

TOWN COUNCIL
17 DECEMBER 2015

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 17 DECEMBER 2015 at 7.00 PM

PRESENT:

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

ALSO PRESENT:

- Graham Blew – Town Clerk
- Martin Harding – Assistant Town Clerk/Responsible Financial Officer
- Sara Stapleton – Responsible Financial Officer (RFO)
- Gill Frasz – Administration Assistant
- Rebecca Rawlings – Administration Assistant
- 4 x members of the public

ABSENT:

- Councillor Dr J M Harman
- Councillor Mrs L D McFadden

384/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Ms L M Cross, P M Harman (other commitments), J A Hayes (other commitments), K M Kelly (other commitments), Mrs M B Kelly (other commitments), Mrs C K Openshaw (other commitments) and S J Ryan (other commitments).

385/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

The Town Clerk advised that Dartford Borough Council had confirmed that although the 3 Town Council representatives on the Pavilion Committee were Town Council appointees they were not in a position of general control or management of the Pavilion Management Committee and attended the meetings as 'observers'. As such, it was not considered that they would have a prejudicial interest in items considered by the Town Council regarding the Pavilion. The Town Clerk highlighted that this advice did not exempt Members from considering whether or not they had a prejudicial interest by considering the specific facts in each individual case.

Councillor R J Lees declared a prejudicial interest in agenda items 12 - Financial Risk Assessments 2016 – 2017, 21 – Pavilion Update and 22 – Pavilion Roof Repairs

(Smaller area above main boiler room) as he is a member of the Pavilion Community Sports & Social Club.

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

386/15-16. MINUTES OF THE MEETING HELD ON 15 OCTOBER 2015.

Members were provided with a copy of the Minutes of the Meeting held on 15 October 2015.

RESOLVED:

That the Minutes of the Meeting held on 15 October 2015 be confirmed and signed as a true record.

387/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

Councillor R J Lees advised members that, further to minute 274/15-16, he had been elected as the Parish/Town Council representative on the Joint Transportation Board (DBC).

388/15-16. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 21 OCTOBER 2015, 11 NOVEMBER 2015 AND 2 DECEMBER 2015.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 21 October 2015, 11 November 2015 and 2 December 2015 be confirmed and the recommendations made therein be adopted.

389/15-16. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 26 NOVEMBER 2015.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 26 November 2015 be confirmed and the recommendations made therein be adopted.

390/15-16. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 5 NOVEMBER 2015.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 5 November 2015 be confirmed and the recommendations made therein be adopted.

391/15-16. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 5 NOVEMBER 2015.

RESOLVED:

That the Minutes of the Personnel Committee meeting held on 5 November 2015 be confirmed and the recommendations made therein be adopted.

392/15-16. MINUTES OF THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE MEETING HELD ON 25 NOVEMBER 2015.

RESOLVED:

That the Minutes of the Executive & Emergency Committee meeting held on 25 November 2015 be confirmed and the recommendations made therein be adopted.

393/15-16. MINUTES OF THE HERITAGE PARK/SKULL SITE SUB-COMMITTEE MEETING HELD ON 18 NOVEMBER 2015.

RESOLVED:

That the Minutes of the Heritage Park/Skull Site Sub-Committee meeting held on 18 November 2015 be confirmed and the recommendations made therein be adopted.

394/15-16. MINUTES OF THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE MEETING HELD ON 7 OCTOBER 2015.

RESOLVED:

That the Minutes of the Anti-Social Behaviour & Crime Site Sub-Committee meeting held on 7 October 2015 be confirmed and the recommendations made therein be adopted.

395/15-16. VARIATION OF STANDING ORDER 38 b).

In accordance with Standing Order 41 and further to minute 287/15-16 members were asked to agree to the increase in the contract value limit from £25,000 to £50,000.

RESOLVED:

That the contract value level of Standing Order 38 b) be increased to £50,000.

396/15-16. **SWANSCOMBE AND GREENHITHE HISTORY GROUP (SGHG) – EVENT IN 2016 TO CELEBRATE THE 90th ANNIVERSARY OF THE FORMATION OF SWANSCOMBE URBAN COUNCIL.**

Councillor Ms L C Howes and Mr Christoph Bull advised members that the SGHG hoped to put on a similar event to the one recently held as part of the WW1 Project as well as a series of events throughout the year.

Members advised Councillor Ms L C Howes and Mr Bull that they hoped they would take back to the SGHG the Council's thanks and that they should approach the Council if they required support for the project.

RESOLVED:

That the item be noted.

397/15-16. **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.**

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

RESOLVED:

That the item be noted.

398/15-16. **STAFF / MEMBER TRAINING - UPDATE.**

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

Cllr Ms L C Howes	Annual General Meeting (KALC)	21 November 2015
Cllr R J Lees (as Executive Member)	Annual General Meeting (KALC)	21 November 2015
Cllr Ms L C Howes	War Memorial Workshop (Kent Federation of Amenity Societies)	17 October 2015
Cllr R J Lees (as Executive Member)	War Memorial Workshop (Kent Federation of Amenity Societies)	17 October 2015
Martin Harding (ATC/RFO)	Pensions Forum (KCC)	3 December 2015

RESOLVED:

That the item be noted.

399/15-16. INSURANCE CLAIMS – UPDATE.

Members were informed that the following claims had been settled:

Claim Ref: 27150000417 – damage to Springer playground equipment (Broomfield) - £100 excess.

RESOLVED:

That the item be noted.

400/15-16. FINANCIAL CONTRIBUTIONS TO PARISH AND TOWN COUNCILS – DARTFORD BOROUGH COUNCIL (DBC) 2016 – 2017.

Members considered the report which set out the levels of financial contributions and showed that the Tow Council would see a further reduction of £5,727.00 in the total amount it received (Section 136 and Council Tax Support).

RESOLVED:

That the amounts of Section 136 Contributions and Council Tax Support Grant payments to parishes be noted.

401/15-16. FINANCIAL RISK ASSESSMENTS (FRA) FOR 2016 – 2017.

At its meeting on 5 November 2015, minute 315/15-16, the Finance and General Purposes Committee endorsed the findings of the Financial Risk Assessment Working Group (*that the FRA's should be maintained at the level/s indicated with the exception of the 2 items relating to the Pavilion roof repairs/renewal*). The FGP recommended that the FRA's should be approved and submitted to the Finance and General Purposes Committee and full Council on 14 January 2016 for endorsement and inclusion in the Annual Estimates.

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

The RFO advised that when the FRA Working Group had met it had been possible to incorporate the funds required for the repair to the smaller area of roof (above the boiler room) into the probable figures for this year which meant funds from the FRA's were not required to be used and would remain the same with the exception of the cost of the remaining area of roof (approximately £17,000 per year over the duration of the current Lease).

The Chairman of Finance and General Purposes Committee thanked the FRA Working Group and officers for keeping this large and complex project on track.

RESOLVED:

That the FRA's, as supplied, be approved and included in the Estimates for 2016 – 2017.

402/15-16. ANNUAL ESTIMATES FOR 2016 – 2017.

Members were informed that officers had begun work on the estimates for 2016 – 2017, the draft annual estimates had been provided as a confidential report, by the Responsible Financial Officer (RFO) for members' information at this stage.

Members were invited to contact the RFO, outside of the meeting, and inform her of any suggestions and/or items they felt should be included. Members were reminded that, as per minute 315/15-16 a sum of £10,000 had been included in the draft estimates for potential new Community Facilities.

The RFO, in consultation with the Chairman of the Finance and General Purposes Committee (FGP), would review the drafts over the festive period and the final copies would be submitted to the FGP on 14 January 2016 to be agreed; the agreed figures then being submitted to the Special Town Council meeting held directly after the FGP meeting on 14 January 2016 as this is required to set the Council Tax Rate for Band D.

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

Members thanked the RFO for providing the details/figures contained in the draft annual estimates and acknowledged the amount of work that goes into this item.

RESOLVED:

That the item be noted.

403/15-16. 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 Council's representative on the BF. As previously agreed details of the minutes from the 24 September 2015 meeting were available in the Chamber for inspection.

Dartford Citizens Advice Bureau (CAB)

Councillor Ms L M Cross is the Town Council's representative on the CAB. As previously agreed the agenda for the Annual General Meeting on 12 November 2015 meeting was available in the Chamber for inspection.

Ingress Park Greenhithe Management Limited (IPGM).

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

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

Mr P C Harris had submitted the following update: *"IPGM held its AGM on 26 November 2015 with 35 members present. The main discussion centred on the use of the Public Open Space (POS) with members confirming their support for the recently re-issued IPGM policy document. The Town Council should note that Company Members do support the use of the POS but events must only be advertised within the local area of Swanscombe and Greenhithe and not Dartford, limiting numbers to around 500 for the duration of the event. A new Resident Director, Eileen Kauss was voted in replacing David Hinks who retired by rotation. The latest Development Manager, Paul Rann is settling in but appears to have the task of running the development with minimal support from First Port Senior Management to facilitate a smooth takeover which is extremely frustrating. Finally there are indications from Crest that works on the Community Centre have begun with an estimated completion date of summer 2016"*.

404/15-16. REPORT FROM KENT COUNTY COUNCILLOR.

As Kent County Councillor P M Harman was unable to attend the meeting he had submitted a written update which included:-

- *"Street Lighting: The street lighting consultation closed on 30th November. The results will now be analysed and presented to the "Environment and Transport Cabinet Committee" meeting early next year; and will then be published thereafter. I suspect that there will be a great majority in favour of returning to full night lighting throughout the county. The LED lighting installation is due to take 3 years; roughly the first 18 months on all mainly residential roads throughout the county and the second phase being major and other roads.*
- *Unaccompanied Refugee Children in KCC Care: The issue of KCC having responsibility for the care of unaccompanied refugee children continues to be a problem. KCC are continuing to work with central government seeking a solution.*
- *KCC Budget in 2016: KCC are making final preparations for next year's budget precept. This is due to be discussed at the next full KCC Council meetings scheduled for the 11th and 18th February 2016. It seems certain that there will be further reductions to some services to comply with central government requirements."*

RESOLVED:

That the item be noted.

405/15-16. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

Policy Overview meeting had received 2 presentations covering Public Health (Health and Equality Issues) which had included the increasing demand on GP's, increasing population, GP's age and profiles (a large amount of GP's were retiring and moving on).

Eagles Road, Greenhithe: a considerable amount of chalk had been removed from the cliff by DBC for health and safety reasons.

Ingress Park Fastrack route heading east to Craylands Lane had been confirmed as a bus and car route and was in the process of being completed.

The Greenhithe & Swanscombe RBL had held their Christmas Party last weekend which DBC had helped to fund.

The Cambria Sea Scouts, Greenhithe had received funding from DBC via the Salute for Youth Scheme which was being re-named Clubs Together.

RESOLVED:

That the item be noted.

406/15-16. SEALING OF DOCUMENTS.

There were none.

407/15-16. TOWN MAYOR'S ANNOUNCEMENTS.

On behalf of the Town Mayor the Deputy Town Mayor wished members and the Towns residents a very happy Christmas and New Year and invited those present to join him for refreshments after the meeting.

408/15-16. QUESTIONS.

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

409/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

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

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 items of business.

Having already declared a prejudicial interest Councillor R J Lees left the chamber and took no part in the debate or decisions of the following items.

410/15-16. PAVILION UPDATE.

The RFO advised members that the additional sum of £16,000.00 contained in the report was no longer required to be included in the 2016 – 2017 estimates as this had been able to be incorporated in the probable figures for this year.

The Town Clerk reminded members of, and read out, the wording of the revised conditions that the Town Council were required by DBC to agree to (The Deputy Town Mayor, in the Mayors absence, was required to sign the letter to DBC).

In accordance with Standing Order 19, and further to minute 287/15-16 members considered the information provided and it was agreed:

RESOLVED:

That the Town Council agree to the revised conditions provided by DBC, dated 12 October 2015, regarding the heating upgrade works. *(A letter signed by the Town Mayor would need to be sent to DBC)*

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

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

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

That DBC be notified accordingly.

411/15-16. PAVILION – ROOF REPAIRS (SMALLER AREA ABOVE MAIN BOILER ROOM).

Members considered the content of the confidential report and after discussion it was agreed:

RESOLVED:

That the Pavilion Working Group be delegated to consider and agree how this project should proceed including who/how the required works would be project managed.

412/15-16. **OUTGOING RESPONSIBLE FINANCIAL OFFICER.**

On behalf of the Town Council the Deputy Town Mayor thanked Sara Stapleton for the work she had undertaken over the last 13 years and wished her, and her family, all the very best for the future. The Town Mayor then presented the outgoing RFO with a gift and card from everyone at the Town Council and a bouquet.

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

Signed: _____ Date: - _____
(Chairman)

MINUTES of the SPECIAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 14 JANUARY 2016 at 7.30 PM

PRESENT: Councillor P M Harman – Town Mayor
Councillor Mrs A E D Barham
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor Ms L Hall
Councillor Ms L C Howes
Councillor R J Lees
Councillor B R Parry
Councillor A S Reach
Councillor B E Read
Councillor S J Ryan

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

ABSENT: Councillor Mrs L D McFadden
Councillor Mrs C K Openshaw

426/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Dr J M Harman (work commitments), J A Hayes (DBC meeting), K M Kelly (other commitments), Mrs M B Kelly (other commitments), D J Mote (DBC meeting) and Mrs I A Read (Other commitments).

427/14-15. 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.

428/14-15. ANNUAL ESTIMATES FOR 2016 – 2017.

Members acknowledged that this Estimate was the result of a number of years work by the Town Council to have its finances in order and to take into account the negative effect of outside pressures on the Councils funds. Members agreed that it was important that the Town Council had an Estimate that showed a decrease in the cost to residents as this reflected the integrity of the Town Council and how it operated.

The ATC/RFO re-iterated the amendments that had been agreed by the Finance and General Purposes Committee and the proposed Band D figure.

MOVED BY Councillor R J Lees, seconded by Councillor B A Read and unanimously agreed;

RESOLVED:

That the proposed Annual Estimates for 2016– 2017 and subsequent proposed Council Tax Base (Band D) be approved.

429/14-15. **COUNCIL TAX BASE 2016 – 2017.**

Members were asked to set the Council Tax Base for Band D properties 2016 - 2017.

Members were pleased to note that the Town Councils' proposed Council Tax Base for Band D properties had been reduced by 7.74% after previously having been frozen for consecutive years.

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

RESOLVED:

That the Council Tax Base for Band D properties 2016 – 2017 be set at £102.07.

430/15-16. **DRAFT BUDGET STATEMENT 2016 – 2017.**

Members received the Draft Budget Statement and commended the officers on its production as they felt this was a positive step and something that should be progressed.

It was agreed that any comments Members may have be submitted to the Council Office 2 weeks prior to the full Council meeting on 18 February 2016 where this item would be included on the agenda.

RESOLVED:

That this be included on the 18 February 2016 agenda for finalisation.

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

Signed: _____

(Chairman)

Date: _____

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 20 JANUARY 2016 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor K G Basson
Councillor D J Mote
Councillor B R Parry
Councillor A S Reach
Councillor S J Ryan

ALSO PRESENT: Martin Harding – ATC/RFO

ABSENT: Councillor Dr J M Harman

431/15-16. APOLOGIES FOR ABSENCE.

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

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

432/15-16. SUBSTITUTES.

There were none.

433/15-16. 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.

434/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

435/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 DECEMBER 2015.

Recommended: The Minutes of the meeting held on 2 December 2015 were confirmed and signed.

436/15-16. **DARTFORD BOROUGH COUNCIL (DBC) PLANNING ENFORCEMENT NEWSLETTER – NOVEMBER 2015.**

Members were informed that this publication was intended for councillors and council staff only and would be sent out to members “for information only” in the future.

Recommended: That the item be noted.

437/15-16. **M20 LORRY AREA – PUBLIC CONSULTATION.**

Members received the consultation that Highways England had launched on 11 December 2015 with a deadline for responses of 25 January 2016.

Recommended: That the item be noted.

TOWN PLANNING:

438/15-16. 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/15/01645/FUL	Erection of an attached 2 bedroom house with associated parking and refuse store. Adjacent 123A and 123B Knockhall Chase, Greenhithe.
OBSERVATIONS:	This Council has serious concerns on this application for the following reasons – 1) Given the size of the overall site it appears to demonstrate an over development of the site leaving only a small amount of community space. 2) The site is on the junction with Knockhall Road and Knockhall Chase and there are now entrances for vehicles in and out on both roads, close to the junction which the Town Council feels presents a potential danger to both pedestrians and vehicle users. This danger is increased by the fact that both roads are also bus routes with two bus stop locations close by. For these reasons we object to the application and recommend that as wide a circulation of consultation to neighbouring properties is made as possible. We also recommend that our comments above are brought to the attention of the Highways Authority, to ensure they are fully aware of the bus arrangements, and bus stops, as these are not marked.

DA/15/01790/FUL	<p>Erection of a detached 3 bedroom house with associated parking.</p> <p>Land Adjacent 188A Milton Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council recommends that neighbours on both sides of the road be consulted for their views/comments prior to consideration of this application. The Town Council would also respectfully request that the provision and suitability of off street parking and access/exit to the site is confirmed as adequate as this site is in close proximity to a bend in the road and is also currently a very busy bus route.</p>
DA/15/01001/ECREM	<p>Submission of reserved matters of siting, design, external appearance and landscaping pursuant to conditions 2, 19, 20, 21, 222 and 26 of outline planning permission DA/05/00308/OUT for Phase 1 development of 180 residential units including details of streets, buildings and structures, car parking areas, open spaces, materials, noise mitigation and drainage (Amended description) (Amended plans),</p> <p>Northfleet West Grid Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council would respectfully request that due consideration is given to ensure that the arrangements for the future management and maintenance of all community facilities, including open space within the site, are clear and agreed prior to any decision being made on this application.</p> <p>Members wish to re-iterate that this development will place an additional strain on an already overloaded infrastructure and request that suitable financial contributions be obtained from the developer to deal with this. The Town Council feels strongly that the development must integrate fully with the existing, and proposed, communities and that one way of ensuring that this is enabled would be for the developer to include a linkage into the local Heritage Park (SSSI).</p>
DA/15/01466/ECCDNA	<p>Submission of Construction Management Plan pursuant to conditions 33, 35 and 37 of outline planning permission reference DA/05/00308/OUT for redevelopment of site comprising a mixed use of up to 950 dwellings and non-</p>

	<p>residential floor space for: shopping, food and drink, hotel use; community, health, education and cultural uses; assembly and leisure facilities and associated works to provide the development.</p> <p>Northfleet West Grid Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council would respectfully request that due consideration is given to ensure that the arrangements for the future management and maintenance of all community facilities, including open space within the site, are clear and agreed prior to any decision being made on this application.</p> <p>Members wish to re-iterate that this development will place an additional strain on an already overloaded infrastructure and request that suitable financial contributions be obtained from the developer to deal with this. The Town Council feels strongly that the development must integrate fully with the existing, and proposed, communities and that one way of ensuring that this is enabled would be for the developer to include a linkage into the local Heritage Park (SSSI).</p>

Recommended: That the responses submitted be noted and endorsed.

439/15-16. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/15/01853/FUL	<p>Demolition of existing detached garage and erection of a part two/part single storey side/rear extension.</p> <p>1 Ames Road, Swanscombe.</p>
OBSERVATIONS:	<p>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.</p>

	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/15/01864/FUL	Erection of a single storey rear extension and conversion of rear of garage to habitable. 41 Caspian Way, Swanscombe.
OBSERVATIONS:	The Town Council have concerns regarding this proposal resulting in the loss of an off street parking facility which would give rise to an increase in on street parking in an area where there is very limited capacity.
DA/14/679/EC	Construction of building to accommodate plant for the processing and transfer of construction, demolition and excavation wastes and commercial and industrial wastes with weighbridge and office, external processing plant, storage bays and fencing. Plot 14 and Units C1 and C3, Manor Way, Swanscombe.
OBSERVATIONS:	The Town Council have concerns regarding the consideration / decision and impact of this application prior to any future application for the proposed London Paramount Resort. Members also have concerns regarding the impact on traffic generation resulting from this proposal.
DA/15/01872/FUL	Erection of a single storey rear extension. 25 Knockhall Chase, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
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.
OBSERVATIONS:	The Town Council have concerns that the construction of the 1.8m privacy screen would obstruct the view of the Thames from public viewing points.
DA/15/01868/FUL	Erection of a single storey rear extension.

	8 Reservoir Close, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/15/01890/FUL	Erection of a first floor side extension. 14 Maritime Close, Greenhithe.
OBSERVATIONS:	The Town Council have concerns over the proposal as the increase in rooms may result in an increase in the need for off street parking in an area that already has very limited capacity.
DA/15/01881/ECREM	Submission of reserved matters pursuant to conditions 2 & 25 of planning permission DA/12/01451/EQVAR for the erection of 154 dwellings (comprising 1 x 1 bed, 3 x 2 bed, 71 x 3 bed, 67 x 4 bed and 12 x 5 bed units), and submission of details relating to fibre-optic connections (condition 30) pursuant to permission DA/12/01451/EQVAR. Part Phase 3A, Castle Hill, Eastern Quarry.
OBSERVATIONS:	No observations.
DA/15/01883/FUL	Conversion of existing integral garage into habitable room together with associated alterations to front elevation. 41 Pentstemon Drive, Swanscombe.
OBSERVATIONS:	The Town Council have concerns regarding this proposal resulting in the loss of an off street parking facility which would give rise to an increase in on street parking in an area where there is very limited capacity.
DA/15/01844/FUL	Erection of a four storey rear/side extension to provide four additional one bedroom flats with associated parking and vehicle crossover onto Bean Road. 11 Cobham Terrace, Bean Road, Greenhithe.
OBSERVATIONS:	The Town Council feel that this proposal would be an overdevelopment and would result in an undesirable intensification of use which would be detrimental to the area and neighbouring residents.

	<p>The Town Council also have concerns that this proposal is not in keeping with the Dartford Borough Council Plan for 1 bedroom properties (these should be built in the vicinity of railway stations).</p> <p>The continuity of the parking provision stated between the application and the plans raises further concerns as the amount of parking spaces does not appear to match in these 2 documents?</p>
DA/15/01771/COU	<p>Change of use of the ground floor unit at Ingress Park 4E from Use Class A1 (retail) to Use Class D1 (clinic/health).</p> <p>Commercial Unit 32, Grove House, Wainwright Avenue, Greenhithe.</p>
OBSERVATIONS:	<p>Concerns are raised regarding the loss of a unit for retail use.</p>
DA/16/00045/FUL	<p>Erection of an attached workshop (revisions to previously approved planning permission DA/15/00554/FUL in respect of alterations to design and alterations to roof of part of existing workshop).</p> <p>Monarch Autos, 164 Milton Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council has concerns that this site has already been the subject of a considerable amount of development from its original design and that this has resulted in an increase in traffic in the immediate vicinity, and this further proposal could be an overdevelopment of the site.</p> <p>The application states that the land is "currently being purchased from Dartford Borough Council and the Town Council would request that confirmation be supplied that Dartford Borough Council actually owns the piece of land in question as this area is constantly the source of residents' enquiries/concerns regarding litter and maintenance.</p> <p>Concerns are also raised regarding access being adequate/available for emergency services to the rear of the property, via the lane from Broomfield Road.</p>
DA/16/00012/ECCDNA	<p>Submission of details relating to utilities framework (condition 16) and signage design guide (condition 17) pursuant to planning permission DA/12/01451/EQVAR.</p>

	Castle Hill, Eastern Quarry.
OBSERVATIONS:	No observations.

440/15-16. PLANNING APPLICATIONS SUBMITTED BY NEIGHBOURING/OTHER AUTHORITIES FOR MEMBERS' OBSERVATIONS.

20151201	Consultation on an application. Sainsburys, Whigfield Bank, Northfleet.
OBSERVATIONS:	No observations.

441/15-16. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/15/01499/FUL	Provision of bi-fold doors in rear elevation. 24 Empire Walk, Greenhithe.
DA/15/01614/FUL	Erection of a single storey rear extension and provision of a velux to rear roof. 19 Calcroft Avenue, Greenhithe.
DA/15/01680/FUL	Erection of a single storey attached garage and front porch. 26 Alamein Road, Swanscombe.

442/15-16. REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.

The following refused decision notices were noted.

DA/15/01609/COU	Conversion of existing single property into 2 x 2 bed self-contained flats together with provision of an external rear staircase and entrance door to first floor flat, bin storage area and communal garden. 60 Knockhall Road, Greenhithe.
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There being no further business to transact, the Meeting closed at 7.45 pm.

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 4 FEBRUARY 2016 at 7.00PM

PRESENT: Councillor K G Basson (Chairman)
Councillor P M Harman (Vice-Chairman)
Councillor Mrs A E D Barham
Councillor Mrs S P Butterfill (substituting for Councillor Mrs L D McFadden)
Councillor Ms L C Howes
Councillor D J Mote
Councillor B R Parry
Councillor B E Read

ALSO PRESENT: Councillor R J Lees
Graham Blew - Town Clerk
Martin Harding – Assistant Town Clerk/Responsible Financial Officer
Dan Usher – Senior Groundsman/Gardener
1 x member of the public

ABSENT: There were none

465/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Ms L M Cross (holiday), Ms L M Hall (other commitments), J A Hayes (other commitments), Mrs M B Kelly (other commitments) and Mrs L M McFadden (work commitments).

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

466/15-16. SUBSTITUTES.

Councillor Mrs S P Butterfill substituted for Councillor Mrs L D McFadden.

467/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor K G Basson declared a prejudicial interest in item 7.2 – Recreation Facility Charges 2016 – 2017, as he is Chairman of Swanscombe Tigers FC.

Councillor Ms L C Howes declared a prejudicial interest in item 7.2 – Recreation Facility Charges 2016 – 2017, as she is an allotment holder.

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

The member of the public present reported that the South West access way to Broomfield Recreation Ground had become uneven (this was outside of the boundary fence) and that the other side of the kissing gate (within the park) was becoming muddy. The Senior

Groundsman/Gardener agreed to look into this and add a couple of paving slabs to the area within the park if required.

468/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

469/15-16. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2015.

Recommended: That the Minutes of the Meeting held on 26 November 2015 were approved and signed as a true record.

470/15-16. 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, Valley View, Saxon Court and the Heritage Community Hall grounds.

Recommended: That the item be noted.

471/15-16. TO CONSIDER DESIGNATION OF NEPTUNE PARK IN RELATION TO FIELD IN TRUST (FIT).

Members were asked to consider adding Neptune Park to the areas already protected under the QEII Fields Scheme (non-charitable Deed of Dedication). It was confirmed that the cost to the Town Council would be approximately £120.00.

Recommended: That an application for Neptune Park to be added to the areas already protected under the Fields in Trust Scheme be agreed.

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

472/15-16. VICE-CHAIRMAN COUNCILLOR P M HARMAN IN THE CHAIR.

473/15-16. RECREATION FACILITY CHARGES 2016 - 2017.

Members discussed the proposed charges contained in the report (these had been taken into account during the estimate setting process, 14 January 2016).

Recommended: That the proposed increases for 2016 – 2017, as detailed, be approved.

474/15-16. EXTERNAL SIGN FOR ENTRANCE TO CHANGING ROOMS AT THE PAVILION.

After deliberation members requested that Town Council logo be included, the sign be white with green writing and the wording should read:-

Studded footwear must be removed before entering the building.
By Order of Swanscombe and Greenhithe Town Council.

Recommended: That a sign be purchased, as above, and installed.

474/15-16. QUEENS 90th BIRTHDAY.

Members discussed the various options proposed which included participating in the Beacons project (21 April). After debating this option it was agreed that, although an excellent scheme, the Town Council were not currently in a position to undertake this type of event and that the purchase and installation of specially designed commemorative benches' would be a more appropriate option.

Members then looked at design/options obtained by the RFO and agreed that the coloured design be installed at Knockhall Recreation Ground, Greenhithe and the "cut out" design be installed at Swanscombe Park by the memorial. The RFO was delegated to identify any additional funds, to those already allocated, required to undertake this project.

It was hoped that the installations/unveiling of the benches could be arranged with picnic events for local organisations.

Recommended: That the commemorative benches be purchased and installed as above.

475/15-16. 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. Attempts had been made to obtain quotations which had varied in both detail and level of cost. Obtaining quotes for UPVC replacement doors was now being undertaken. Members were informed of the approximate cost that would be involved and were asked to consider how they wished to proceed.

Recommended: That the item be noted.

476/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read 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.

477/15-16. INGRESS PARK COMMUNITY CENTRE.

Councillor Mrs S P Butterfill responded to an enquiry by the Chairman and confirmed that she did not have any interest in the Community Centre and that the group she had been part of that had been looking into taking on the management of the centre had been dissolved and no longer existed.

The Town Clerk updated members on the undertakings/meetings held by the Working Group and advised that the next step would be to arrange a meeting with Crest.

Councillor Mrs S P Butterfill asked the Committee if she could be included in the Working Group meeting with Crest. After clarifying with Councillor Mrs S P Butterfill that the request was exclusively regarding the Working Groups meeting with Crest and not a request to become a member of the Working Group it was agreed:

Recommended: That the item be noted and that Councillor Mrs S P Butterfill be invited to attend the Working Groups meeting with Crest.

478/15-16. **COMMUNITY CAFÉ WORKING GROUP.**

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 confirmed their satisfaction/understanding of the update and details provided by the Town Clerk.

Recommended: That the item be noted.

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 14 JANUARY 2016 at 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor R J Lees (Vice-Chairman)
Councillor Mrs A E D Barham (substituting for Councillor Mrs I A Read)
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P M Harman
Councillor Ms L C Howes
Councillor B R Parry
Councillor S J Ryan

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

ABSENT: There were none.

413/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' K G Basson (work commitments), K M Kelly (other commitments), D J Mote (DBC meeting), and Mrs I A Read (other commitments).

414/15-16. SUBSTITUTES.

Councillor Mrs A E D Barham substituted for Councillor Mrs I A Read.

415/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Mrs S P Butterfill declared a prejudicial interest in agenda item 12 – Applications for Funding Under Section 137 of the LGA, as she is the Town Councils representative (Trustee) of the NWK Volunteer Centre.

Councillor R J Lees declared a prejudicial interest in agenda item 12 – Applications for Funding Under Section 137 of the LGA as he is associated with the 1st Swanscombe Rainbows.

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

416/15-16. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

417/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 NOVEMBER 2015.

Recommended: The Minutes of the meeting held on 5 November 2015 were confirmed and signed as a true record.

418/15-16. 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 October and November 2015, and verified by Councillor K G Basson, be noted.

419/15-16. BANK TRANSFERS.

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

Recommended: That the bank transfers undertaken in October and November 2015 be approved.

420/15-16. 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 October and November 2015.

Members asked that it be recorded that, as was normal practice, each page of the finance statements and accounts was scrutinised.

Recommended: That the receipts and payments for October and November 2015, as per the annexed list be approved.

421/15-16. SUMMARY OF ACCOUNTS.

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

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

422/15-16. FUTURE PROCUREMENT OF EXTERNAL AUDIT FOR SMALLER AUTHORITIES AND THE SECTOR LED BODY (SLB).

Members discussed the report provided by the ATC/RFO and it was agreed that the Town Council should not opt-out of the SLB and allows this body to procure the external auditors from 2017 – 2018.

Recommended: That the Town Council does not opt-out of the SLB and allows this body to procure the external auditors from 2017 – 2018.

423/15-16. KENT COUNTY COUNCIL (KCC) COMBINED MEMBER GRANT SCHEME 2015 – 2016 TOWARDS FESTIVE LIGHTS IN SWANSCOMBE AND GREENHITHE.

Members acknowledged the support of KCC and the County Member via the Combined Member Grant Scheme 2015 – 2016.

Recommended: That the item be noted and the support of KCC and County Member, Mr Peter Harman, via the Combined Member Grant Scheme be acknowledged.

424/15-16. APPLICATIONS FOR FUNDING UNDER SECTION 137 OF THE LGA ACT 1972.

The Town Clerk advised members that since the agenda had been published an additional application had been received, earlier in the day, from the 1st Swanscombe Rainbows and that the paperwork/details were tabled at the meeting.

Having already declared a prejudicial interest Councillor Mrs S P Butterfill left the chamber and took no part in the debate or decision of the following application.

- Application – North West Kent Volunteer Centre.

Members considered the application received.

Having already declared a prejudicial interest Councillor R J Lees left the chamber and took no part in the debate or decisions of the following application.

- Application - 1st Swanscombe Rainbows

Members considered the application received.

Recommended: That grants of £145.00 be made to the North West Kent Volunteer Centre and £209.00 to the 1st Swanscombe Rainbows from the 2015 - 2016 budget.

425/15-16. **ANNUAL ESTIMATES 2015 - 2016.**

The Chairman introduced the report which included that the number of properties paying council tax within Swanscombe and Greenhithe had increased from approximately 4518 to 4723.

Members attention was drawn to the notes that ran alongside the items on the Estimates and that, since the previous draft Estimates had been provided, a sum of £10,000 had been included/added for any potential setting up costs for future car park management (Cost Centre 2, Cost Code 210).

The ATC/RFO advised members that the Allotment hire fee had inadvertently not included any increase and, after discussion, it was agreed that this should be increased by £2.00 as in previous years, taking them to £24.00 per year which members felt still gave excellent value when compared with other local providers. The ATC/RFO confirmed that this amendment would result in the Band D figure for 2016 – 2017 being £102.07.

After further discussion members unanimously agreed to approve the Annual Estimates for 2016 – 2017, as detailed and amended, and to submit these to full Council for endorsement.

Recommended: That the proposed Annual Estimates for 2016 – 2017, be submitted to full council for approval.

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 THURSDAY 21 JANUARY 2016 at 11.00 AM.

PRESENT: Councillor P M Harman (Chairman)
Councillor Ms L M Cross
Councillor D J Mote
Councillor B E Read
Councillor Mrs I A Read

ABSENT: None

ALSO PRESENT: Graham Blew, Town Clerk
Martin Harding, ATC/RFO
Brendan Sheehan, IFA (Alexander Financial Services)

443/15-16 APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' R J Lees (other commitments) and Mrs A E D Barham (unwell).

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

444/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

The ATC/RFO introduced Brendan Sheehan at this point and explained his involvement with item 6 on the agenda. Members welcomed Brendan to the meeting and consented for his inclusion during this item.

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

445/15-16. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none

446/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 5 NOVEMBER 2015.

Recommended: That the minutes from the meeting held on 5 November 2015 be confirmed and signed.

447/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

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

RESOLVED:

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

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

448/15-16. PENSION AUTO-ENROLMENT.

The ATC/RFO detailed the background to the auto-enrolment process and explained the decision and reports that were set before members.

Members took the opportunity to question both the ATC/RFO and the IFA on the scheme options presented before them. The IFA left the meeting following initial questions and the members then debated scheme choices.

The ATC/RFO explained the second decision members were required to make regarding the on-going engagement and support package with the IFA. The ATC/RFO explained what the ongoing package incorporated and the other sources of ongoing advice and support available to the Town Council.

Recommended:

1. Members agreed to accept the recommendation of the IFA to select the pension scheme with Intelligent Money
2. Members agreed to delegate authority to the Town Clerk and ATC/RFO to engage ongoing support from the IFA if required

449/15-16. DISMISSAL, UNDER THE CAPABILITY PROCEDURES, OF EMPLOYEE 49.

Members discussed the information provided on this dismissal and the Town Clerk explained the timeline and procedure that had been followed.

The Town Mayor commended the Town Clerk on the detail and presentation of the report into the actions taken.

Recommended:

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

450/15-16. **FORMER RESPONSIBLE FINANCIAL OFFICER – ASSISTANCE WITH YEAR END.**

Members were advised of the content of the confidential report and the Town Clerk explained the proposed cost per hour and extent to which this assistance would likely be needed.

Recommended:

To allow the Town Clerk and ATC/RFO to engage the support of the former RFO during the year end process if and when required and at the rate detailed in the report.

There being no further business, the Meeting closed at 11.50am.

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 15 DECEMBER at 10.00 AM

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

ALSO PRESENT: Martin Harding, Assistant Town Clerk & RFO
Garnet Johnson, Groundwork
Liz Dyson, Kent County Council (KCC)

ABSENT: Councillor Mrs C K Openshaw

375/15-16. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and accepted from Councillor B E Read (hospital appointment) also Mrs Brenda Bobby from the Friends of Swanscombe Heritage Park (other commitments)

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

376/15-16. **TO ELECT A CHAIRMAN FOR THE MEETING.**

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

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

377/15-16. **SUBSTITUTES**

There were none

378/15-16. **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.

379/15-16. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

380/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 18 NOVEMBER 2015.

Recommended: The Minutes of the meeting held on 18 November 2015 be confirmed and signed as a true record.

381/15-16. HLF BID – PROGRESS TO DATE.

Members were provided with a copy of the draft collaboration agreement prepared by Groundwork. The draft document was reviewed and amendments, suggestions made. It was noted that the Friends of Swanscombe Heritage Park (FOSHP) had not been included within the partners to the agreement. A discussion will be held with the group to determine roles and responsibilities prior to the next draft of the agreement. Members suggested raising the profile of the project with both Paramount and the Ebbsfleet Development Corporation (EDC), in order to either link in with any existing heritage plans or to consider further partners to the bid. Small amendments were discussed throughout the document which will now be re-drafted by Groundwork. The ATC/RFO confirmed that the next meeting with the HLF was due to be late January to early February 2016. Groundwork confirmed that a draft bid along with updated collaboration agreement will be available prior to that meeting. Members enquired regarding Natural England's involvement within the bid. The ATC/RFO confirmed that contact had been made and a copy of the agreement sent. Natural England had informed that the updated management agreement for the site will be ready in the New Year, Members suggested that a meeting be held with Natural England independently to discuss this.

Recommended:

1. Suggested amendments to the collaboration agreement be made and the next draft be available for the next meeting
2. That the Town Council approach FOSHP to discuss their role within the bid
3. That the ATC/RFO, in conjunction with Groundwork, approach both Paramount and EDC regarding the bid
4. That the ATC/RFO arranges an independent meeting with Natural England to discuss involvement with the bid and to view the draft management agreement.

382/15-16. ANY OTHER ITEMS RELATED TO THE HERITAGE PARK / SKULL SITE.

Liz Dyson fed back that no progress had been made on the plans for improvements to the skull exhibit in The Swanscombe Centre.

383/15-16. **DATE OF NEXT MEETING.**

Recommended: That the next meeting be scheduled for 9 February 2016 at 10.00am

There being no further business to transact, the meeting closed at 10.40am.

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 27 JANUARY 2016 at 7.00 PM

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

ALSO PRESENT: Martin Harding, ATC/RFO
Billy Unsworth, Kent Community Warden
Steven Knowles, Housing Officer, Dartford Housing Services
4 x member of the public

ABSENT: There were none.

451/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillor Mrs M B Kelly (other commitments). Apologies were also received from PCSO's Eliza Hailey & Richard Coomber

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

452/15-16. SUBSTITUTES.

There were none.

453/15-16. 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.

A member of the public enquired whether obstructive parking and the condition of the streets in Swanscombe were classed as anti-social behaviour. He then explained that he had made several attempts to raise his concerns both with Dartford Borough Council (DBC) and through the Town Council and wanted the sub-committee to clarify how this could be escalated. Councillors' Ms L M Cross and Mrs C K Openshaw both explained the issues they had witnessed with obstructive parking and the lack of presence of Traffic Wardens. Councillor A S Reach explained the routes he had taken to raise concerns through DBC regarding street cleaning. Members asked that the Town Clerk contact the member of the public after the meeting to provide appropriate contact points that he could use to raise his

concerns. On behalf of the sub-committee the Chairman thanked the member of the public for bringing his concerns to the attention of the Town Council.

Another member of the public raised her frustration over the parking within Ingress Park which included obstructive parking on roundabouts causing access problems with public transport. On behalf of the sub-committee the Chairman thanked her for attending the meeting and raising her concerns. Members reassured her that her issues would be taken into account during consideration of agenda item 11.

454/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

455/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 07 OCTOBER 2015.

Recommended: That the Minutes of the Meeting held on 07 October 2015 be confirmed and signed as a true record.

456/15-16. TOWN COUNCIL'S PROBLEM LOG.

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

Recommended: That the problem log be noted.

457/15-16. BEAT OFFICER AND POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

In the absence of a representative from the police the ATC/RFO read out the following report that had been submitted by PCSO Richard Coomber:

Myself (Richard) and Eliza apologise for not being able to attend. We have been actively patrolling Swanscombe and Greenhithe over the past few months. In Swanscombe I have been building good relationships with the local schools (Manor Community Primary, Craylands Lane Primary and Ebbsfleet Academy). This has enabled me to talk to the students, show a presence, and build a rapport with the children of the Swanscombe area. This has been highly beneficial when dealing with ASB as the students know who I am and in turn I am aware of whom I am dealing with.

The crime statistics for the area show ASB has decreased significantly, by approximately 25% since that of last year. This is a good sign for Swanscombe and especially as there are increasingly more properties going up at a rate of knots in the area, along with an increased population.

It is no secret in the media that numbers in the Police, UK wide, have dwindled of late and changes are constantly being made. That being said unfortunately PC Rob Payne is no longer a 'beat officer' for the Swanscombe/Greenhithe area. He is part of a new CPT 'Community Policing Team' which consists of 5 Police Officers. Although he will no longer be a direct line of contact, he is still actively working in the north Dartford area providing support as and when he can. The PCSO's for the area will still be points of contact along with PS Siobhan Rowe.

If anyone has any questions or issues they would like to put to me then please email me on 58540@kent.pnn.police.uk and I will look to respond and assist in any way I can.

Members expressed their concern at the lack of presence at the meeting from the police and the impact of a reduction in beat officers in the area with PC Rob Payne moving to his new role.

Recommended: That the report be noted and the Town Clerk be requested to contact Kent Police on behalf of the Town Council to express its concerns

458/15-16. DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.

Members were provided with the up to date detailed analysis of crime figures for Swanscombe and Greenhithe. The Chairman commented on the surprising level of violence/sexual offences listed for both Swanscombe and Greenhithe. Steven Knowles, DBC, explained the importance of looking at the wider picture of statistics, both in comparing against other parishes/boroughs and incidents reported to bodies other than the police. Steven offered to work with the Town Council in the future to try and produce a more relevant set of statistics.

Recommended: That the item be noted.

459/15-16. ANTI-SOCIAL BEHAVIOUR VIA DARTFORD BOROUGH COUNCIL, DARTFORD HOUSING SERVICES (DHS).

Stephen Knowles, Senior Housing Officer, Dartford Housing Services (DHS) introduced himself as he is new to the role and explained his background. Stephen confirmed that DHS currently has approximately 22-24 active cases of ASB under investigation. The DHS are working very effectively with both the Community Support Unit (CSU) and the Kent Community Wardens in investigating and addressing issues and it was hoped that over the next 6 months recent legislative changes will allow the DHS greater scope to tackle the challenges they face.

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

460/15-16. **KCC COMMUNITY WARDENS REPORT.**

KCC Warden Unsworth provided an update on some of the work he had undertaken in the area over the previous 6 months. The report gave feedback on several cases of both ASB and neighbour disputes that were either resolved or being investigated in conjunction with the local PCSO and DHS.

KCC Warden Unsworth updated the sub-committee on successful work with local fly-tipping and his involvement on the KCAP project in conjunction with Trading Standards and Licencing Officers in relation to 'Challenge 25' with local off licences. Finally KCC Warden Unsworth explained his work through the Senior Lunch Clubs supporting elderly residents with their concerns and the successful time spent integrating with local residents at the Christmas Fayres in both Swanscombe and Greenhithe.

Members thanked KCC Warden Unsworth for his continued work in the community.

Recommended: That KCC Warden Unsworth be thanked for attending the meeting and providing an update report.

461/15-16. **"OBSTRUCTION AND DANGEROUS PARKING" IN INGRESS PARK.**

Councillor P M Harman explained his awareness of this issue through Social Media and his involvement as a KCC Councillor with sourcing a report to consider the parking implications on the adopted roads that were the responsibility of KCC.

Members discussed the different issues faced within Ingress Park due to some roads being adopted by KCC and others remaining privately controlled by management companies.

The Chairman advised that residents should be reminded that any obstructive parking needed to be raised with the police by calling 101.

Recommended: That the item be noted.

462/15-16. **BLUEWATER CRIME STATISTICS.**

Members were provided with a report highlighting the level of crime being reported at Bluewater Shopping Centre.

Recommended: That the item be noted.

463/15-16. **DATE OF THE NEXT MEETING.**

Recommended: That the next meeting be held in 3 months, with a date to be circulated by the ATC/RFO.

464/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

It was proposed by Councillor B E Read and seconded by Councillor L M Cross:

RESOLVED:

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

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

Members discussed incidents of ASB that has resulted from a private dispute through Social Media.

There being no further business to transact, the Meeting closed at 9.05 pm.

Signed _____
Chairman Date

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