that a shelter with suitable side protection and seats as opposed to a bench would be the preferred option. Members agreed for the ATC/RFO to contact the 3 companies who have already quoted and source the most appropriate shelter that meets this design.

Recommended: That the project to replace 2 of the 4 metal bus shelters (located at The Avenue/London Road, Greenhithe and Swanscombe Street, Swanscombe (by Manor Park)) be selected as the project to apply to the Capacity Building Fund 2016 – 2017.

679/15-16. HERITAGE COMMUNITY HALL AND GROVE HALL WOODEN DOORS.

Members had previously been informed that the current wooden doors required replacing due to their poor condition, minute 476/15-16. Attempts had been made to obtain quotations for both wooden and UPVC replacements which had varied in both detail and level of cost.

Members considered the 3 quotes that had been obtained and after discussion, and the ATC/RFO detailing where the funds would be used for this project, it was agreed that Quote C be selected to have the work undertaken.

Recommended: That Quote C be used to have the work undertaken.

580/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read and seconded by Councillor J A Hayes;

RESOLVED:

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

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

581/15-16. GROVE CAR PARK.

Members discussed the contents of the confidential report and it was agreed that the following additional question be included in the consultation:

What do you use the car park for?

- *Shopping in the High Street*
- *Commuter*
- *Resident*
- *Other (please specify)*

Members agreed that the consultation period should be 1 month and should begin as soon as the new website was operating.

As well as the advertising options contained in the report members asked that the Community Café also be included as well as paper copies of the questionnaire being available from the Council Office.

Recommended: That the consultation be undertaken as detailed above.

582/15-16. OPERATION OF THE COMMUNITY CAFÉ.

Members discussed the contents of the confidential report.

The Town Clerk updated members on the current situation regarding the undertakings of the Working Group thus far and re-iterated the sensitivity of this issue. Members were also informed that as there was no contractual cost to the Town Council the normal procurement procedures were not applicable.

Members confirmed their satisfaction/understanding of the update and details provided by the Town Clerk and it was agreed to proceed with the project subject to advice being obtained from both the Town Councils Solicitor and Human Resource Experts.

Recommended: To proceed with the project subject to advice being obtained from both the Town Councils Solicitor and Human Resource Experts.

583/15-16. **PAVILION – REPAIR/REPLACEMENT OF SMALLER AREA OF ROOF (ABOVE MAIN BOILER AREA ETC.)**

Members discussed the contents of the confidential report which included details of how the specification for the works had been collated and published/advertised which fulfilled the criteria of Standing Order 38 v) and Financial Regulation 4.1.

Further to minute 411/15-16 and after further discussions members considered the 3 quotations received and agreed that Quote 2 be used to have the work undertaken.

Recommended: That Quote 2 be used to have the work undertaken.

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 10 MARCH 2016 at 7.00PM

- PRESENT:** Councillor B E Read (Chairman)
Councillor R J Lees (Vice-Chairman)
Councillor K G Basson
Councillor Ms L M Cross
Councillor Ms L C Howes
Councillor B R Parry
- ALSO PRESENT:** Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO
- ABSENT:** Councillor K M Kelly

546/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Mrs S P Butterfill (other commitments), P M Harman (holiday), D J Mote (other commitments), Mrs I A Read (unwell and S J Ryan (other commitments).

547/15-16. SUBSTITUTES.

There were none.

548/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

549/15-16. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

The Town Clerk advised members that the Department for Communities and Local Government had confirmed that the appropriate sum for parish councils for the purpose of section 137 (4)(a) of the Local Government Act 1972 for 2016 – 2017 was £7.42 which Had been increased by 0.8% - the percentage increase in the retail index between September 2014 and September 2015, in accordance with Schedule 12B to the 1972 Act.

550/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 JANUARY 2016.

Recommended: The Minutes of the meeting held on 14 January 2016 were confirmed and signed as a true record.

551/15-16. MONTHLY BANK RECONCILIATIONS.

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

Recommended: That the bank reconciliations for December 2015, January and February 2016, and verified by Councillor K G Basson, be noted.

552/15-16. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in December 2015, January and February 2016.

Recommended: That the bank transfers undertaken in December 2015 and January, February 2016 be approved.

553/15-16. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for December 2015, January and February 2016.

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 December 2015, January and February 2016, as per the annexed list be approved.

554/15-16. SUMMARY OF ACCOUNTS.

Members were provided with details of the Summary of Accounts, balanced to 29 February 2016.

Recommended: That the details of the Summary of Accounts, balanced to 29 February 2016 be noted.

556/15-16. TOWN COUNCIL WEBSITE.

The ATC/RFO explained the background to the need for a new Town Council website along with the basis for which the 2 quotes had been obtained. After discussion on the merits of both quotations, including any additional costs associated with transferring existing information, Quote A was selected to be used.

Recommended: That Quote A be used to provide a new Town Council website.

556/15-16. PROCUREMENT OF ELECTRICITY/GAS – CONTRACT WITH KCC LASER 2016 – 2018.

The ATC/RFO confirmed that, in consultation with the Chairman of Finance and General Purposes Committee, he had entered into a new 2 year agreement for utilities with KCC Laser. This was aimed at allowing the Town Council time to consider a full procurement comparison for future contracts.

Members asked the ATC/RFO to ensure that a review of the Councils utilities procurement be scheduled in prior to this contract ending.

Recommended: That the actions taken by the ATC/RFO in entering into a new 2 year agreement for utilities be endorsed.

557/15-16. RENEWAL OF TOWN COUNCIL INSURANCE.

The ATC/RFO detailed the 2 quotations that had been received. After discussion on the associated costs linked with the number of claims made and excess charges it was agreed to proceed with Quote A.

Recommended: That Quote A be used to provide the Town Council insurance.

558/15-16. INTERNAL AUDITOR'S INTERIM REPORT FOR THE 2015 – 2016 FINANCIAL YEAR.

Members received the interim report from the internal auditor and the section on Insurance was highlighted by the ATC/RFO. Members were assured that this recommendation had been included within the new Town Council insurance policy.

Recommended: That the item be noted.

559/15-16. APPLICATIONS FOR FUNDING UNDER SECTION 137 OF THE LGA ACT 1972.

- Application – Friends of Swanscombe Heritage Park.

Members considered the application received.

- Application - Hi Kent

Members considered the application received.

Recommended: That grants of £350.00 be made to the Friends of Swanscombe Heritage Park and £500.00 to Hi Kent from the 2015 - 2016 budget.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on TUESDAY 1 MARCH 2016 at 2.00 PM.

PRESENT: Councillor P M Harman (Chairman)
Councillor R J Lees (Vice-Chairman)
Councillor Mrs A E D Barham
Councillor Ms L M Cross
Councillor D J Mote

ABSENT: None

ALSO PRESENT: Graham Blew, Town Clerk

525/15-16 APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' B E Read (unwell) and Mrs I A Read (other commitments).

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

526/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

527/15-16. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

528/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 21 JANUARY 2016.

Recommended: That the minutes from the meeting held on 21 January 2016 be confirmed and signed.

529/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Ms L M Cross and seconded by Councillor D J Mote;

RESOLVED:

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

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

530/15-16. PAY CLAIM 2016 – 2017.

The report clarified that the 2016 – 2017 estimates included the provision for awarding a cost of living pay rise up to 2.5% and a 1 Spinal Point Increase.

After discussion Members unanimously agreed that a 2.5% pay increase be awarded to all the Town Council staff with effect from 1 April 2016.

The Town Clerk then highlighted the additional responsibilities employee 39 had taken on as well as their continued flexibility, diligence and co-operation, especially during the challenging periods that staff changes/shortages had incurred and advised that, in light of this, he would like to propose that members consider awarding them a Spinal Point increase. The Town Clerk clarified what the financial implications of this would be and after deliberation Members concurred that employee 39 be awarded a Spinal Point increase with effect from 1 April 2016.

Recommended:

- 1 That a 2.5% pay increase be awarded to all the Town Council staff with effect from 1 April 2016.
- 2 That employee 39 be awarded a Spinal Point Increase with effect from 1 April 2016.

531/15-16. EMPLOYEE 55 – ADMINISTRATION ASSISTANT (part-time) – LETTER OF RESIGNATION.

Members were disappointed to receive the letter of resignation but acknowledged that it was for personal reasons and not related to work. Members asked that their gratitude to employee 55 be recorded.

Members thanked the Town Clerk for putting in place the recruitment process and agreed that the post be kept as it was, in all respects.

Recommended:

1. That the item be noted
2. That the actions taken by the Town Clerk in dealing with this matter be endorsed.

532/15-16. PARKS KEEPER.

Further to minute 303/15-16 members received the specification that had been drafted regarding the possible operation of the Park Keepers undertakings. Members were reminded that it has previously been agreed that a Working Group investigate the operation and implications of the Park Keeper role in the future, minute 364/15-16.

533/15-16. WAIVING OF FINANCIAL REGULATIONS.

In accordance with Financial Regulation 11 c) members agreed to waive Financial Regulations to enable a price to be negotiated without competition due to the uniqueness of the role, to ensure continuity of service and to obtain best value.

Recommended:

That, in accordance with Financial Regulation 11 c), Financial Regulations be waived to enable a price to be negotiated for a contractor to undertake the Park Keeper role, without competition due to the uniqueness of the role, to ensure continuity of service and to obtain best value.

534/15-16. PARKS KEEPER.

Further to minute 303/15-16 members received the specification that had been drafted regarding the possible operation of the Park Keepers undertakings.

After discussion Members agreed that, should the Park Keeper role become vacant in the future the specification be used to employ the interested party as a contractor to undertake the role.

Recommended:

That, should the Park Keeper role become vacant in the future the Town Clerk be delegated to use the specification to employ the interested party as a contractor to undertake the role.

535/15-16. COUNCIL OFFICES CLEANER.

Members were informed that the vacant post had been filled with a start date of 29 February 2016.

Recommended:

That the actions of the Town Clerk in filling the post be endorsed,

There being no further business, the Meeting closed at 2.30pm.

Signed: _____ Date: _____
(CHAIRMAN)

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MINUTES of the MEETING of the HERITAGE PARK / SKULL SITE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 09 FEBRUARY at 10.00 AM

PRESENT: Councillor Ms L C Howes (Vice-Chairman)
Councillor Mrs S P Butterfill
Councillor R J Lees
Councillor D J Mote
Councillor Mrs C K Openshaw

ALSO PRESENT: Martin Harding, Assistant Town Clerk & RFO
Garnet Johnson, Groundwork
Ann Duke, Walk Tall
Brenda Bobby, Friends of Swanscombe Heritage Park
Shirley Fahy, Friends of Swanscombe Heritage Park
Liz Dyson, Kent County Council (KCC)

ABSENT: There were none

480/15-16. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillor B E Read (other commitments) and Rosemary Godfrey & Becky Plunkett of Natural England (other commitments)

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

481/15-16. SUBSTITUTES

There were none.

482/15-16. TO DECLARE INTERESTS IN ITEMS ON THE AGENDA

There were none.

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

483/15-16. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

484/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15 DECEMBER 2015.

Recommended: The Minutes of the meeting held on 15 December 2015 be confirmed and signed as a true record.

485/15-16. HLF BID – PROGRESS TO DATE.

The ATC/RFO gave an update on the progress of the bid including meetings held with EDC and correspondences with Paramount, HLF and Historic England who had expressed an interest in setting up a 'Heritage Watch' group. It was explained that although the bid was progressing the timescales were becoming increasingly tight with information still outstanding from other parties. The ATC/RFO recommended that members consider deferring the bid for the June cycle and confirmed that this had already been discussed with the HLF who thought the idea prudent.

A discussion was held in relation to the most effective way for the information and agreements still outstanding from both KCC and Natural England to be sourced. Liz Dyson explained the delays she had been facing with finishing the specification and confirmed that she will e-mail both Groundwork and the ATC/RFO by the end of this week and advise whether she was able to undertake the work or whether the work could be considered to be contracted out.

Recommended:

1. That the ATC/RFO ensure the draft collaboration agreement is ready for signatures at the next meeting.
2. That the ATC/RFO explore alternatives to sourcing certain key pieces of information and continue liaison with EDC, Paramount and Historic England
3. That the ATC/RFO arranges an independent meeting with Natural England to discuss involvement with the bid.

486/15-16. NATURAL ENGLAND – SWANSCOMBE NNR MANAGEMENT PLAN.

The ATC/RFO explained the exchange of correspondence between himself and Natural England in relation to the Management Plan since the last meeting. The ATC/RFO was able to confirm receipt of the new plan last week and offered to circulate to all parties for review ahead of a meeting with Natural England.

The ATC/RFO will attempt to arrange for an informal meeting with Natural England before the date of the next Sub-Committee meeting to discuss the plan further.

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

487/15-16. FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.

Members were provided with an update from Mrs Brenda Bobby regarding the activities undertaken by the FOSHP since the last meeting. No activities had taken place over the winter period but the Easter Egg Hunt and Teddy Bears Picnic had been scheduled for this year.

The FOSHP were planning a deep-clean/litter pick project involving the local community in the spring. Members discussed different ways of funding this event and asked for the Town Council to be informed of the dates to allow for our involvement and advertising.

Recommended: That the report be noted.

488/15-16. HERITAGE PARK WEBSITE

This item reminded everyone that any items to be included on the website needed to be forwarded to the RFO. Members asked that the website could be considered for a refresh / update as part of the HLF bid which could include more information on the FOSHP activities.

Recommended: That the ATC/RFO, in conjunction with Groundwork, look at including this within the HLF bid.

489/15-16. ANY OTHER ITEMS RELATED TO THE HERITAGE PARK / SKULL SITE.

There were none

490/15-16. DATE OF NEXT MEETING.

Recommended: That the next meeting be scheduled for 15 March 2016 at 10.00am

There being no further business to transact, the meeting closed at 10.55am.

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the HERITAGE PARK / SKULL SITE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 19 APRIL at 10.00 AM

PRESENT: Councillor Ms L C Howes (Vice-Chairman)
Councillor R J Lees
Councillor Mrs C K Openshaw

ALSO PRESENT: Martin Harding, Assistant Town Clerk & RFO
Ann Duke, Walk Tall
Brenda Bobby, Friends of Swanscombe Heritage Park
Becky Plunkett, Natural England

ABSENT: Councillor Mrs S P Butterfill
Councillor D J Mote
Councillor B E Read

584/15-16. APOLOGIES FOR ABSENCE

Apologies for absence were received from Liz Dyson, Kent County Council (KCC) (other commitments), Garnet Johnson Groundwork (other commitments) and Rosemary Godfrey & Eleanor Brown of Natural England (other commitments)

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

585/15-16. SUBSTITUTES

There were none.

586/15-16. TO DECLARE INTERESTS IN ITEMS ON THE AGENDA

There were none.

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

587/15-16. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

588/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9 FEBRUARY 2016.

Recommended: The Minutes of the meeting held on 9 February 2016 be confirmed and signed as a true record.

589/15-16. HLF BID – PROGRESS TO DATE.

The ATC/RFO gave an update on the progress of the bid including meetings held with EDC and the HLF. Members were provided with an overview of the offer made from EDC to fund the visitors centre with the proviso of a viewing platform. The ATC/RFO gave an overview of how this could be brought into the heritage theme and confirmed this idea had been well taken by the HLF.

The ATC/RFO updated members on the support from the HLF for the bid. The recent meeting included a grants officer to aid in the financial planning area. In addition members were informed that the HLF had invited the bid team to attend a further meeting at their offices in London prior to submission to go through the bid in more detail.

Members were asked to consider both a Town Council representative to sit on the programme management board and also to consider the Town Council pledging its future financial support for the sustainability of the project. A discussion was held on both these points.

Recommended:

1. That Councillor Ms L Howes been nominated for the position on the programme management board pending endorsement from the Chairman of the sub-committee.
2. That the ATC/RFO go into the budget meeting for the project with the support of the Town Council to consider the sustainability of the project
3. The ATC/RFO to write a report on the future cost implications to the Town Council to be presented at the next meeting

560/15-16. NATURAL ENGLAND – SWANSCOMBE NNR MANAGEMENT PLAN.

The ATC/RFO explained that the updated management plan was presented in such a way to enable the Town Council to fully understand requirements. Members were informed that the visual plan for site maintenance was a draft only as Natural England were undertaking further mapping and analysis.

Members asked regarding the financing and timetable for any work coming out of this. The ATC/RFO confirmed that once he had received the updated visual plan he would then arrange a meeting with the Town Clerk & Senior Groundsman Gardener to work through the details. Natural England confirmed that all items listed are not an annual requirement and they are flexible in relation to prioritizing the work.

Recommended:

That the ATC/RFO circulate the final visual plan and take this forward to meet with the Town Clerk and Senior Groundsman Gardener.

561/15-16. FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.

Members were provided with an update from Mrs Brenda Bobby regarding the activities undertaken by the FOSHP since the last meeting. The Easter Egg Hunt had been well attended and the Teddy Bears Picnic along with the Halloween Disco had been scheduled for this year.

The FOSHP are hoping to run an event for Adults at some point this year along with litter picks within the park.

The FOSHP were thanked for their work and asked to keep the Town Council informed of any future events and ideas so these can be supported.

Recommended: That the report be noted.

562/15-16. HERITAGE PARK WEBSITE

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

The ATC/RFO confirmed that the website refresh is planned to be discussed as part of the wider HLF bid.

Recommended: That the information be noted.

563/15-16. ANY OTHER ITEMS RELATED TO THE HERITAGE PARK / SKULL SITE.

Members enquired about an update regarding the closed bridge at the entrance to the Heritage Park from Knockhall Road. The ATC/RFO confirmed that the last correspondence received from the landowners was that the bridge would be closed for the foreseeable future with no confirmed date for re-opening as yet.

564/15-16. DATE OF NEXT MEETING.

Recommended: That the next meeting be scheduled for Tuesday 14 June 2016 at 10.00am

There being no further business to transact, the meeting closed at 10.45am.

Signed: _____ Date: _____
(Chairman)

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06 APR 2016



29 March 2016

Mr Graham Blew
The Grove
Swanscombe
Kent
DA10 0GA

AGENDA ITEM

6

T/C 28/4/16

Dear Mr Blew,

As you will be aware since July 2014 London Paramount has undertaken a multi-stage consultation on the proposed Entertainment Resort on the Swanscombe Peninsula. The consultation to date has provided invaluable feedback on our vision for the resort and enabled the development of a masterplan, proposed access routes and measures to mitigate the environmental impact.

Following our latest consultation, in April to June 2015, we have taken the time to review all the feedback received and are conducting further studies on transport and the environment as well as revising our masterplan. Whilst this is ongoing we are looking to set up a Community Liaison Group (CLG).

CLGs are an effective way for us to keep in touch and share information with community representatives. This in turn will enable information updates to be provided to residents who have concerns or queries, creating an important link between the London Paramount team and the community. We hope the CLG will include elected representatives and local stakeholder and community groups.

We anticipate holding the meetings every three or four months with the group's success contingent on members being committed and willing to give up their time to attend meetings. We would like a representative from Swanscombe & Greenhithe Town Council to be involved with the CLG. If you would be interested in one representative being involved please get in touch by emailing consultation@londonparamount.info with the subject heading "Community Liaison Group" by 15 April 2016 and letting us know who your nominated representative is.

We look forward to hearing from you.

Yours sincerely,

Two handwritten signatures in black ink, one above the other, appearing to be "Fenlon Dunphy" and "David Testa".

Fenlon Dunphy & David Testa
London Paramount

0800 008 6765

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P/K 28/4/16

The Parish News

February 2016

Chairmanship Conference 2016

Including our keynote speaker, *the Right Honourable Greg Clark MP, Secretary of State for Communities and Local Government*

We are delighted to announce that the Rt Honourable Greg Clark MP, Secretary of State for Communities and Local Government will be speaking at our Chairmanship Conference on **Friday 26 February at The Orchards Conference Centre at East Malling Research, New Road, East Malling ME19 6BJ**. www.emr.ac.uk/

It is not very often that we get the opportunity to hear directly from a Secretary of State and we would therefore encourage all Councils to consider attending this event.

We have an excellent line up of speakers for the whole day:

- ☐ *Cllr John Rivers, KALC President – Being a Local Council Chairman in 2016 – Challenges and Opportunities*
- ☐ *Allison Burton, Town Clerk at Dover Town Council – The Clerks Perspective on Chairmanship*
- ☐ *The Right Honourable Greg Clark MP, Secretary of State for Communities and Local Government*
- ☐ *Dr Jonathan Owen, NALC Chief Executive – Latest update on the national challenges and opportunities facing our sector*
- ☐ *Ann Millington, Kent Fire & Rescue Service Chief Executive – Inspirational leadership at a time of Change*
- ☐ *Ian Davison, Wellers Hedley Solicitors – key legal issues in 2016 for the proactive Chairman*
- ☐ *Jerry Taylor, Director of HR Services Partnership – will be running a workshop on the HR issues for Local Councils*
- ☐ *Clive Powell, KALC Local Councils Adviser – will be running an introductory Chairmanship skills workshop covering contentious issues and professional conduct.*

To register for this event and for a copy of the Conference Programme, please visit the KALC website at www.kentalc.gov.uk. The cost of this one day Conference is £60 + VAT for KALC members and £120 + VAT for non-members.





WHAT'S INSIDE?

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The 2016 Good Councillor's Guide is available from KALC at £2 per copy plus any postage and packing. You can also download a free PDF copy via this link

AVAILABLE NOW

<http://www.kentalc.gov.uk/resources/Documents/Elections%202015/The%20Good%20Councillors%20Guide%202016.pdf>



Call Us Before You Drop in...

KALC is always delighted to see its many friends from former senior members of KALC to officer and Councillors at its office in Whitfield. However, if you are attending on official business, you should always call us in advance for an appointment. We do have an established policy that initial contact should be made by your clerk or your chairman. This ensures that you will not be disappointed on arrival! We are sometimes elsewhere, either in meetings or at an event, so it is better if the appropriate member of staff can be at your service when you do visit. We pride ourselves on our professional service to you and we don't like to let you down by not being available.

We are always happy to advertise any vacancy that may have arisen in your Council, and we do this free of charge for member Councils. Likewise, if you are looking for employment, we often carry advertisements for employment opportunities within our County. Do have a look at our latest vacancy page on our website. You can access the page by following this link:

<http://www.kentalc.gov.uk/page-1172115>

VACANCIES



TRAINING MATTERS

Training

developing the skills and experience employees need to perform, improve their performance, skills, and abilities, specific

The Dynamic Councillor: Our Training Event for the New Councillor

How many new Councillors do you have on your Council? Do they know their powers and obligations? Are they fully aware of how a local council works?

The KALC Executive Committee strongly recommends that local councils have a *training policy and budget*. If you have a new councillor who has been elected or co-opted, they may well benefit from our training workshop - The Dynamic Councillor. The course typically lasts for three hours, with light refreshments and a break, and gives a good grounding to those who are new to "the job". We are running several events this winter and spring in various parts of the county.

Take a look at our website for the one that is most convenient for your delegate and book your place online!

Our Training Programme continues to gather speed and we are more than happy to say that we are very busy in that regard. This Spring is no exception and we have several events that should appeal to our delegates.

- 22 February 2016 *The Dynamic Councillor*, Wingham Village Hall
- 26 February 2016 *Chairmanship Conference*. An absolute must for the Chairman or prospective Chairman of your Council. Full details on our front page or via our website
- 3 March 2016. *The Dynamic Councillor*, Lenham Community Centre
- 7 March 2016. *Planning Conference*. Our usual Conference for all your planning needs.
- 31 March 2016 *Website Training*, Lenham Community Centre. Free event.
- 9 June 2016 *Health and Safety Accreditation Training*, Sevenoaks Town Council
- 16 June 2016 *Health and Safety Accreditation Training*, Lenham Community Centre

Please note that the Health and Safety Accreditation is a one day course, and you can choose to attend Sevenoaks OR Lenham. A short assessment will be held at the end of the workshop in order to obtain the accreditation

- 14 June 2016 *Clerks Conference*, Sutton Valence Village Hall

President's Pieces...

John Rivers Writes for the News

By now your Parish/Town Council/Parish Meeting would have received an invitation for your Clerk & Chair(man) to complete the 2016 KALC Membership Survey. I hope you will please find the time to complete it, which should take around 15 minutes, and which will assist us to continue to steer the future of your Association in the direction members would like to see.

The results from the previous two surveys have directly impacted on the way we have structured our 10-year rolling Strategic Plan, for example, and the development of this very *Parish News* that you are reading now, to name but two changes. So I would just like to reassure you that the time you spend on this survey is really important to us and is certainly not just a 'tick-box' exercise!

'Best practice' shows parishes completing the survey with the Clerk and Chair(man) sitting together to answer the questions. Another good opportunity for both to have a regular meeting and to develop a good working relationship.

Your Association has been examining how best to improve our website, for both individual Councillors and the Council as a whole, and will be examining further over the coming months. No decisions have been made so far but working with a team of professional web-developers, at no cost to us,

has shown that it is perfectly possible to totally revolutionise the way in which KALC can support you via the web browser of your choice. More news to follow, after your Executive Committee have been given the opportunity to trial a 'Beta' website and have made a decision on the way forward.

Finally, I just wanted to take the opportunity to remind ... smaller councils with a turnover not exceeding £25,000 that the Government made it a mandatory requirement last year for them to publish certain information on their website. Please visit the KALC website to download the Transparency code for smaller authorities. In recognition of the additional burden placed on smaller councils, the Government introduced a Transparency Fund to help those councils become compliant with the new Transparency Code. This can be used to purchase a computer/laptop/scanner and software if the Council does not own those items at present. I would strongly encourage all smaller councils with a turnover not exceeding £25,000 to contact the KALC office for further information if they have not already applied for funding.

Until next time

John Rivers



MISSING FROM YOUR INBOX

Kings Hill - A place for The Good Life...



New Year Honours 2016 - Congratulations in Order!

As our members will be aware, the New Year's Honour List is released on 1 January of each year. It is a chance for those who have contributed in some way to be recognised for their hard work. Kent is very privileged to have many people who work tirelessly for the community, and this has been reflected handsomely in this year's list!

Amongst those who have been lauded are:

- Fred Wood-Bignall, former Councillor for Lydd Town Council and Chairman Kent County Council
- Alan Rowe, Councillor for Cobham Parish Council
- Joan Butler, Councillor for Staplehurst Parish Council
- Vanessa Jones, Councillor for Bredhurst Parish Council

Congratulations to you all!



The path to Kings Hill's new allotment site was a long one but on 7 November 2015, it was officially opened by Jim Buttress, horticulturalist and television presenter. Residents at Kings Hill had long wanted an allotment site and representations had been made as far back as 2007. By 2014, Liberty Property Trust and Kent County Council had gifted land for the scheme and work began in earnest in March 2015. Wet weather delayed proceedings, but in July 2015, the first tenants took occupancy of their plots. The ultra modern facility has security fencing, self closing water standpipes for 75 plots, along with emergency and disabled access. The Mayor of Tonbridge and Malling, Cllr Owen Baldock and the Mayoress, Mrs Christine Baldock were in attendance at the opening ceremony. A number of Kings Hill Parish Council members also joined in, and were treated to a refreshment reception at the Sports Pavilion at the newly constructed Kings Hill Sports Park. Well done Kings Hill look forward to seeing the fruits of your labour in the near future!



- we
of



**Lynn Marchant - Consultant
in Wellbeing**

Lynn Marchant was recently approached by the KALC to provide a mindfulness paper at our regular Clerks Conference for the 60 delegates in attendance from across Kent. This was a recognition that sadly, stress in the workplace has become an issue for many Local Council officers across the county and reflects factors like financial austerity and change management issues. The presentation outlined the basics of mindfulness and included a number of relaxation and reflection exercises. The feedback on the 45 minute session was excellent. If your Council is interested in finding out more, please contact Lynn directly

*Lynn Marchant - Workplace Wellbeing Specialist
07881 816232 Email: lynnmarchant@talktalk.net*



HAPPY AND GLORIOUS!

OUR QUEEN REACHES A MILESTONE

HM Queen Elizabeth II will be 90 years of age on 21 April 2016. Nobody could have imagined that the former Princess Elizabeth of York would ever become our Monarch when she was born. As we now know, the Abdication Crisis of 1936 changed the line of succession to the current Royal Family. Once Elizabeth's father succeeded the throne in December 1936, she became *heir presumptive*. King George VI died in on 6 February 1952 and our present Queen took over the role of Monarch. She was 25 years old at the time.

Fast forward to 2016. Our Queen has been *In Situ* for 64 years. She has managed to surpass the reign of Queen Victoria and is now regaled as the *Longest Reigning Queen Regnant In History*.

Consequently, it is quite understandable that the country would like to celebrate such a momentous occasion. We can all remember the wonderful year in 2012 where the country had the pleasure of marking the Diamond Jubilee of the Queen along with the London Olympics.

This year is slightly different in that there is only one occasion to celebrate. This means that there is all the more reason to make a big party! Indeed, plans are already underway for a Street Party along

the Mall, to which there will be room for 10000 participants.

We are sure that there are many of our parishes and towns who will "push the boat out" as they have done previously.

There will be a Beacon Lighting Ceremony on the Queen's actual birthday on 21 April 2016. Guidance for this event can be found by looking at the leaflet produced by the National Association of Local Councils (NALC), which can be found here: <http://www.nalc.gov.uk/library/news-stories/1861-queen-s-90th-birthday-beacons/file>

The Department for Communities and Local Government has also produced a comprehensive Guide to Organising a Street Party, which you can read by following this

link:

<https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party>

It would seem that most of the celebrations are due to take place between April and June, so there is plenty of opportunity for you all to take part. Keep up to date with the latest developments by checking the official website of the Royal Household, which you Can access here: <http://www.royal.gov.uk/Home.aspx>



LOCAL COUNCIL
AWARD SCHEME

NALC

"We know that local councils are at the very heart of their communities; giving neighbourhoods a voice and making people more involved in the decisions that affect them. Over 15 million people (35% of the population) live in the communities served by local councils. Local councils want to serve their communities as best they can and make a real difference to the lives of the people that live there.

The new Local Council Award Scheme has been designed to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Award Scheme has been designed to provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together, to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The Local Council Award Scheme undergoes a review every year and new guidance is issued in January each year. Councils must meet the criteria of the guidance that is in place at the date of they submit their completed application form to their local accreditation panel." *Description of the Local Council Award Scheme from NALC Website - January 2016*

We are delighted to highlight that the following Councils have successfully applied to the Regional Accreditation Panel for Accreditation:

- Folkestone Town Council - Quality Gold
- Sevenoaks Town Council - Quality Gold
- Cranbrook and Sissinghurst Parish Council - Quality
- Marden Parish Council - Quality
- Dover Town Council - Foundation
- East Peckham Parish Council - Foundation
- Westerham Town Council - Foundation

To find out more about the Award Scheme, please visit the [NALC](#) or [KALC](#) website, or call the KALC office on 01304 820173

CONSULTATION, CONSULTATION, CONSULTATION

Natural England is currently running the formal consultation on the potential Outer Thames Estuary Special Protection Area (sSPA) marine extension. Should you wish to take part in the debate, you can do so by following this link:

NATURAL
ENGLAND

Consultation deadline is 21 April

[Formal Consultation on the potential Outer Thames Estuary Special Protection Area \(sSPA\) marine extension](#)



[Formal Consultation on the potential Outer Thames Estuary Special Protection Area \(sSPA\) marine extension](#)

Mobile Library Service

Kent County Council (KCC) has been looking at how it can make the Mobile Library Service more efficient and provide a better service for residents across Kent.

In recent years, improved public transport links, growth of car ownership, as well as greater access to services available via the internet have meant that the way people access all KCC services, including library services, is changing and they would like to adapt the service according to need. KCC would like to ensure that its mobile libraries stop in the places where they benefit their customers most. The current consultation is open for comment now: <http://consultations.kent.gov.uk/g2/177544450/10360051-141020/>

186.1 ONLINE Mobile Library Consultation.pdf

Consultation deadline is 4 March



Lower Thames Crossing

Highways England is consulting on options for a Lower Thames Crossing, a new road crossing of the River Thames connecting Kent and Essex.

A new crossing is needed to reduce congestion at the Dartford Crossing and unlock economic growth supporting the development of homes and jobs in the region.

Highways England propose a tunnel crossing under the Thames located east of Gravesend and Tilbury. There are three route options north of the river and two south of the river.

This is a Highways England Consultation, and you can find out more about these proposals and complete an online questionnaire by clicking on the following link:

<http://www.lower-thames-crossing.co.uk/>

Consultation deadline is 24 March

F01E-16
29th January 2016

Update To Model Financial Regulations

Following feedback from NALC County Officers and Member Councils, and Legislative changes the Model Financial Regulations (MFRs) have been amended to take account of the following:

1. MFR 1.6 has been amended to provide for the possibility of disciplinary action in the event of breach of the Regulations, rather than a definitive statement as to gross misconduct
2. MFR 6.4 has been re-written to apply more generally than merely in respect of disclosable interests.
3. Incorporation of the specific requirements of The Public Contracts Regulations 2015 in MFR 11 (as explained in detail in LTN 87 and Legal Briefing L05-15 of January 2016).

My thanks are due to all who have contributed to the further refinement of the Regulations.

This briefing was issued by Derek Kemp, NALC's Audit and Accounts Advisor

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SWANSCOMBE & GREENHITHE TOWN COUNCIL
STANDING ORDERS

- iii) the place to which it relates;

38. FINANCIAL MATTERS.

- a) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:
- i) the accounting records and systems of internal control;
 - ii) the assessment and management of risks faced by the Council;
 - iii) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
 - iv) the financial reporting requirements of members and local electors and
 - v) procurement policies (subject to (b) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000.
- b) **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in standing order 38 (c) below.**
- c) Any formal tender process shall comprise the following steps:
- i) a public notice of intention to place a contract to be placed in a local newspaper;
 - ii) a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii) a copy of the specification of works shall be added to the 'Contracts Finder' website.
 - iii) tenders are to be sent, in a sealed marked envelope, to the Responsible Financial Officer by a stated date and time;
 - iv) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and/or Responsible Financial Officer and at least one Member of Council;
 - v) tenders are then to be assessed and reported to the appropriate meeting of Council or committee.
- d) The Council, nor any committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 30 (e), 31 regarding improper activity.
- e) **The Financial Regulations of the Council shall be subject to an annual review.**
- f) **Where the value of a contract is likely to exceed £438,893,164,176 (or other threshold specified by the Office of Government Commerce from time to time) the Public Contracts Directive 2014/24/EU Council must consider whether the Public Contracts Regulations 2006 (SI**

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SWANSCOMBE & GREENHITHE TOWN COUNCIL
STANDING ORDERS

~~No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No.6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.~~

39. CODE OF CONDUCT ON COMPLAINTS.

The Council shall deal with complaints of misadministration allegedly committed by the Council or by any Officer or Member in such manner as adopted by the Council.

40. GENERAL POWER OF COMPETENCE (GPC).

- a) Before exercising the GPC, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b) The Council's period of eligibility begins on the date that the resolution above was made and the council is then required to revisit that decision and make a new resolution at every annual meeting of the council after the ordinary election that normally takes place every four years (the confirmation does NOT have to take place every year).

41. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- a) Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.
- b) A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

42. STANDING ORDERS.

- a) A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.
- b) The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- c) A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

These Financial Regulations were amended by the full Council at its meeting held on 17 December 2015, minute 393/15-16.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings. ~~A breach of these Regulations by an employee is gross misconduct.~~
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO;

- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the Finance and General Purposes Committee.
- 6.4. ~~Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the RFO, the Clerk, or the Administration Assistant in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.~~
Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committees shall be signed by ~~(one)~~ two member(s) of council (, and countersigned by the Clerk.) in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Finance and General Purposes Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and the RFO or the Clerk and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- b. Where it is intended to enter into a contract exceeding £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- b.c. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations³.
- e.d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e.e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e.f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- f.g. If less than three tenders are received for contracts above £50,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g.h. Any invitation to tender issued under this regulation shall be subject to Standing Order 39.
- h.i. When it is to enter into a contract of less than £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply) taking into account paragraph c above; where the value is below £5,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i.j. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j.k. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no

³ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

k.i. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)⁴. ~~The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.~~

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

⁴ Thresholds currently applicable are:

a. For public supply and public service contracts 209,000 Euros (£164,176)

b. For public works contracts 5,225,000 Euros (£4,104,394)

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EXTRACT OF STANDING ORDERS

SWANSCOMBE & GREENHITHE TOWN COUNCIL
STANDING ORDERS

urgency in accordance with the Town Council's Standing Orders, no business shall be transacted at the Meeting other than that specified in the summons relating thereto.

- f) **The minutes of a meeting shall record the names of councillors present and absent.**
- g) All members are required to submit apologies for absence prior to the beginning of the meeting they refer to.
- h) If prior to a meeting, a Councillor has submitted reasons for their absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

2. THE STATUTORY ANNUAL MEETING.

- a) In an election year the Annual General Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and;
- b) In a year, which is not an election year, the Annual General Council Meeting shall be held on any such day in May as the Council may direct (decided at the previous Annual Meeting).
- c) In an election year, if a Member(s) are unable to return their Declaration of Acceptance of Office at the Annual General Council Meeting then the Council will need to accept that it/they can be submitted at a later date.
- d) In addition to the Statutory Annual Town Council Meeting, at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.

3. CHAIRMAN OF THE MEETING OF THE TOWN COUNCIL.

- a) The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- b) Subject to standing orders which indicate otherwise, anything authorized or required to be done by, to or before the Chairman may, in their absence be done by, to or before the Vice - Chairman (if any).

EXAMPLES OF HOW OTHER LOCAL AUTHORITIES HANDLE
APOLOGIES FOR ABSENCE.

DBC

60. Apologies for Absence

Apologies for Absence were submitted on behalf of Councillors XYZ, ABC and 123.

Swanley TC

1. Apologies

Apologies were received from Cllr XYZ, ABC which reasons were given and approved.

Stone PC

79/01/16CL: TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors' XYZ and ABC.