

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 9 JULY 2015 at 7.00 PM

PRESENT:

Councillor B E Read – Deputy Town Mayor
Councillor Mrs A E D Barham
Councillor K G Basson
Councillor Ms L M Cross
Councillor Dr J M Harman
Councillor Ms L C Howes
Councillor K M Kelly
Councillor R J Lees
Councillor Mrs L D McFadden
Councillor D J Mote
Councillor B R Parry
Councillor A S Reach
Councillor Mrs I A Read
Councillor S J Ryan

ALSO PRESENT:

Mr Robin Cooper – Chief Executive, Ebbsfleet Development Corporation
Nicky Linihan, Chief Planning Officer, Ebbsfleet Development Corporation
Graham Blew – Town Clerk
Gill Frasz – Administration Assistant

ABSENT: There were none.

131/15-16. APOLOGIES FOR ABSENCE.

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

Lorna Hughes - Stakeholder and Community Engagement Lead, Ebbsfleet Development Corporation was unable to attend the meeting due to the tube strike in London.

132/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Ms L C Howes declared a prejudicial interest in agenda item 21 New Burial Ground Allotments – Lease (DBC) as she was a current allotment holder on the site.

Councillor R J Lees declared Disclosable Pecuniary Interest in agenda item 9 Dartford Citizens Advice Bureau (CAB) – Community Café, Church Road, Swanscombe and St Marys Greenhithe as he is Trustee of CAB Dartford, explaining that the item was recommended for noting but should any discussion on the item begin he would leave the chamber.

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

133/15-16. MINUTES OF THE MEETING HELD ON 21 MAY 2015.

Members were provided with a copy of the Minutes of the Meeting held on 21 May 2015.

RESOLVED:

That the Minutes of the Meeting held on 21 May 2015 be confirmed and signed as a true record.

134/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk informed members that the Responsible Financial Officer had submitted a letter of resignation giving a leaving date of 8 January 2016. A Personnel Committee meeting would be held in the very near future to consider the implications of this and how the Town Council wished to proceed.

The Town Clerk confirmed that further to its submission of an expression of interest, the Town Council had been selected to take part in the Pilot Local Warden Support Officer Scheme and further details were hoped to be received in the near future.

135/15-16. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 6 MAY 2015 AND 10 JUNE 2015.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 6 May 2015 and 10 June 2015 be confirmed and the recommendations made therein be adopted.

136/15-16. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 25 JUNE 2015.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 25 June 2015 be confirmed and the recommendations made therein be adopted.

137/15-16. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 11 JUNE 2015.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 11 June 2015 be confirmed and the recommendations made therein be adopted.

138/15-16. MINUTES OF THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE MEETING HELD ON 18 JUNE 2015.

RESOLVED:

That the Minutes of the Allotments & Cemeteries Sub-Committee meeting held on 18 June 2015 be confirmed and the recommendations made therein be adopted.

139/15-16. MINUTES OF THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE MEETING HELD ON 24 JUNE 2015.

RESOLVED:

That the Minutes of the Anti-Social Behaviour & Crime Sub-Committee meeting held on 24 June 2015 be confirmed and the recommendations made therein be adopted.

140/15-16. UPDATE FROM THE EBBSFLEET DEVELOPMENT CORPORATION (EDC).

The Deputy Town Mayor welcomed the EDC representatives to the meeting.

The Chief Executive, Mr Robin Cooper and the Stakeholder and Community Engagement Lead, Ms Lorna Hughes attended the meeting and gave an information and progress update. Members were advised that the EDC Board had been set up and that the team (6 staff at present but would rise to 20) were currently located at Northfleet Police Station although it was hoped that they would have a presence at Ebbsfleet International Station in the future. The EDC were now taking over the planning powers although both DBC and GBC were providing the planning services at the moment. Confirmation was given that £200 million had been made available by Central Government for infrastructure and that 15,000 homes would require 3 secondary schools, 7 primary school, 18 GP's, 50-60 new hospital beds, 2 swimming pools, 60 – 80 hectares of parks and open space, 7 hectares of allotments and 2 bowling greens.

Discussions covered topics including:

Fastrack – which was a good system that the EDC needed to build on and ensure it was delivered.

Consultation – the EDC would be coming out to the community to hold consultation events.

Density – the EDC needed to look into this to see what would be appropriate but this would be in relation to the DBC Local Plan.

A2 – this was being funded separately (approximately £60 million). It was acknowledged that existing communities' needed to be looked at and traffic models used to ensure solutions were found for any issues.

Employment/Commercial Space – currently an absence in the area and an innovation centre was planned at Ebbsfleet International Station but was dependent on knowing the exact location/plan for the access road to the London Paramount Resort.

Social Housing – The EDC were working to the DBC and GBC Local Plans which meant 30% social housing provision.

Timeline – a definite answer could not be given until the Masterplan was finished and in place but it was expected to be a 15 – 20 year project.

The Deputy Town Mayor thanked Mr Cooper and Ms Linihan for attending the meeting and updating members.

RESOLVED:

That the item be noted.

141/15-16. KENT COUNTY COUNCIL (KCC) – CONSULTATION ON "KENTS DRAINAGE AND LOCAL FLOOD RISK" DRAFT POLICY STATEMENT.

KCC had submitted the consultation which had a deadline for responses of 24 July 2015. Members went through the response form and agreed answers to the 10 main questions contained in the consultation.

Members agreed to continue to consider and compile responses to Consultations in this manner.

RESOLVED:

That the Town Clerk submit the responses as agreed by the Town Council.

142/15-16. PARISH / TOWN COUNCIL REPRESENTATION ON THE DARTFORD JOINT TRANSPORTATION BOARD (JTB).

Members agreed the following nominations:

- Councillor R J Lees
- Substitute – Councillor Ms L C Howes

RESOLVED:

That Councillor R J Lees be the Town Councils nomination and Councillor Ms L C Howes be the Town Councils nomination as a substitute.

143/15-16. DARTFORD CITIZENS ADVICE BUREAU (CAB) – COMMUNITY CAFÉ, CHURCH ROAD, SWANSCOMBE AND ST MARYS GREENHITHE.

Members were pleased to receive confirmation from the CAB that the surgery at the Community Café would be able to be provided every Wednesday from September 2015 until at least July 2016 and that the surgeries at St Marys would be increased to twice a month during the same period.

RESOLVED:

That the item be noted.

144/15-16. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

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

RESOLVED:

That the item be noted.

145/15-18. STAFF / MEMBER TRAINING - UPDATE.

Members were informed that the following training had been successfully undertaken:-

Café Assistant	First Aid at Work	9 June 2015.
Cllr Mrs A E D Barham	New Councillor Induction (KALC)	11 June 2015
Cllr Ms L M Cross	New Councillor Induction (KALC)	11 June 2015
Cllr Ms L C Howes	New Councillor Induction (KALC)	11 June 2015
Cllr R J Lees	New Councillor Induction (KALC)	11 June 2015
Cllr A S Reach	New Councillor Induction (KALC)	11 June 2015
Cllr B R Parry	New Councillor Induction (KALC)	11 June 2015
Cllr Mrs A E D Barham	Code of Conduct (DBC)	19 May 2015
Cllr Ms L M Cross	Code of Conduct (DBC)	19 May 2015
Cllr Ms L M Hall	Code of Conduct (DBC)	19 May 2015
Cllr J A Hayes	Code of Conduct (DBC)	19 May 2015
Cllr Ms L C Howes	Code of Conduct (DBC)	19 May 2015
Cllr Mrs M B Kelly	Code of Conduct (DBC)	27 May 2015
Cllr R J Lees	Code of Conduct (DBC)	19 May 2015

RESOLVED:

That the item be noted.

146/15-16. **REVIEW OF CIVIC RECEPTION AND TOWN MAYORS BUDGET.**

The Finance and General Purposes Committee, 1 June 2015, had requested that this item be considered by the full Council.

After discussion it was agreed that the current arrangements for the Civic Reception and Town Mayors Budget should remain the same.

RESOLVED:

That the current arrangements for the Civic Reception and Town Mayors Budget should remain the same.

147/15-16. **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.

Dartford Youth Advisory Group (DYAG).

Councillor Ms L C Howes is the Town Council's representative on the DYAG. As previously agreed the minutes for the 20 April 2015 meeting were available in the Chamber for inspection.

Greenhithe Community Association (GCA).

Councillors' Mrs S P Butterfill and B R Parry are the Town Council's representative on the GCA. As previously agreed the agenda for the 19 May 2015 meeting, including the minutes for the 21 April 2015 meeting, were available in the Chamber for inspection.

KALC Dartford Area Committee (KALCDAC).

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

Advice Service Dartford Partnership.

The Town Clerk had attended the meeting held on 9 June 2015 with the relevant issues being reported earlier on the agenda for this 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 26 March 2015 meeting were available in the Chamber for inspection.

Ingress Park Greenhithe Management Limited (IPGM).

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

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

Members were advised that when asked about the construction of the Community Hall in Ingress Park, Crest had reiterated the same reason for the delay that had previously been advised: that they were still in the "*placing out to contract phase*" and therefore had amended the completion date from the summer 2015 to an estimated completion date of spring 2016 at the earliest. Despite their agreed funding obligations under the S106 agreement Directors of Crest had suggested that there were some negotiations to take place over the responsibility of running of the Community Hall which currently had no signs of construction beginning. The next IPGM meeting was scheduled to take place on 8 September 2015.

148/15-16. REPORT FROM KENT COUNTY COUNCILLOR.

As he was unable to attend there was no update report from Kent County Councillor P M Harman.

149/15-16. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

The GAC meeting on Monday 13 July would include a similar presentation from the EDC.

There were a number of events being held in Dartford over the summer including; free bandstand concerts; Dartford Festival; Summer Sizzlers (which included the programme of children's entertainment provided by the Town Council); a new amphitheatre opening in Dartford Park and the open air cinema which was free to Dartford residents.

RESOLVED:

That the item be noted.

150/15-16. SEALING OF DOCUMENTS.

There were none.

151/15-16. TOWN MAYOR'S ANNOUNCEMENTS.

As he was unable to attend there was no announcements from the Town Mayor.

152/15-16. QUESTIONS.

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

153/15-16. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.

154/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

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

RESOLVED:

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

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

Having already declared a prejudicial interest Councillor Ms L M Cross left the chamber and took no part in the debate or decisions of the following item.

155/15-16. NEW BURIAL GROUND ALLOTMENTS – LEASE (DBC).

Members considered the confidential emails received from the External Consultant Valuer on behalf of Dartford Borough Council and it was agreed to proceed with the re-nwal of the Lease under the conditions provided by DBC.

RESOLVED:

To proceed with the re-nwal of the Lease under the conditions provided by DBC.

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

Signed: _____ Date:- _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 9 SEPTEMBER 2015 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 J A Hayes
Councillor Ms L C Howes
Councillor B R Parry
Councillor A S Reach
Councillor S J Ryan

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor K M Kelly
Councillor D J Mote

178/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Dr J M Harman (work commitments) and C K Openshaw (other commitments).

An apology for lateness was submitted and accepted from Councillor S J Ryan.

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

179/15-16. SUBSTITUTES.

There were none.

180/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor P M Harman declared a prejudicial interest in Agenda Item 6, Kent Mineral & Waste Local Plan (MWLP) – 2013-30 Notification of Publication, as he is the Kent County Council Member for Swanscombe and Greenhithe, explaining that the item was recommended for noting but should any discussion on the item begin he would leave the chamber.

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

181/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Chairman advised members that Mr Andrew Martin (Director and Head of PPS London, South East) had requested to meet with him and Councillor R J Lees for an informal discussion on 13 July 2015 to keep in touch and ensure a regular dialogue was held regarding the London Paramount Resort proposal.

The Town Clerk informed members that the KCC Parish and Town Council Seminar was being held on 9 November 2015 at the Mecure Tunbridge Wells Hotel and that each Parish/Town Council were invited to send one person to attend. The Town Clerk asked any members that wished to attend on behalf of the Council to contact him by 19 October 2015.

The Town Clerk reiterated the information previously sent out to all members regarding the EDC Board Meetings (next one to be held on 16 September 2015) requiring any questions to be submitted directly to them (contactebbsfleetdc@communities.gsi.gov.uk) one week prior to the meetings.

182/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 10 JUNE 2015.

Recommended: The Minutes of the meeting held on 10 June 2015 were confirmed and signed.

183/15-16. KENT MINERALS & WASTE LOCAL PLAN (MWLP) – 2013-30 NOTIFICATION OF PUBLICATION.

The Head of Planning Applications, Environment, Planning Enforcement, Kent County Council (KCC) had advised that the consultation would run from 17 August to 12 October 2015 and at this stage KCC were only inviting comments related to matters of legal compliance and soundness.

Recommended: That the item be noted.

184/15-18. STONE LODGE – DRAFT DEVELOPMENT BRIEF CONSULTATION.

Dartford Borough Council (DBC) were requesting comments on a draft "Development Brief" for the land known as "Stone Lodge" with the deadline being 5pm on Monday 28 September 2015.

Recommended: That the item be noted.

TOWN PLANNING:

185/15-16. The below planning applications had been received and responded to by the Town Clerk, in consultation with the Chairman, during the recess period (as per minute 46/15-16).

Members were advised that the following planning applications had been received from Dartford Borough Council and dealt with during summer 2015 recess.

DA/15/00877/FUL	Provision of 3 No. angled flagpoles (retrospective), 1 No. vertical flagpole and "café barriers" within curtilage. The George & Dragon PH, London Road, Swanscombe.
OBSERVATIONS:	No observations.
DA/15/00882/FUL	Erection of a part two/part first floor side/front/rear extension. 54 Ames Road, Swanscombe.
OBSERVATIONS:	This Town Council seeks confirmation that the proposal provides sufficient/appropriate off street parking facilities as it is within an area where there is very limited capacity. All neighbouring properties, including those in Sweyne Road, should be consulted prior to the application being considered.
DA/15/00892/FUL	Provision of stockpiling of up to 30,000 cubic metres of chalk previously used to surcharge ground works related to the Ingress Park secondary means of access. Land north of London Road (Croxtan & Garry), Swanscombe.
OBSERVATIONS:	As the location of the site is adjacent to a major new housing development as well as the proposed London Paramount Resort the Town Council would like the Planning Authority to consider that any granted permission be for a limited time period and suggest that 3 years would be appropriate. It is also noted that the site is adjacent to an extremely busy road and road junction and there the Town Council would also respectfully request that the Planning Authority include conditions to any approval ensuring that traffic entering and leaving the site, as well as any spoil being deposited on adjacent roads is controlled and that this includes large vehicles

	(HGV) being restricted from using the local roads within the Town.
DA/15/00757/OUT	Outline application for the erection of a detached two bedroom house with means of access to Stanley Road. Rear of 10 Ames Road, Swanscombe.
OBSERVATIONS:	This Town Council has concerns regarding the amount of outside space contained in the proposal and would seek confirmation that it is adequate for the application. It should also be recognised that the proposed frontage into Stanley Road would displace current on street parking usage in an area which where there is very limited capacity. All neighbouring properties, especially those in Stanley Road, should be consulted prior to the application being considered.
DA/15/00928/FUL	Erection of a single storey rear/side extension. 14 Smugglers Walk, Greenhithe.
OBSERVATIONS:	The Town Council would ask that all neighbouring properties are consulted prior to the application being considered and that confirmation is given that the proposal would not result in additional overlooking / loss of privacy as well as any additional loss of day/sun light. Clarification and consideration is also requested regarding the adequacy of off road parking facilities for the increase of the proposal.
DA/15/00915/FUL	Erection of a detached 4 bedroom house with associated parking involving demolition of existing buildings on the site (revisions to previously approved planning permission DA/14/00502/FUL). Neptune Slipway, Pier Road, Greenhithe.
OBSERVATIONS:	The Town Council believes that our original objections are still valid, previously submitted 9 May 2014, and although the applicant has proposed amendments the Town Council feels that the proposal would be out of character within the existing conservation area. The Town Council also has concerns regarding the lack of proposed improvements regarding the safety of pedestrians/ traffic using Pier Road.

DA/15/00879/FUL	Change of use of amenity land to residential garden (retrospective) and re-siting of boundary fence. 27 St Peters Close, Swanscombe.
OBSERVATIONS:	The Town Council was under the impression that the original developer of the site placed fences etc. in a position so as to provide openness, sightlines and for other considerations such as safety and the Town Council feels that any subsequent owners of this open space should be required to also fulfil these requirements. With this in mind we respectfully request that all the properties using this common area are contacted and consulted, prior to any consideration of this proposal, to ascertain whether they are in agreement to any changes in fence positions.
DA/15/00958/FUL	Provision of rear parking bay and raised hard standing area for shed (incorporating importation of soil/aggregate) and boundary enclosures (retrospective application). 12 Ivy Villas, Station Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application, including those properties that also use Hillcrest Drive.
DA/15/00927/FUL	Erection of a part two/part single/part first floor rear extension. 95 Knockhall Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/15/01006/LDC	Application under Section 10 of the Planning and Compensation Act 1991 (Lawful Development Certificate) for the continued use of land for parking of commercial vehicles. Land Adjacent 2 Pentstemon Drive, Swanscombe.
OBSERVATIONS:	The Town Council is unaware that any planning permission has ever been requested or granted for the parking of commercial vehicles on this land and it was

	<p>thought that this area of land was to be used as parking area created by the developers of the Neptune Park Estate for the overspill of street parking on the estate. We would request that the planning authority liaises with the original developers to verify the sale of this area of land and also its intended use and to confirm whether there are any covenants on this piece of land. If planning permission were considered to be granted the Town Council would request that appropriate conditions be included to take into account safety issues as there is a very busy Junior School located directly opposite this piece of land.</p>
DA/15/01002/FUL	<p>Conversion of existing garden building/summer house, to self-contained accommodation ancillary to main house.</p> <p>20 Swanscombe Street, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council respectfully request that all neighbouring properties be consulted and that this should include those in Sun Road who use the adjacent alley. With the increase in living accommodation we also recommend that consideration is given to the need for off street parking provision as the proposal is within an area where there is very limited capacity.</p>
DA/15/01013/FUL	<p>Erection of a single storey rear extension for conversion of single dwelling house into 2 x 2 bedroom self-contained flats (retrospective application).</p> <p>39 London Road, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/15/01031/TPO	<p>Application for a crown reduction by approx. 5 metres and any branches near to touching abutting property (19 Worcester Close) thinning of 1 No. Sycamore tree subject to Tree Preservation Order No. 11 1990.</p> <p>15 Watermans Way, Greenhithe.</p>
OBSERVATIONS	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>

DA/15/01126/FUL	<p>Erection of a single storey rear extension and conservatory (revisions to planning permission DA/15/00027/FUL in respect of roof design).</p> <p>77 Ingress Park Avenue, Greenhithe.</p>
OBSERVATIONS	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/15/01147/FUL	<p>Erection of a part two/part single storey side/rear extension and a rear conservatory.</p> <p>10 Park Road, Swanscombe.</p>
OBSERVATIONS	<p>The Town Council respectfully request that all neighbouring properties be consulted. With the increase in living accommodation we also recommend that consideration is given to the need for off street parking provision.</p>
DA/15/01148/FUL	<p>Change of use and conversion of building from day centre (Class C2) to 4 x 2 bed self-contained flats (Class CV3) incorporating alterations to windows and doors.</p> <p>The Oast House, St Pauls Close, Swanscombe.</p>
OBSERVATIONS	<p>Due to the sensitive location of this site and its history connection to the area the Town Council would like the Development Control Board to take the following comments into account when they consider this application as it is felt that the application has some weaknesses in meeting the standards expected within planning policies.</p> <ul style="list-style-type: none"> • <u>Background History</u> - Originally the area at this site was Manor Farm which was acquired by Swanscombe Urban District Council who converted the area into a Park but it was transferred to Dartford Borough Council (DBC) as art of the local government re-organisation in 1974. It is then understood that DBC disposed of the Park to developers (Crests) in the 1990's with certain area's kept as green open space and providing a children's play area. The local Town Council currently maintain this open space and play area. Some of the trees in the area also have TPO's on them. Within a few

	<p>yards of the Oast House is one of the oldest listed Churches in the Borough and even nearer is the Invicta Monument. (commemorating the meeting of the 'Men of Kent' and 'Kentish Men' in 1066, the Town Council believes that both of these features are of National Importance.</p> <ul style="list-style-type: none">• <u>Previous Usage</u> – The Town Council is very disappointed that there does not appear to have been any consideration of another community use of the building before the proposal for housing was put forward.• <u>Policy CS17 : Design of Homes</u> includes "Useable private amenity space, in the form of a balcony, patio or roof garden for flats and high quality communal open space" both of which do not appear to be provided by this proposal. <u>Bin Storage</u>: - The positioning of the bin storage areas are indicated on the plans but there does not appear to be any details of the design or access arrangements for these. Due to the area's parkland/historic needs we would request that the Planning Authority includes a condition requiring full details to be provided prior to any approval being granted and we would suggest that any bin storage units hide refuse storage and do not interfere with the visual effect of the Oast House or the Listed Church. <u>Washing Lines etc.:-</u> We note that no details are provided for any outside area's associated with the properties and we would recommend that the Planning Authority places a condition on the developer to control any lettings or sales from being permitted to adding any external items as this would preserve the visual appearance of the building and take into account its very close proximity to the Listed Church.• <u>Saved Policy T23; Parking</u>, requires development to provide adequate off-street parking and appropriate rear-access. This application provides 1.5 parking spaces for residents but makes no allowance for visitor parking, in an area where on street parking is already at critical levels and where parking controls have already needed to be implemented. A development of two-bed flats should really provide two parking spaces per dwelling. There is no rear-access at all. We would recommend that parking is arranged to maximum standards plus allowance for visitor parking and the reason for this is because the entrance to this area is located only a few yards from
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	<p>this building which is on a major bus route (every 7/8 minutes) and the area is unable to accommodate any overspill of on-street parking.</p> <ul style="list-style-type: none">• <u>Aerials</u> - We note that no details are included to control the erection of external aerials etc. and due to the need to preserve the exterior appearance of the building we would recommend that the Planning Authority places a condition on the developer to provide details of reception for approval with the preferred option being to have cable provision installed.• <u>PPG 58</u> says that planning decisions should aim to ensure that development optimises the potential of a site, including the incorporation of green and other public space, supporting local facilities and that it should respond to local character and history. The Town Council feels that this proposal fails on both these matters. Local History has the building being used for community purposes and this change of use moves significantly away from this (while the flats may initially be provided as local authority housing stock, clearly serving the local community, the right-to-buy could render them private, removing that community benefit). There is no provision of green or other public space and the siting of bin stores and parking spaces in such close proximity to a listed wall and building could very well detract from the historical nature of the immediate area. Due to the sensitive nature of the both the building and the Listed Church we would ask that the developer is required to provide documentation on how they will ensure adequate and appropriate maintenance and management of the site by the tenants or any subsequent owners.• <u>PPG 64</u> says that permission should be refused for development of poor design that fails to take the opportunities to improve the character and quality of an area and the way it functions. Change of use to domestic dwellings clearly harms the way the area has been functioning, and the poor design (lack of outdoor space, inadequate parking provision, inadequate contribution to the community, reduction of local facilities, cramped design) shows that this application should be refused.• <u>Community Contribution</u> – The Town Council would seek appropriate contributions from the developer to the Town Council for the maintenance and upkeep of
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	<p>the open spaces, trees and children's play area that are directly adjacent to the proposal. This would be particularly relevant to this development due to the extremely close proximity of it to the Listed Church. And its boundary wall and we would recommend that the Planning Authority ensures that a condition is attached to any approval that this should require prior agreement.</p>
<p>DA/14/01035/OUT</p>	<p>Outline application (approval sought for access only) for the erection of up to 33 residential units, comprising 3 x 3 bed houses, 4 x 2 bed houses and 26 x 1 bed apartments, together with medical centre and associated parking, landscaping and amenity space.</p> <p>Land north of railway line and east of Station Road, Greenhithe.</p>
<p>OBSERVATIONS:</p>	<p>In addition to our previous comments below we would like to add that then Town Council still consider that this application to be an over-development of the site and does not deal with the traffic needs in this very busy area. To this end our original objections still stand.</p> <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> <p>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> <p>Access Site Egress is via Station Road and Station Approach. In Station Road it is close to the current 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</p>

	<p>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 has now increased to up to 33 residential units, including 26 x 1 bed apartments on a very small area which we believe will be overbearing on the neighbouring properties North of the site. 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>
DA/14/01517/ECREM	<p>Submission of Reserved Matters for infrastructure works pursuant to Conditions 2 and 19 of Planning Permission DA/05/00308/OUT for redevelopment.</p> <p>Northfleet West Grid Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council is concerned that there does not appear to be sufficient details of how open space/allotments/ public buildings etc. will be managed and this raises concerns regarding the sustainability of the development. The Town Council would also like to see evidence within the application of how this development will integrate with the current Town and the community that it will be a part of, this would then give both the new and the existing residents a sense of belonging, this does not appear to have been addressed?</p>
DA/14/01520/ECCDNA	<p>Submission of details relating to masterplan pursuant to condition 12 of outline planning permission DA/05/00308/OUT for development of site comprising a mixed use of up to 950 dwellings & non-residential floor space for: shopping, food & drink, hotel use; community, health, education & cultural uses; assembly & leisure facilities & associated works to provide the development.</p> <p>Northfleet West Grid Sub Station, Southfleet Road, Swanscombe.</p>

OBSERVATIONS:	The Town Council is concerned that there does not appear to be sufficient details of how open space/allotments/public buildings etc. will be managed and this raises concerns regarding the sustainability of the development. The Town Council would also like to see evidence within the application of how this development will integrate with the current Town and the community that it will be a part of, this would then give both the new and the existing residents a sense of belonging, this does not appear to have been addressed?
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Members are advised that the following planning applications had been received from Dartford Borough Council (EDC) and dealt with during summer 2015 recess.

DA/15/01001/ECREM	Submission of Reserved Matters pursuant to Condition 2 of outline planning permission DA/05/00308/OUT for 186 residential units and all associated works relating to internal network of vehicular, pedestrian and cycle routes, car parking, open spaces, landscape, drainage and submission of details relating to design (condition 19), buildings and structure (condition 20) and retained landscaping management and maintenance scheme (condition 36). Northfleet West Grid Sub Station, Southfleet Road, Swanscombe.
OBSERVATIONS:	No observations.
DA/15/01218/ECREM	Submission of reserved matters pursuant to conditions 2 & 25 of planning permission DA/12/01451/EQVAR for the erection of 170 two, three and four bedroom market dwellings, and submission of details relating to noise (condition 28) and fibre-optic connections (condition 30) pursuant to permission DA/12/01451/EQVAR. Part Phase 2 Castle Hill, Eastern Quarry.
OBSERVATIONS:	This Council still believes that our previous comments made, regarding local infrastructure and integration with the local community, are still valid. Part of this was recorded in minute 48 of the Development Control Board meeting on 5 July 2007 for the outline application for the site (DA/03/01134/OUT). The Town Council raised the fact that the applicant (Land Securities Group Plc) had offered several local community improvements to the

	<p>Town Council which would improve local integration and help provide sustainability to this large development, and that the developer had confirmed that these offers had been agreed in principle subject to negotiation. A booklet entitled "Leisure and Recreation Opportunities in and around Eastern Quarry, May 2004" had been produced by Land Securities which contained the facilities they had proposed, a copy of this document was also passed to Dartford Borough Council. Mr Adam Cunnington, a Land Securities Director at the time, confirmed the arrangements which had been made with the Town Council (minute 48 of the Development Control Board meeting on 5 July 2007).</p> <p>Unfortunately there has, to date, been no further progression on this issue and the Town Council would recommend that the Planning Authority places a condition on this application that any approval is subject to a signed agreement by Land Securities and the Town Council covering the provision of the items raised in their booklet.</p>
DA/15/01229/ECREM	<p>Submission of reserved matters pursuant to conditions 2 of planning permission DA/12/01451/EQVAR for the application for erection of 125 dwellings (comprising 60 houses and 65 flats), access, layout, appearance, landscaping and scale including the part discharge of condition 25 and full discharge of condition 28.</p> <p>Part Phase 2 Castle Hill, Eastern Quarry.</p>
OBSERVATIONS:	<p>This Council still believes that our previous comments made, regarding local infrastructure and integration with the local community, are still valid. Part of this was recorded in minute 48 of the Development Control Board meeting on 5 July 2007 for the outline application for the site (DA/03/01134/OUT). The Town Council raised the fact that the applicant (Land Securities Group Plc) had offered several local community improvements to the Town Council which would improve local integration and help provide sustainability to this large development, and that the developer had confirmed that these offers had been agreed in principle subject to negotiation. A booklet entitled "Leisure and Recreation Opportunities in and around Eastern Quarry, May 2004" had been produced by Land Securities which contained the facilities they had proposed, a copy of this document was also passed to</p>

	<p>Dartford Borough Council. Mr Adam Cunnington, a Land Securities Director at the time, confirmed the arrangements which had been made with the Town Council (minute 48 of the Development Control Board meeting on 5 July 2007).</p> <p>Unfortunately there has, to date, been no further progression on this issue and the Town Council would recommend that the Planning Authority places a condition on this application that any approval is subject to a signed agreement by Land Securities and the Town Council covering the provision of the items raised in their booklet.</p>
DA/15/01270/ECDAV	<p>Display of Public House name on and graphic motif "on café barriers".</p> <p>The George and Dragon PH, London Road, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>

Members are advised that the following planning applications had been received from Kent County Council and dealt with during summer 2015 recess.

DA/13/967 (APP2275/V/14/2228465)	<p>Construction of a Renewable Energy Facility involving Advanced Thermal Technology to generate energy in the form of combined heat and electricity by using residual waste materials as a fuelstock and converting them into a gas.</p> <p>Land at Manor Way Business Park, Swanscombe.</p>
OBSERVATIONS:	<p>Members strongly object to the application on the following grounds:</p> <p>Firstly, members strenuously oppose the application because they are seriously concerned about the environmental impact this site would have on the local area and, even though the developer states that it can control the gasses emitted, because the area is highly developed and populated, they think it could be a dangerous facility to have in such close proximity to residential areas.</p>

	<p>Members also object to the application because it is in the vicinity of the proposed Paramount Resort and could interfere with the needs of the resort which could in turn prejudice the objective of achieving a vibrant mixed use development on Swanscombe Peninsula and is contrary to Policy CS6 of the Planning Authorities adopted Core Strategy.</p> <p>Members are also concerned about the Heavy Goods Vehicles (HGVs) that will travel to and from the site and the need for them to be directed away from the town's inner roads. Members note that KCC do state that roads are marked that should not be used but think, if planning permission were to be granted, that a condition should be included to ensure the site traffic is only allowed to utilise the main roads to the site and not use the town's inner roads. Operators generally employ contracting firms that would not necessarily follow road signage stating "no HGVs" etc. and therefore unless KCC is to marshal all of these roads, it must be made an obligation on the contractor to keep to the proper routes if there is a chance that the operator could lose its licence.</p> <p>Members do not feel that the proposed location of the plant is sustainable, particularly as all waste delivered to the plant is to arrive by road.</p>
KCC/DA/0247/2015	<p>Section 73 application for the variation of condition 4 of planning permission DA/14/108 (granted for a new 2 storey detached building) to amend the car parking layout to avoid hedge removal.</p> <p>Manor Community Primary School, Keary Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council would like to seek clarification that this application does not reduce the quantity of the car parking facilities or alter/reduce the parent pick up/drop off arrangements.</p>

Members are advised that the following Granted Decision Notices were received from Dartford Borough Council during the summer 2015 recess.

DA/15/00554/FUL	Erection of an attached workshop. Monarch Autos, 164 Milton Road, Swanscombe.
DA/15/00654/FUL	Replacement of the CU Phosco Phase 1 15m monopole and 2 No. omni directional pitchfork antennas, totalling 18 metres in height with a new 15m CU Phosco Phase 4.5 monopole and a new CU Phosco Phase 4.5 headframe and set of 6 No. antennas together with replacement of 1 No. existing large equipment cabinet with 3 No. equipment cabinets on an extended concrete base. Rear of Galley Hill Ind. Estate, London Road, Swanscombe.
DA/15/00572/FUL	Erection of a single storey rear extension, single storey front extension to garage and provision of velux windows front elevation in connection with providing additional rooms in the roof space. 26 Pentstemon Drive, Swanscombe.
DA/15/00721/FUL	Demolition of existing conservatory and erection of a part two/part first floor/part single storey rear extension and provision of roof window in south-west roof slope in connection with providing additional rooms in the roof space (revision to previously approved planning permission DA/15/00202/FUL in respect of increase in size of single storey rear extension). 7 The Dell, Greenhithe.
DA/15/00812/FUL	Erection of a rear conservatory. 8 Sweyne Road, Swanscombe.
DA/15/00943/PDE (will not require the prior approval)	Determination pursuant to Schedule 2, Part 1 (Class A.1 (g)) of the Town and Country Planning (General Permitted Development) (England) Order 2015 as to whether prior approval is required for the erection of a single storey rear extension. 28 Bodle Avenue, Swanscombe.

DA/15/00840/TPO	Application to fell 1 No. Sycamore tree (T1) and reduce crowns to suitable branches by removal of 4m (linear) all round, reduce crowns to approx. 4m and remove deadwood of 2 No. Lime trees (T1 & T2) subject to Tree Preservation Order No.4 1988 and remove deadwood of 1 No. Large Sycamore subject to Tree Preservation Order No.4 1999 and within Greenhithe Conservation Area. The Warren, 29 High Street, Greenhithe.
DA/15/00928/FUL	Erection of a single storey rear/side extension. 14 Smugglers Walk, Greenhithe.
DA/15/01002/FUL	Conversion of existing garden building/summer house, to self-contained accommodation ancillary to main house. 20 Swanscombe Street, Swanscombe.
EDC/15/00877/ECFUL	Provision of 3 No. angled flagpoles (retrospective), 1 No. vertical flagpole and "café barriers" within curtilage. The George and Dragon PH, London Road, Swanscombe.
DA/15/00879/FUL	Change of use of amenity land to residential garden (retrospective) and re-siting of boundary fence. 27 St Peters Close, Swanscombe.
DA/15/01006/LDC	Application under Section 10 of the Planning and Compensation Act 1991 (Lawful Development Certificate) for the continued use of land for parking of commercial vehicles. Land adjacent 2 Pentstemon Drive, Swanscombe.

Members are advised that the following Refused Decision Notices were received from Dartford Borough Council during the summer 2015 recess.

DA/15/00758/FUL	Erection of a part two/part single storey side extension. 19 Sweyne Road, Swanscombe.
DA/15/00757/OUT	Outline application for the erection of a detached two bedroom house with means of access to Stanley Road.

	Rear of 10 Ames Road, Swanscombe
DA/15/00915/FUL	Erection of a detached 4 bedroom house with associated parking involving demolition of existing buildings on the site (revisions to previously approved planning permission DA/14/00502/FUL). Neptune Slipway, Pier Road, Greenhithe.

Members are advised that the following Granted Decision Notices were received from Kent County Council during the summer 2015 recess.

DA/141/1259/R6, 10, 11	Details of a vehicle route management plan – Condition (6), wheel washing facility – Condition (10) and surface water drainage scheme – Condition (11) of Planning Permission DA/14/1259. Land to the south of Manor Way, Swanscombe, DA10 0PP.
GR/15/205	Proposed Waste Oil Transfer Station. Unit D2, Springhead Enterprise Park, Springhead Road, Gravesend.

Members are advised that the following Withdrawn Planning Permission Notices were received from Kent County Council during the summer 2015 recess.

PAG/DA/13/967	Construction of a Renewable Energy Facility involving Advanced Thermal Technology to generate energy in the form of combined heat and electricity by using residual waste materials as a fuelstock and converting them into gas. Land at Manor Way Business Park, Swanscombe.
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Recommended: That the responses submitted during the summer 2015 recess be noted and endorsed.

186/15-18. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/15/01292/TPO	<p>Application to reduce crown and re-shape by 30% and reduce back from "Accuba" by approx. 2m clearance 1 No. Copper Beech tree subject to Tree Preservation Order No.8 1988 and within Greenhithe Conservation Area.</p> <p>The Warren, 29 High Street, Greenhithe.</p>
OBSERVATIONS:	No observations.
DA/15/01265/ECREM	<p>Submission of reserved matters pursuant to conditions 2 and 25 of planning permission DA/12/01451/EQVAR relating to landscaping for the North-South Boulevard for the Castle Hill North Area.</p> <p>North South Boulevard, Castle Hill North, Eastern Quarry.</p>
OBSERVATIONS:	<p>This Council still believes that our previous comments made, regarding local infrastructure and integration with the local community, are still valid. Part of this was recorded in minute 48 of the Development Control Board meeting on 5 July 2007 for the outline application for the site (DA/03/01134/OUT). The Town Council raised the fact that the applicant (Land Securities Group Plc) had offered several local community improvements to the Town Council which would improve local integration and help provide sustainability to this large development, and that the developer had confirmed that these offers had been agreed in principle subject to negotiation. A booklet entitled "Leisure and Recreation Opportunities in and around Eastern Quarry, May 2004" had been produced by Land Securities which contained the facilities they had proposed, a copy of this document was also passed to Dartford Borough Council. Mr Adam Cunnington, a Land Securities Director at the time, confirmed the arrangements which had been made with the Town Council (minute 48 of the Development Control Board meeting on 5 July 2007).</p> <p>Unfortunately there has, to date, been no further progression on this issue and the Town Council would recommend that the Planning Authority places a condition on this application that any approval is subject to a signed agreement by Land Securities and the Town Council covering the provision of the items raised in their booklet.</p>

DA/15/01262/ECREM	<p>Submission of reserved matters pursuant to conditions 2 and 25 of planning permission DA/12/01451/EQVAR relating to landscaping of the Norther Boundary and northern main street within the Castle Hill North Area.</p> <p>Northern Boundary and Northern Main Street, Castle Hill North, Eastern Quarry.</p>
OBSERVATIONS:	<p>This Council still believes that our previous comments made, regarding local infrastructure and integration with the local community, are still valid. Part of this was recorded in minute 48 of the Development Control Board meeting on 5 July 2007 for the outline application for the site (DA/03/01134/OUT). The Town Council raised the fact that the applicant (Land Securities Group Plc) had offered several local community improvements to the Town Council which would improve local integration and help provide sustainability to this large development, and that the developer had confirmed that these offers had been agreed in principle subject to negotiation. A booklet entitled "Leisure and Recreation Opportunities in and around Eastern Quarry, May 2004" had been produced by Land Securities which contained the facilities they had proposed, a copy of this document was also passed to Dartford Borough Council. Mr Adam Cunnington, a Land Securities Director at the time, confirmed the arrangements which had been made with the Town Council (minute 48 of the Development Control Board meeting on 5 July 2007).</p> <p>Unfortunately there has, to date, been no further progression on this issue and the Town Council would recommend that the Planning Authority places a condition on this application that any approval is subject to a signed agreement by Land Securities and the Town Council covering the provision of the items raised in their booklet.</p> <p>The Town Council has concerns regarding the proposed restriction barriers for the footpath, to control the use by vehicles etc., and would seek confirmation that they will be of sufficient design and be of robust/substantial enough material to be fit for purpose.</p>
DA/15/01263/ECREM	<p>Submission of reserved matters pursuant to conditions 2 and 25 of planning permission DA/12/01451/EQVAR relating to the creation of "Birch Green" Neighbourhood Green with the Castle Hill North Area.</p>

	Birch Green Neighbourhood Green, Castle Hill North, Eastern Quarry.
OBSERVATIONS:	<p>This Council still believes that our previous comments made, regarding local infrastructure and integration with the local community, are still valid. Part of this was recorded in minute 48 of the Development Control Board meeting on 5 July 2007 for the outline application for the site (DA/03/01134/OUT). The Town Council raised the fact that the applicant (Land Securities Group Plc) had offered several local community improvements to the Town Council which would improve local integration and help provide sustainability to this large development, and that the developer had confirmed that these offers had been agreed in principle subject to negotiation. A booklet entitled "Leisure and Recreation Opportunities in and around Eastern Quarry, May 2004" had been produced by Land Securities which contained the facilities they had proposed, a copy of this document was also passed to Dartford Borough Council. Mr Adam Cunnington, a Land Securities Director at the time, confirmed the arrangements which had been made with the Town Council (minute 48 of the Development Control Board meeting on 5 July 2007).</p> <p>Unfortunately there has, to date, been no further progression on this issue and the Town Council would recommend that the Planning Authority places a condition on this application that any approval is subject to a signed agreement by Land Securities and the Town Council covering the provision of the items raised in their booklet.</p>
DA/15/01307/ECREM	<p>Submission of reserved matters relating to primary roads and sewer details relating to Castle Hill North pursuant to conditions 2 and 25 of planning permission DA/12/01451/EQVAR for the development of up to 6,250 dwellings and up to 231,000 sq m of built floorspace for business premises, education, community and social facilities, hotels, theatre and supporting retail and leisure facilities and associated works.</p> <p>Castle Hill North, Eastern Quarry, Watling Street, Swanscombe.</p>
OBSERVATIONS:	<p>This Council still believes that our previous comments made, regarding local infrastructure and integration with the local community, are still valid. Part of this was recorded in minute 48 of the Development Control Board meeting on 5 July</p>

	<p>2007 for the outline application for the site (DA/03/01134/OUT). The Town Council raised the fact that the applicant (Land Securities Group Plc) had offered several local community improvements to the Town Council which would improve local integration and help provide sustainability to this large development, and that the developer had confirmed that these offers had been agreed in principle subject to negotiation. A booklet entitled "Leisure and Recreation Opportunities in and around Eastern Quarry, May 2004" had been produced by Land Securities which contained the facilities they had proposed, a copy of this document was also passed to Dartford Borough Council. Mr Adam Cunnington, a Land Securities Director at the time, confirmed the arrangements which had been made with the Town Council (minute 48 of the Development Control Board meeting on 5 July 2007).</p> <p>Unfortunately there has, to date, been no further progression on this issue and the Town Council would recommend that the Planning Authority places a condition on this application that any approval is subject to a signed agreement by Land Securities and the Town Council covering the provision of the items raised in their booklet.</p>
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187/15-16. **GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/15/00958/FUL	Provision of rear parking bay and raised hard standing area for shed (incorporating importation of soil/aggregate) and boundary enclosures (retrospective application). 12 Ivy Villas, Station Road, Greenhithe.
DA/15/01148/FUL	Change of use and conversion of building from day centre (Class C2) to 4 x 2 bed self-contained flats (C3) incorporating alterations to windows and doors. The Oast House, St Pauls Close, Swanscombe.
DA/15/01031/TPO	Application for a crown reduction by approx.. 5 metres and removal of any branches near to adjacent property (19 Worcester Close) of 1 No. Sycamore tree subject to Tree preservation Order No.11 1990. 15 Watermans Way, Greenhithe.

188/15-16. **GRANTED DECISION NOTICES SUBMITTED BY KENT COUNTY COUNCIL FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

KCC/DA/15/1156	Section 73 application for the variation of condition 4 of planning permission DA/14/108 (granted for a new 2-storey detached building) to amend the car parking layout to avoid hedge removal. Manor Community Primary School, Keary Road, Swanscombe.
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There being no further business to transact, the Meeting closed at 7.25 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 30 SEPTEMBER 2015 AT 7.00PM

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

ALSO PRESENT: Graham Blew – Town Clerk
Councillor Mrs A E D Barham (public gallery)
Councillor Ms L M Cross (public gallery)

ABSENT: Councillor Dr J M Harman
Councillor K M Kelly

234/15-16. APOLOGIES FOR ABSENCE.

An apology for lateness was submitted and accepted from Councillor J A Hayes.

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

235/15-16. SUBSTITUTES.

There were none.

236/15-16. 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.

237/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

238/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9 SEPTEMBER 2015.

Recommended: The Minutes of the meeting held on 9 September 2015 were confirmed and signed.

239/15-16. ARRIVA BUS SERVICES – REINSTATE SERVICE TO MILTON ROAD.

The Commercial Development Manager had confirmed that having reviewed their network in Swanscombe, from 18 October 2015 the 455 service would serve Milton Road.

The Chairman confirmed that he, Councillor R J Lees and KCC Member Peter Harman, had met with representatives from Arriva and KHS on 24 September 2015.

Members expressed their concerns over the proposed changes to the services and the lack of consultation that has taken place regarding these. Members felt that the proposals would have a detrimental effect on the residents' ability to get around and make it difficult for the vulnerable members of the community to use the bus services.

Members agreed that these concerns should be raised at the Dartford Borough Council (DBC) Joint Transportation Board (JTB) by the Town Councillors that sat on this Board.

Recommended:

- 1 That the Chairman contact the Chairman of the DBC JTB to request that this item be included on a future JTB agenda.
- 2 That Councillor J A Hayes be requested to raise the Council's concerns to the DBC JTB.

240/15-16. KENT COUNTY COUNCIL HIGHWAYS AND TRANSPORTATION SURVEY SEPTEMBER 2015.

The interim Director of Highways, Transportation and Waste had submitted the survey which had a deadline for completion of 27 November 2015.

Members discussed the survey questions and collated responses, as attached.

Recommended: That the response to the survey, as attached, be submitted.

241/15-16. UPDATE – EBBSFLEET DEVELOPMENT CORPORATION (EDC) BOARD MEETING PART ONE ON 16 SEPTEMBER 2015.

Councillor D J Mote had attended the meeting and submitted a written update for members' information.

The Chairman informed the Committee that the EDC had contacted him regarding giving an update to the Town Council. Members agreed that this would be welcome and that it may also be a good idea to have as a regular item.

Recommended: That the item be noted and that the Chairman liaises with the Town Clerk regarding the EDC giving an update to the Town Council.

TOWN PLANNING:

242/15-16. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.

DA/15/01356/FUL	Erection of a detached garage to front. The Orchard, Mounts Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. Assurances are requested that pedestrians using the path at the front of the property will not be adversely effected by the proposal.
DA/15/01308/ECADV	Display of PVC banner hoarding along fence on Southfleet Road. Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No concerns regarding the proposal but the Town Council are surprised by the application as the banner appears to have been in place for a while and clarification is sought as to whether this is A retrospective application?
DA/15/01398/FUL	Erection of a single storey side/rear extension and provision of a dormer window in rear elevation and roof lights in front elevation in connection with providing additional rooms in the roof space. 51 Caspian Way, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/15/01375/FUL	Provision of hardstanding and new vehicular access onto Hope Road. 32 Stanhope Road, Swanscombe.

OBSERVATIONS:	The Town Council has concerns regarding the vehicular and pedestrian safety due to Hope Road being very narrow.
DA/15/01423/FUL	Erection of a rear conservatory. 17 Bridge View, Greenhithe.
OBSERVATIONS:	The Town Council object to this application as the proposal is out of character with and unsympathetic of the surrounding area. Clarification is also requested as to whether the Planning Authority enforce covenants and/or how restrictive covenants are managed as it is understood that properties in this area have such covenants for this type of proposal?

243/15-16. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

EDC/15/00892/ECFUL	Provision of stockpiling of up to 30,000 cubic metres of chalk previously used to surcharge ground works related to the Ingress Park secondary means of access. Land north of London Road (Croxtan and Garry), Swanscombe.
DA/15/00927/FUL	Erection of a single storey rear extension. 95 Knockhall Road, Greenhithe.
DA/15/01013/FUL	Erection of a single storey rear extension for conversion of single dwelling house into 2 x 2 bedroom self-contained flats (retrospective application). 39 London Road, Greenhithe.
DA/15/01126/FUL	Erection of a single storey rear extension and conservatory (revisions to planning permission DA/15/00037/FUL in respect of roof design). 77 Ingress Park Avenue, Greenhithe.

DA/15/01447/FUL	Erection of a part two/part single storey side/rear extension, a rear conservatory and front porch. 10 Park Road, Swanscombe.
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There being no further business to transact, the Meeting closed at 8.15 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 24 SEPTEMBER 2015 at 7.00PM

PRESENT: Councillor P M Harman – Vice-Chairman in the Chair
Councillor Ms L M Cross
Councillor B R Parry
Councillor B E Read

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

ABSENT: There were none.

14/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Mrs A E D Barham (holiday), K G Basson (holiday), Ms L M Hall (holiday), J A Hayes (holiday), Ms L C Howes (other commitments), Mrs M B Kelly (work commitments), D J Mote (other commitments) and Mrs L M McFadden (holiday).

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

215/15-16. SUBSTITUTES.

There were none.

216/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Ms L M Cross declared a prejudicial interest in agenda item 7.12 Pavilion-Update as she is one of the Town Councils representatives on the Pavilion Community Sports & Social Club Committee.

Councillor P M Harman declared a prejudicial interest in agenda item 7.12 Pavilion Update, as he is one of the Town Councils representatives on the Pavilion Community Sports & Social Club Committee.

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

217/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

Members were informed that the unauthorised use of Knockhall Park appeared to be continuing and the parks staff were/would be monitoring this.

218/15-16. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 25 JUNE 2015.

Recommended: That the Minutes of the Meeting held on 25 June 2015 were approved and signed as a true record.

219/15-16. 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, Knockhall, Heritage Park, Valley View, Saxon Court, Staff and equipment.

Recommended: That the item be noted.

220/15-16. SURFACING IN BROOMFIELD PLAY AREA.

Further to minute 520/14-15 members were provided with the 5 quotations that had been obtained.

Members discussed the quotations in detail and agreed that Quote B (concrete option) be selected provided that responses to the following enquiries were satisfactory:

- This surfacing to be confirmed as suitable for this area by the play area inspector
- Checks on the guarantee for the works and clarification as to the depth of the base

If the responses were unsatisfactory the item would be re-considered by the Recreation, Leisure & Amenities Committee.

Recommended: That Quote B (concrete option) be selected provided that responses to the above enquiries were satisfactory.

221/15-16. TREE SURVEY.

Further to minute 515/14-15 members were provided with the tree survey report which included a quotation for the works highlighted in the report.

Members acknowledged that the estimates for 2015 – 2016 had included funds specifically allocated for this project and agreed that the works highlighted in the survey should be undertaken using the quotation provided.

Recommended: That, in accordance with Financial Regulation 10.3, the works highlighted in the survey should be undertaken using the quotation provided.

222/15-16. PARKS EQUIPMENT.

Further to minute 101/15-16 members were informed that the Senior Groundsman/Gardener had sourced the purchase of a new rotary mower and x 2 cylinder mowers. The Responsible Financial Officer had confirmed that there were sufficient funds available within the Financial Risk Assessments (FRA) budget for Parks Establishment.

Recommended: That the purchase of a new rotary mower and x 2 cylinder mowers be agreed.

223/15-16. COMMUNITY HALLS – CONDITIONS OF HIRE.

Members considered the suggested amendments and agreed the proposed amendments to 3e and 6k.

If these amendments incurred any adverse effects on revenue/income the matter would be reported back to the Recreation, Leisure & Amenities Committee for re-consideration.

Recommended: That the proposed amendments to 3e and 6k be agreed.

224/15-16. PILOT LOCAL WARDEN SUPPORT OFFICER SCHEME.

Members were disappointed to receive the notification from KALC that only 2 applications had been received for the 12 pilots and that as a result the Pilot Scheme had been put on hold whilst the KALC Working Group revisited the recruitment campaign and timetable.

Recommended: That the item be noted.

225/15-16. HERITAGE COMMUNITY HALL – NEW TABLES AND CHAIRS.

The estimates for 2015 – 2016 had included funds for the purchase of new tables and chairs which were delivered in July 2015. There had been an overspend of approximately £450.00 which the RFO had confirmed was available from the FRA budget for the Heritage Community Hall.

Recommended: That the item be noted.

226/15-16. HERITAGE HALL COMMUNITY HALL – TELEPHONE LINE.

Further to minute 54/15-16 the Town Clerk had liaised with the pre-school that uses the hall who had agreed to take on the responsibility for the phone line to the hall.

Recommended: That the item be noted and the actions of the Town Clerk be endorsed.

227/15-16. MAINTENANCE OF DOORS TO THE TOWN COUNCIL OFFICE BUILDING.

Members considered the report from the contractor and after discussion it was agreed to having the works to remove the automation on the first set of internal double doors and to have the repairs to the right hand main door undertaken.

Recommended: That the works, as detailed, to remove the automation on the first set of internal double doors and the repairs to the right hand main door be undertaken.

228/15-16. COMMUNITY CAFÉ – UPDATE.

Further to the previous update, minute 106/15-16 members considered the figures regarding the takings from 2010/2011 to date.

Recommended: That the item be noted.

229/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read 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.

230/15-16. COMMUNITY CAFÉ - UPDATE.

The Town Clerk updated members on the meeting held earlier in the day with a third party regarding the possibilities for the future operation of the Community Café.

Recommended: That the item be noted.

231/15-16. CAPACITY BUILDING FUND.

Further to minute 480/14-15 Members were pleased to receive the confirmation correspondence from the Leader of Dartford Borough Council regarding the successful funding bid. The Town Clerk informed the meeting that the project would be put on hold whilst the repairs to the damaged area of wall, at the rear of the churchyard, were undertaken/completed.

Recommended: That the item be noted

232/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read 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.

The Town Clerk advised that, having already declared a prejudicial interest Councillors' Ms L M Cross and P M Harman would be required to leave the chamber for the next item which would mean a quorum would not be present.

233/15-16. ADJOURNMENT.

As per Standing Order 5 b) the meeting was adjourned with the remaining item of business to be transacted after the Planning, Major Developments, Transportation & the Environment Committee meeting on 30 September 2015.

There being no further business to transact, the Meeting closed at 8.15 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 30 SEPTEMBER 2015 at 8.15PM

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

ALSO PRESENT: Graham Blew - Town Clerk

ABSENT: Councillor Mrs L D McFadden

244/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Ms L M Hall (unwell), P M Harman (other commitments) and Mrs M B Kelly (other commitments).

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

245/15-16. SUBSTITUTES.

Councillor A S Reach substituted for Councillor P M Harman.

246/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Ms L M Cross declared a prejudicial interest in agenda item 5 Pavilion-Update as she is one of the Town Councils representatives on the Pavilion Community Sports & Social Club Committee.

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

247/15-16. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

248/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor D J Mote 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.

Having already declared a prejudicial interest Councillor Ms L M Cross left the chamber and took no part in the discussion or decision of the following item.

249/15-16. PAVILION UPDATE.

The Town Clerk briefed members on the informal meeting held with representatives of the Pavilion and DBC on 30 July 2015. Members were informed that the Pavilion Working Group had also met on 17 September 2015 to consider requests from the Pavilion which included;

- A request to increase the cleaning contributions made by the Town Council – this would be included on the agenda for the next full council meeting;
- An update on the situation regarding the heating at the Pavilion.

At their meeting the Working Group had agreed that the Town Council should have an Asbestos Survey undertaken for the Pavilion (results as yet unknown) and that, using the General Power of Competency (GPC), the Town Council should consider awarding a grant to the Pavilion for an increase in the cleaning contributions.

The Town Clerk detailed the discussions that had been held with Dartford Borough Council (DBC) and members considered an email that had been sent to Councillor B E Read by DBC, dated 30 September 2015, containing conditions, which included issues regarding the repair/renewing of the roof, required by the Town Council to agree to before any works on the heating could proceed.

There followed a discussion regarding the issues raised by DBC. The Town Clerk highlighted that depending how the project progressed there could be implications regarding VAT and that the council's Standing Order 38 referred to contract levels.

It was duly proposed, seconded and on being put to a vote it was agreed:

That the Committee would like to recommend that full Council includes an additional sum of £16,000 in the 2016 – 2017 estimates for the Pavilion for roof repairs.

It was duly proposed, seconded and on being put to a vote it was agreed:

That the Committee would like to recommend that full Council agrees that the monies contained in the 2015-2016 estimates (Cost Centre 18, Cost Code 345) be used towards any roof repairs/replacement that are required above any new boiler installation.

Members confirmed that all of the proposals regarding funding repairs etc. were subject to the results of the Asbestos Survey.

Recommended:

- 1 That the update be noted.
- 2 That the actions taken in arranging an Asbestos Survey to be undertaken be endorsed.
- 3 That full Council be asked to agree to grant a sum of £500.00, using the GPC to the Pavilion as an addition to the cleaning contributions.
- 4 That full Council be recommended to include an additional sum of £16,000 in the 2016 – 2017 estimates for the Pavilion for roof repairs.
- 5 That full Council be recommended to agree that the monies contained in the 2015-2016 estimates (Cost Centre 18, Cost Code 345) be used towards any roof repairs/replacement that are required above any new boiler installation.
- 6 That all of the proposals regarding funding repairs etc were subject to the results of the Asbestos Survey.

There being no further business to transact, the Meeting closed at 9.10pm.

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 SEPTEMBER 2015 at 7.00PM

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

ALSO PRESENT: Sara Stapleton – Responsible Financial Officer (RFO)

ABSENT: None

189/15-16. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted for Councillors' K G Basson (other commitments), K M Kelly (DBC meeting), Mrs I A Read (unwell) and S J Ryan (other commitments).

190/15-16. SUBSTITUTES.

There were none.

191/15-16. 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.

192/15-16. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

193/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 11 JUNE 2015.

Recommended: The Minutes of the meeting held on 11 June 2015 were confirmed and signed as a true record.

194/15-16. 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 April, May, June and July 2015, and verified by Councillor K G Basson, be noted.

195/15-16. BANK TRANSFERS.

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

Recommended: That the bank transfers undertaken in June and July 2015 be approved.

196/15-16. 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 June and July 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 June and July 2015, as per the annexed list be approved.

197/15-16. SUMMARY OF ACCOUNTS.

Members were provided with details of the Summary of Accounts, balanced to 31 July 2015.

Recommended: That the details of the Summary of Accounts, balanced to 31 July 2015 be noted.

198/15-16. TERMS OF REFERENCE OF INTERNAL AUDIT.

Under the Accounts and Audit Regulations – A Practitioners Guide (England) March 2014, the Town Council are required to have Terms of Reference to cover the scope of Internal Audit. The RFO had supplied draft Terms of Reference for members' consideration.

Recommended: That the Terms of Reference for the scope of internal audit be agreed and submitted to full Council for approval/adoption.

199/15-16. **BANK CHARGES.**

The RFO had received confirmation that the Town Council's arrangement for free banking would expire on 13 October 2015 and that bank charges would apply from this date. Due to the various types of payments made by the council the RFO recommended that the council go onto the Mixed Payment Plan which would incur a cost of approximately £41 per month.

Recommended: That the end of the free banking period be noted and that it be agreed that the Mixed Payments Plan is currently the most suitable for the Town Council and that a review of the banking arrangements be reviewed in the new financial year and payment methods available.

There being no further business, the Meeting closed at 7.20 pm.

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 2 JULY 2015 at 11.00 AM.

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

ABSENT: Councillor D J Mote

ALSO PRESENT: Graham Blew, Town Clerk

110/15-16 **TO ELECT A VICE – CHAIRMAN FOR THE FORTHCOMING YEAR (2015 – 2016).**

MOVED: by Councillor Ms L M Cross and seconded by Councillor Mrs A E D Barham.

Recommended: That Councillor R J Lees be elected as Vice-Chairman for the forthcoming year (2015 – 2016).

111/15-16. **APOLOGIES FOR ABSENCE.**

There were none.

112/15-16. **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.

113/15-16. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

114/15-16. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 23 FEBRUARY 2015.**

Recommended: That the minutes from the meeting held on 23 February 2015 be confirmed and signed.

115/15-16. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor B E Read and seconded by Councillor Ms L M Cross;

RESOLVED:

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

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

STAFFING MATTERS.

118/15-16. COUNCIL OFFICES CLEANER (part-time).

The Town Clerk apprised members of the current situation and after discussion it was agreed that the matter be reviewed when the current Doctors certificate expired, 10 September 2015 and if required Formal Stage Two of the Capability Procedure be invoked.

The Chairman asked that the Councils gratitude to the Administration Team for their flexibility and endeavours in ensuring the upkeep of the offices/chamber be recorded.

Recommended: That the matter be reviewed when the current Doctors certificate expired, 10 September 2015 and if required Formal Stage Two of the Capability Procedure be invoked.

117/15-16. CHURCH ROAD HALL CARETAKER (part-time)

The Town Clerk detailed the actions taken regarding the issuing of an oral disciplinary warning and also the resignation letter submitted by the employee.

Members were informed that the Town Clerk had made it very clear to the employee that the two matters were separate issues.

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

CHANGE IN ORDER OF AGENDA.

118/15-16 GENERAL STAFFING ISSUES.

The Town Clerk advised members that the following positions had been filled:-

Administration Assistant (part-time, Wednesday, Thursday and Friday) – 16 February 2015.

Groundsman/Gardener – 16 March 2015.

Café Assistant (part-time 9.30am to 12.30pm) – 3 November 2014.

Church Road Hall Caretaker (part-time) – 29 June 2015.

The Town Clerk detailed the issues being encountered with the current staffing arrangements/patterns of the Administration Team and after lengthy discussions it was agreed that the Committee should meet in the future to consider /review staffing arrangements.

Recommended:

- 1 That the Town Clerks actions in filling these positions be endorsed.
- 2 That the Committee should meet in the future to consider /review staffing arrangements.

119/15-16. TOWN CLERK – APPRAISAL.

The Town Clerk and the Committee went through the appraisal form that had been completed by the Town Clerk.

The Town Clerk left the Chamber whilst the Committee debated the contents of the appraisal.

On his return to the Chamber the Chairman and committee went through their comments.

It was agreed that future appraisals should be carried out between the Town Clerk the Chairman and Vice-Chairman with the completed appraisal being submitted to the Personnel Committee for endorsement.

Recommended:

- 1 That the Town Clerks appraisal be endorsed.
- 2 That future appraisals be carried out between the Town Clerk the Chairman and Vice-Chairman with the completed appraisal being submitted to the Personnel Committee for endorsement.

There being no further business, the Meeting closed at 1.15pm.

Signed: _____ Date: _____
(CHAIRMAN)

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MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on WEDNESDAY 15 JULY 2015 at 11.00 AM.

PRESENT: Councillor R J Lees (Vice-Chairman)
Councillor Ms L M Cross
Councillor D J Mote
Councillor B E Read

ABSENT: Councillor P M Harman

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

156/15-16 APOLOGIES FOR ABSENCE.

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

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

157/15-16. 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.

158/15-16. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

159/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 JULY 2015.

Recommended: That the minutes from the meeting held on 2 July 2015 be confirmed and signed.

160/15-16. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read and seconded by Councillor Ms L M Cross;

RESOLVED:

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

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

161/15-16. RESPONSIBLE FINANCIAL OFFICER – LETTER OF RESIGNATION.

The RFO had submitted a letter of resignation, dated 9 July 2015, with a last day of 8 January 2016. Members were disappointed to receive the letter although fully understood and appreciated the reasons behind it. Members asked that their gratitude for everything the RFO had done for the Town Council over the last 13 years be recorded.

At the previous meeting, members' had agreed to consider/review staffing arrangements regarding the Administration Team (minute 118/15-16.). After detailed deliberation members agreed that the office required a full time position and that the information supplied with the agenda regarding incorporating the RFO role with that of Assistant Town Clerk was exemplary and would address the needs of the Town Council although this would obviously have some financial implications both for the current financial year and for the future. The Committee agreed that this matter was deemed urgent and therefore the issue of any budgetary implications would need to be considered and approved by the Executive & Emergency Committee in the near future.

Members considered the draft job description and personal attributes and, using the SLCC Job Evaluation Scheme agreed that the job profile should be allocated as LC3 and fall between the salary scale of £33,857 to £36,571.

After agreeing the content Members agreed that the job advert should be placed on Jobs Go Public, SLCC and KALC, social media and the council's website.

Members discussed a timeline for filling the vacancy and agreed the following:-

Start Date: mid-October to early November 2015.

Closing Date for applications: noon on 21 August 2015.

Sifting of selected applications by Personnel Committee: 7 September 2015

Invitation letters for interview: 8 September 2015

Interviews: 14 or 15 September 2015

Members re-iterated that it was important that the competencies for the job should be evidenced at the interview stage to ensure the right calibre of person was selected.

Recommended:

- 1 That the resignation be accepted.
- 2 That the job description as detailed and amended be agreed and used to recruit a full time Assistant Town Clerk / Responsible Financial Officer.
- 3 That the personal attributes as detailed and amended be agreed and used in the recruitment of a full time Assistant Town Clerk / Responsible Financial Officer.
- 4 That, using the SLCC Job Evaluation Scheme the job be identified job profile 3 and be advertised with a salary of between £33,857 and £36,571.
- 5 That the recruitment process should begin as soon as detailed above.
- 6 That the interview panel be made up of: Town Mayor, the Deputy Chairman of Personnel the Town Clerk and RFO.

There being no further business, the Meeting closed at 1.00pm.

Signed: _____ Date: _____
(CHAIRMAN)

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MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on MONDAY 7 SEPTEMBER 2015 at 11.00 AM.

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

ABSENT: There were none

ALSO PRESENT: Graham Blew, Town Clerk

171/15-16 APOLOGIES FOR ABSENCE.

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

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

172/15-16. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor P M Harman declared that he knew 1 of the applicants for agenda item 7 but that this had no financial interest and was not prejudicial.

Councillor R J Lees declared that he knew 2 of the applicants for agenda item 7 but that these had no financial interest and were not prejudicial.

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

173/15-16. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

174/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15 JULY 2015.

Recommended: That the minutes from the meeting held on 15 July 2015 be confirmed and signed.

175/15-16. JURY SERVICE.

Members were asked to agree a Policy regarding how the Town Council should deal with situations where employees are called up for jury service.

The Town Clerk advised members on the information he had been able to obtain from other organisations. After discussion members agreed that the Town Council

should pay for the first 10 days of any jury service but after that period staff would need to claim the appropriate allowances from the HM Courts & Tribunals Service.

Recommended: That the Town Council pays employees their normal salary for periods of jury service up to a maximum of 10 working days.

176/15-16. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor B E Read 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.

177/15-16. **ASSISTANT TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER – APPLICANTS.**

Further to minute 161/15-16 members had been supplied with a copy of the applications for the post.

The Town Clerk drew members attention to Standing Orders 30 c), d) and 31 a) and informed members that, in accordance with Standing Order 30 c), Councillor D J Mote had disclosed, in writing, that one of the candidates for the Assistant Town Clerk / Responsible Financial Officer position was his wife. Councillor D J Mote had also advised that he would withdraw from the process of recruitment prior to this meeting and had requested that the paperwork for that agenda item not be supplied to him.

The Town Clerk advised members that under Section 7 of the Local Government and Housing Act 1989 any appointment must be made on merit.

As a Committee Members then assessed all the applications for the post individually and selected those applications that were felt to be the most suitable for interview.

Members agreed that the interviews should be held on 15 September 2015.

Recommended: That the candidates selected by the Committee be invited to interview on 15 September 2015.

There being no further business, the Meeting closed at 12.45pm.

Signed: _____ Date: _____
(CHAIRMAN)

MINUTES of the EXECUTIVE & EMERGENCY COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 29 JULY 2015 at 11.00AM.

PRESENT: Councillor B E Read (Vice - Chairman)
Councillor Mrs A E D Barham (substituting for Councillor R J Lees)
Councillor Ms L M Cross
Councillor Mrs I A Read

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

ABSENT: Councillor Mrs S P Butterfill
Councillor Dr J M Harman
Councillor K M Kelly

62/15-16. **TO ELECT A VICE - CHAIRMAN FOR THE FORTHCOMING YEAR (2015 – 2016)**

Recommended:

That Councillor B E Read be elected as Vice - Chairman for the forthcoming year (2015 – 2016).

163/15-16. **APOLOGIES FOR ABSENCE**

Apologies of absence were received and accepted from Councillors' P M Harman (other commitments), K G Basson (work commitments) and R J Lees (holiday).

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

*64/15-16. **SUBSTITUTES**

Councillor Mrs A E D Barham substituted for Councillor R J Lees.

165/15-16. **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.

166/15-16. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN AND THEIR POSITION ON THE AGENDA**

There were none.

167/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2013.

Recommended: That the Minutes of the Meeting held on 7 November 2013 were approved and signed as a true record.

168/15-16. CREATION OF ASSISTANT TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER ROLE.

At its meeting on 15 July 2015 the Personnel Committee had considered a letter of resignation from the current RFO and after considering the staffing requirements had agreed that a full time position was required to serve the financial administration of the council and also to assist the Town Clerk.

As this would involve financial implications both for the current and future financial years and, due to the urgent nature of the matter, the Personnel Committee had requested that the Executive and Emergency Committee approve the financial implications.

Members were provided with the financial figures relating to taking on the new role from 1 November 2015 to 31 March 2016 as well as the approximate figure for the increase required to the Administration Wages Budget for 2016 – 2017.

The Committee acknowledged the role would be allocated as Spinal Point 36 on the Town Councils pay scale, as per the report. The RFO detailed the figures contained in the report and confirmed the budgetary implications the new post would have both for this year, 2015 – 2016, and going forward. Members were informed that the figures took into account the fact that the new role would be subject to auto enrolment to a private pension scheme as of 1 August 2016.

Members were given the opportunity to ask any further questions or seek clarification regarding the content of the report.

Recommended: That the budgetary implications of the new Assistant Town Clerk / Responsible Financial Officer (full-time) post as detailed be approved.

169/15-16. EXCLUSION OF PRESS AND PUBLIC

MOVED BY Councillor B E Read and seconded by Councillor Ms L M Cross;

RESOLVED:

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

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

17D/15-16. **DISMISSAL.**

Members considered the confidential information which detailed the events and reasons behind the decision. As no written notification of an appeal had been received within five working days of receiving the dismissal letter the issue had been closed and members were asked to endorse the actions taken by the Town Clerk in dealing with the matter.

The Town Clerk detailed the events and actions taken and members were given the opportunity to ask any questions or seek further clarification regarding the content of the report.

Recommended: That the actions taken by the Town Clerk in dealing with the matter be endorsed.

There being no further business, the Meeting closed at 11.15 am.

Chairman: _____

Date: _____

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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 THURSDAY 2 JULY 2015 at 1.30 PM

PRESENT: Councillor B E Read (Chairman)
Councillor Ms L M Cross (as substitute for Councillor Mrs S P Butterfill)
Councillor Ms L C Howes
Councillor R J Lees
Councillor Mrs C K Openshaw

ALSO PRESENT: Sara Stapleton, Responsible Financial Officer (RFO)
Becky Plunkett, Natural England
Joanna Carter, Natural England
Lis Dyson, Kent County Council

ABSENT: Councillor Mrs S P Butterfill
Councillor D J Mote

119A/15-16. TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR (2015 – 2016).

MOVED by Councillor R J Lees and seconded by Councillor Mrs C K Openshaw.

Recommended: That Councillor B E Read be elected as Chairman for the forthcoming year (2015 – 2016).

119B/15-16. TO ELECT A VICE-CHAIRMAN FOR THE FORTHCOMING YEAR (2015 – 2016).

MOVED by Councillor B E Read and seconded by Councillor R J Lees.

Recommended: That Councillor Ms L C Howes be elected as Chairman for the forthcoming year (2015 – 2016).

120/15-16. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Garnet Johnson, Groundwork (other meeting).

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

121/15-16. SUBSTITUTES

Councillor Ms L M Cross substituted for Councillor Mrs S P Butterfill.

122/15-16. 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.

123/15-16. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

The RFO advised members that she had received an email from the British Museum regarding a three day conference they were hosting for the European Society of Human Evolution (ESHE) in September of this year and that there would be a field excursion on the 13 September to the Skull Site. The British Museum was requesting permission to open up some of the sections that had previously been opened to show to the conference delegates. The excursion was expected to attract c.160 delegates. The RFO confirmed that she had forwarded the email to Natural England as permission would need to be sought from them.

124/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 26 MARCH 2015.

Recommended: The Minutes of the meeting held on 26 March 2015 be confirmed and signed as a true record.

125/15-16. HLF BID – PROGRESS TO DATE.

Garnet Johnson was unable to attend the meeting as he had to attend a meeting with Cabinet Office in London. Members expressed concern that the resubmission of the bid was taking a long time. It was agreed that Groundwork should provide a draft bid by Friday 10 July which would give sufficient time for members to review it before the next meeting on 23 July 2015. Groundwork were to be advised that if the draft could not be provided by this date, the Town Council would need to consider its options regarding future partners for it to work with to prepare the bid.

Recommended: That a draft bid submission should be provided by Groundwork by 10 July 2015.

126/15-16. NATURAL ENGLAND – SWANSCOMBE MANAGEMENT PLAN.

Becky Plunkett confirmed that the management plan was still in draft form, but she wished to discuss the maintenance of the site which the Town Council was responsible for. She provided members with a copy of the Town Council's lease for the skull site, along with a copy of a maintenance plan on a similar National Nature Reserve Site and Natural England's requirements for the future management of the Skull Site. Natural England expressed their concern that the Town Council was not managing the site as contained within the lease. It was clear that the Town Council was not clearly aware of its obligations contained within the lease and it was agreed that the members of the sub-committee should meet with Natural England separately to discuss this in order for the Town Council to meet its commitment for managing and maintaining the site. Members expressed to Natural England that the Town Council was committed to keeping the site under its control and were keen to understand its obligations in order to do so, the importance of the site to the area was noted.

Recommended: That a meeting be held on Friday 17 July 2015 at 10.00 am with Natural England to discuss the Town Council's obligations in full detail in relation to managing and maintaining the site.

127/15-16. FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.

Members expressed their condolence at the sad loss of Margaret Bull who was an integral member of the FOSHP. A written report was provided of the activities organised by the FOSHP, which included, an Easter Egg Hunt on 2 April 2015, with over 110 people attending. A fish and chip evening attended by 70 local residents which was so well received that the FOSHP has been inundated with requests for similar events. The event was funded by the FOSHP but they requested donations and raised over £420 which would be donated to the Ellenor Hospice, in memory of Margaret Bull as her favourite charity. The Teddy Bear's Picnic was due to take place during the school summer holidays along with a litter picking event late in the summer.

Recommended: That the report be noted.

128/15-16. HERITAGE PARK WEBSITE.

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

Recommended: That the item be noted.

129/15-16. ANY OTHER ITEMS RELATED TO THE HERITAGE PARK / SKULL SITE.

There were none.

130/15-16. DATE OF NEXT MEETING.

Recommended: That the next meeting be scheduled for Thursday 23 July 2015 at 1.30 pm

There being no further business to transact, the meeting closed at 2.35 pm.

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 THURSDAY 16 SEPTEMBER 2015 at 2.00 PM

PRESENT: Councillor R J Lees
Councillor P M Harman (ex-officio)
Councillor Mrs C K Openshaw

ALSO PRESENT: Sara Stapleton, Responsible Financial Officer (RFO)
Robin Jones, Groundwork
Mrs Brenda Bobby, Friends of Swanscombe Heritage Park

ABSENT: None.

200/15-16. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and accepted from Councillors' Mrs S P Butterfill (work commitments), Ms L C Howes (holiday), D J Mote (other meeting) and B E Read (hospital appointment). In addition, Lis Dyson, Kent County Council, submitted her apologies (unwell).

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

201/15-16. **TO ELECT A CHAIRMAN FOR THE MEETING.**

As the Chairman and Vice Chairman were absent, it was necessary to elect a chairman for the meeting.

Recommended: That Councillor R J Lees be elected as Chairman for the meeting.

202/15-16. **SUBSTITUTES**

There were none.

203/15-16. **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.

204/15-16. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

None.

205/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 JULY 2015.

Minute no. 119B/15-16 was amended as it stated that Councillor Ms L C Howes was elected as Chairman, and should have read of Vice-Chairman.

Recommended: The Minutes of the meeting held on 2 July 2015 be confirmed and signed as a true record.

206/15-16. HLF BID – PROGRESS TO DATE.

Members were provided with a copy of the draft Expression of Interest prepared by Robin Jones for the HLF bid for their comment. It was explained to members that, because of the lengthy delays encountered with the previous bid, a fresh bid would now need to be submitted, with the Expression of Interest being the first stage. If this was successful, the Town Council would be invited by the HLF to submit a full bid. Members discussed the Expression of Interest and various comments were made. Robin stated that the timings as listed within Section 3 of the bid would need to be changed slightly because of this being the first opportunity for members to discuss and agree the Expression of Interest. Robin was hopeful that if the Expression of Interest was successful, a full bid could be submitted by 30 November 2015 with a decision being made by the HLF in March 2016. Members were advised that the full detail of the various elements within the Expression of Interest would be clarified when the full bid was being prepared and members would have every opportunity to comment on them during that stage. Members were happy with the proposals contained within the Expression of Interest, the RFO was requested to seek comments from Natural England and Kent County Council before it was submitted. A deadline for responses was set for Friday 18 September 2015 and if no comments were received by that date, the RFO would submit the Expression of Interest in the Town Council's name. Robin advised that he would make the slight amendments and email it to the RFO for her to submit.

Recommended: That the Expression of Interest be agreed, with the few minor amendments discussed, and that it be submitted to the HLF once comments from Natural England and Kent County Council had been received.

207/15-16. NATURAL ENGLAND – SWANSCOMBE MANAGEMENT PLAN.

The sub-committee had met with Natural England on 17 July 2015 to discuss the Town Council's obligations in relation to the Lease with Natural England for the site. The notes from that meeting had been supplied to members who were now required to discuss how the Town Council could ensure that it met its responsibilities. Members discussed that many of the Town Council's obligations for the site would be addressed with a volunteer wardening scheme in place. The RFO confirmed that she still awaited information from Natural England regarding wardening schemes and their experiences in other locations that would assist the Town Council in setting up its own wardening scheme. Members discussed motorcycle access to the site and the RFO confirmed that the Town Clerk had arranged for a metal bar to be welded to

the bottom of the kissing gates which members had suggested would prevent motorcycles being slid under.

Recommended: That the matter be referred to the next meeting.

208/15-16. FIELDWORK AT SWANSCOMBE HERITAGE PARK.

Further to minute 123/15-16 Members were provided with the Public Notice that had been displayed by the British Museum prior to and during the field work being undertaken at the site. Members queried whether any new information had been discovered or photographs taken of the field work carried out by the British Museum.

Recommended: That the item be noted and the RFO contact the British Museum to establish whether any new information had been discovered and whether it would be possible to have copies of any photographs taken.

209/15-16. DELIBERATE OUTDOOR FIRE SETTING – SWANSCOMBE AREA.

Correspondence had been received from the Dartford Watch Manager, Kent Fire and Rescue Service in relation to deliberate outdoor fire setting in Swanscombe during the dry summer period and how Kent Fire and Rescue Service would like to establish a coordinated approach amongst various partner agencies to try and deal with the issue. The RFO advised members that Kent Fire and Rescue Service would not be in attendance at the meeting because there had been a decline in the number of calls to the Heritage Park which was hopefully due to their activity in the area and the weather turning wetter.

Recommended: That the item be noted.

210/15-16. FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSH) REPORT OF ACTIVITIES.

Members were provided with an update from Mrs Brenda Bobby regarding the Friends Group of activities undertaken since the last meeting. The Teddy Bears Picnic held in the summer was attended by over 40 local residents who took part in art and crafts, story time for toddlers, a teddy hunt in the Heritage Park and the best dressed teddy competition. The Halloween event would be taking place on Friday 30 October 2015 and a litter picking event would be taking place, the date yet to be decided.

Recommended: That the report be noted.

211/15-16. HERITAGE PARK WEBSITE.

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

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

212/15-16. ANY OTHER ITEMS RELATED TO THE HERITAGE PARK / SKULL SITE.

There were none.

213/15-16. DATE OF NEXT MEETING.

Recommended: That the next meeting be scheduled for Wednesday 18 November 2015 at 1.00 pm

There being no further business to transact, the meeting closed at 3.10 pm.

Signed: _____ Date: _____
(Chairman)

EXTRACT OF MINUTES**198/15-16. TERMS OF REFERENCE OF INTERNAL AUDIT.**

Under the Accounts and Audit Regulations – A Practitioners Guide (England) March 2014, the Town Council are required to have Terms of Reference to cover the scope of Internal Audit. The RFO had supplied draft Terms of Reference for members' consideration.

Recommended:

That the Terms of Reference for the scope of internal audit be agreed and submitted to full Council for approval/adoption.

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TERMS OF REFERENCE SCOPE OF INTERNAL AUDIT

➤ **DELEGATION FROM THE COUNCIL:**

These Terms of Reference were agreed by the Town Council at its meeting on 15 October 2015.

➤ **MEMBERSHIP:**

N/A.

➤ **PROCEDURES:**

The council will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices guidance. Internal audit testing of controls will be sufficient for the proper completion of the annual internal audit report. The annual internal audit report should provide an adequate level of assurance for the council to complete assertions 2 and 6 in its annual governance statement.

In completing the annual return at section 4 of the annual return, internal audit will have planned and carried out the work necessary to give the assurances called for. The ten key control tests in the annual report represent the minimum level of internal audit coverage required. Additional testing and reporting should be tailored to local circumstances.

Internal audit work always requires the application of judgement and should only be carried out following risk assessment. The scope and frequency of testing should reflect that assessment, and therefore should always be in proportion to the likelihood of fraud, error or misstatement that could occur. It should be directly related to the size and level of business activity of the council.

The following schedule provides an approach to the testing of key internal controls to provide assurance that the minimum level of coverage has been met.

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**TERMS OF REFERENCE
SCOPE OF INTERNAL AUDIT**

Internal control	Suggested testing
Proper bookkeeping	<ul style="list-style-type: none">• Is the cash book maintained and up to date?• Is the cashbook arithmetic correct?• Is the cashbook regularly balanced?
a) Standing orders and financial regulations adopted and applied; and b) payment controls	<ul style="list-style-type: none">• Has the council formally adopted standing orders and financial regulations?• Has the Responsible Financial Officer been appointed with specific duties?• Have items or services above the de minimus amount been competitively purchased?• Are payments in the cashbook supported by invoices authorised and minuted?• Has VAT on payments been identified, recorded and reclaimed?• Is s137 expenditure separately recorded and within statutory limits.
Risk Management arrangements	<ul style="list-style-type: none">• Does a review of the minutes identify any unusual financial activity?• Do minutes record the council carrying out an annual risk assessment?• Is insurance cover appropriate and adequate?• Are internal financial controls documented and regularly reviewed?
Budgetary controls	<ul style="list-style-type: none">• Has the council prepared an annual budget in support of its precept?• Is actual expenditure against the budget regularly reported to the council?• Are there any significant unexplained variances from the budget?
Income Controls	<ul style="list-style-type: none">• Is income properly recorded and promptly banked?• Does the precept recorded agree to the Council Tax authority notification?• Are security controls over cash and near-cash adequate and effective?
Petty cash procedures	<ul style="list-style-type: none">• Is all petty cash spent recorded and supported by VAT invoices/receipts?• Is petty cash expenditure reported to each council meeting?• Is petty cash reimbursement carried out regularly?



TERMS OF REFERENCE
SCOPE OF INTERNAL AUDIT

Payroll Controls	<ul style="list-style-type: none">• Do all employees have contracts of employment with clear terms and conditions?• Do salaries paid agree with those approved by the council?• Are other payments to employees reasonable and approved by the council?• Have PAYE/NIC been properly operated by the council as an employer?
Asset Controls	<ul style="list-style-type: none">• Does the council maintain a register of all material assets owned or in its care?• Are the assets and investments registers up to date?• Do asset insurance valuations agree with those in the asset register?
Bank reconciliation	<ul style="list-style-type: none">• Is there a bank reconciliation for each account?• Is the bank reconciliation carried out regularly and in a timely fashion?• Are there any unexplained balance entries in any reconciliation?• Is the value of investments held summarised on the reconciliation?
Year-end procedures	<ul style="list-style-type: none">• Are year-end accounts prepared on the correct accounting basis (ie receipts and payments or income and expenditure)?• Do accounts agree with the cashbook?• Is there an audit trail from underlying financial records to the accounts?• Where appropriate, have debtors and creditors been properly recorded?

Mark Salisbury

Enforcement & Regulatory
Services Manager

DARTFORD
BOROUGH COUNCIL

28 SEP 2015

AGENDA ITEM 7

Please ask for: **Joanne Philpott**

Direct Line: (01322) 343024

Direct Fax: (01322) 343607

E-mail: licensing@dartford.gov.uk

DX: 31908

T/C
15/10/15

To all Gambling Policy Consultee's

Our Ref: Draft Gambling Policy

Date: 14 September 2015

Dear Sir/Madam

Re: Consultation on Dartford's Statement of Gambling Policy for the period 3 January 2016 to 2 January 2019

I am writing to invite your comments on the Council's proposed Statement of Gambling Policy for the period 3 January 2016 to 2 January 2019.

You can view the draft Gambling Policy on the Council's website via the following link <http://www.dartford.gov.uk/by-category/business2/licences-and-street-trading/current-consultations>

If you do not have access to the internet or would like to receive a paper copy of the draft Gambling Policy please contact me on the above number.

Comments on the proposed Gambling Policy must be received no later than 13 November 2015. Comments should be sent to the Licensing Section, Dartford Borough Council, Home Gardens, Dartford, Kent DA1 1DR or alternatively you can email any comments to the Licensing Section at licensing@dartford.gov.uk

All feedback received will be taken into consideration by the Council when they meet on 3 December 2015. The Full Council will meet to finally determine the Policy on 14 December 2015.

Please do not hesitate to contact me should you require further information or assistance with regard to the content of this letter or the proposed Gambling Policy.

Yours faithfully

J. Philpott

Joanne Philpott
Licensing Manager

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T/C 15/10/15

Graham Blew

From: Neil Murphy <Neil.Murphy@dartford.gov.uk>
Sent: 06 October 2015 11:12
To: 'Beanparishcouncil@btinternet.com'; 'keithdpc@btinternet.com';
'longfieldparishcouncil@btconnect.com'; 'clerk@southfleetpc.kentparishes.gov.uk';
'clerk@stoneparishcouncil.com'; 'kathryn-sahpc@dsl.pipex.com'; Graham Blew;
'clerk-wilmingtonpc@tiscali.co.uk'
Subject: Election of Representative to Dartford Joint Transportation Board
Attachments: Election of Parish Representative on the Dartford Joint Transportation Board.docx

Dear Clerk, please find attached a document relating to the election process for the Parish / Town council representative on the Dartford JTB. The next JTB meeting is to be held on 1 December and I would hope to issue a formal invitation to the elected representative to attend that meeting. Accordingly I would appreciate your advice regarding your vote by the closing date of the 27th to enable me to get something in the post as soon as possible.

Very Many thanks

Neil Murphy

Member Services

01322 343251

Neil.murphy@dartford.gov.uk

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Login

To: graham.blew@swanscombeandgreenhitbetowncouncil.gov.uk [Remove this sender from my allow list](#)
From: neil.murphy@dartford.gov.uk

You received this message because the sender is on your allow list.

Election of Parish Representative on the Dartford Joint Transportation Board

Nominations for this position have been received as set out below .

Each Parish/Town Council is entitled to take part in the election process and has the opportunity to vote **once** for whichever candidate that they wish to represent them on the Board.

The candidate receiving most votes will be invited to join the Board and will be expected to report back on Board business to the Parish/Town councils.

The candidate receiving the second highest number of votes will be invited to act as deputy / substitute for the winner, and will be entitled attend the Board as a substitute member only.

In the event of an equality of votes the result will be determined by drawing lots.

The Candidate will have a Term of Office which equates to the life of the Joint Transportation Board, and will expire in April 2019

<u>Candidates</u>	<u>Nominated By</u>
David Baker	Stone PC
Brian Garden	Wilmington PC
Ms L C Howes	Swanscombe and Greenhithe TC
Richard Lees	Swanscombe and Greenhithe TC
S Thredgale	Stone PC

Please note that the closing date for notification of votes is midday on Friday 27 November 2015 and that the candidate who is elected will be invited to the Joint Transportation Board arranged to take place on Tuesday 1 December 2015.

Please pass the details of your election to

Neil.Murphy@dartford.gov.uk

In this Issue...

- Page 2: What's on in the next few months?
- Pages 3-4: President's Pieces. John Rivers, KALC President
- Page 5 : Came and Company, Local Council Insurance
- Page 6: News from Our Parishes and Towns: Spotlight on Wingham
- Page 7: Kent County Council News
- Page 8: News from Our Parishes and Towns: Boxley Parish Council
- Page 9: Spice Time Credits - something for The Future of Parish and Town Councils.
- Page 10: Carers' Support - Awareness Feature
- Page 11: Environmental Matters
- Page 12-13: New Rural Safety App To Be Launched
- Page 14: Bore Place - Summer Fun Day
- Back Page - all your bits and pieces in one place!

New Councillor Induction Workshops - A Success!

Training, or as we like to call it, "Learning and Development" can be a very hit and miss affair. Sometimes, a subject that one thinks might go well can be a resounding failure, whilst others that might be very obscure can be a runaway triumph.

KALC launched its current learning and development packages well before the Local Elections. We knew there might be councillors that were newly elected and that they might need a hand in getting to grips with legislation, jargon and their role in general.

Consequently, we arranged sessions in various parts of the county at staggered times so that new councillors would have the opportunity to network with others and learn about their new role in a semi-formal atmosphere.

We had no idea that they would be so popular, and we are delighted that they have been received with much enthusiasm and that there are some that are already over subscribed.



The events are kept to 90 minutes so that our delegates are not too bombarded by the subject, but we hope that they really do give a good base of knowledge.

If you have been to one of these events, you will have been provided with a link to a feedback survey. Do help us by completing it so that we can see what was right about the events and if anything needs improving.

If you have still to attend a session, we look forward to seeing you there! There are still some events with some limited spaces, so if you would like to book a place, the best way is to have a look at the [Events Page](#) on our website. All places are booked online so you can reserve your booking with a few clicks.

Training Matters and Upcoming Events at KALC

MARK DATE

- Councillors Conference , 24 July 2015. Lenham Community Centre. Our annual event with the needs of the Councillor in mind. We shall be running our very popular Dynamic Councillor training module and workshop - a natural follow on to our introductory New Councillor Induction sessions!
- Finance Conference, 22 October 2015. Kings Hill Community Centre. 9.30am to 4.30pm. Our annual conference for all things financial! Expect seminars and workshops for best practice and advice on any new legislation that is introduced this year. Definitely a date to keep free.

Meet the Commissioner and SECamb

We are delighted to announce two FREE events again this year with the Kent Police & Crime Commissioner, Chief Constable and SECamb (South East Coast Ambulance NHS Trust).

The two events will take place on the following dates:

- Wednesday 22nd July 2015 - Whitfield Village Hall. 6:30pm for 7:00pm start
- Wednesday 23rd September 2015 - Staplehurst Village Centre 6:30pm for 7:00pm start

In attendance:

- Mrs Ann Barnes - Kent Police and Crime Commissioner
- Mr Alan Pughley - Chief Constable, Kent Police
- Cllr John Rivers, Vice Chairman of SECamb Inclusion Hub Advisory Group, KALC President, and Chairman of Wittersham Parish Council.

BOOK YOUR PLACES HERE!

PRESIDENT'S PIECES...

Greetings Everyone

I would like to take this opportunity to welcome back those of you who were re-elected in May and congratulations to new Councillors. I wish you all well in your endeavours over the next four years.

KALC continues to be busy 'behind the scenes'. Some of this activity you will be aware of, like the recent 2015 Membership Survey, but others may not be so obvious. Rest assured, your KALC Executive, Finance & General Purpose (F&GP) Committee, Officers and Staff have been busy attending meetings with Kent County Council, The Department for Communities and Local Government, several District Councils, Members of Parliament and Area Committees ~ to name but a few!

In future editions of Parish News, I intend to highlight some of this work but, this time, I intend to concentrate on two issues: the recent membership survey & the discussions with Kent County Council regarding a '*Local Warden Support Officer*' (LWSO) pilot.

The response to the 2015 Membership Survey was down slightly from last year. I believe this was due, in the most part, to timing: clashing with the elections as it did. In future, the annual survey will take place in January. Nonetheless, we still had over 40% of the membership respond, which is really good! Sadly, these days, a 5% return for organisations is often regarded as excellent, so thanks to all of you who took part. Hopefully we will return to a 60%+ response rate next year? The Membership Survey Working Group has already met and crunched the figures, which we aim to share in the next edition of Parish News.


PRESIDENT'S PIECES...



Last year, KCC held a public consultation on the future of their warden service. The outcome of that meant that the Cabinet decided to keep the warden strength to its current 70, influenced, to a great extent, by the 120 parish & town councils that commented strongly in favour of the warden service. Many comments received from parishes included the suggestion that they would be happy to pay something towards the running costs of their warden, if this meant the service would continue to run. County Councillor Mike Hill, the Cabinet Member with responsibility for the warden service, then approached KALC to see if there was any mileage in discussing enhancing the current service by way of volunteers, much the same as the 'Specials' for the Police, for a proportion of any running costs. KALC already meet KCC Highways regularly, and have a good working relationship with them, so this was a way we could enter into negotiations with another section of the County Council, with a view to explore possibilities. This led to an idea for a pilot scheme, where 12 LWSOs across the county would work alongside existing full-time Community Wardens and their area supervisors, to explore possibilities. We asked for councils to let us know if they would like to take part in the pilot, at no cost, and we were pleased to receive 24 expressions of interest. Sadly, the funding only allows for 12 councils to take part. Watch this space over the next 6 months!

That's it for now. Until next time...

John Rivers



News from Our Parishes and Towns

The Jack Jolly Award - Wingham's Very Own Special Recognition Gong for its Community.



How do you mark the work of one very special person in your parish or town that has made a real impression during his life in the village? Jack Jolly was a long time resident of Wingham, near Canterbury. His contribution to village life was remarkable, and when he died in November 2013, the Parish Council decided that it would be fitting to have an annual award made in his name, that could be given to residents who have equally contributed to the life of the community...

Jack was, said Bryan Curtis - Chairman of Wingham Parish Council, "one of the characters of our village." He had a long and varied career during the Second World War including a stint at Dunkirk where he was badly injured, and then was sent to Goodnestone where he guarded German Prisoners of War. Although he originally hailed from Essex, he stayed in Kent after the war, and was a familiar face as a milkman in Goodnestone. He also served on the Parish Council there for 16 years.

Jack moved to Wingham with his wife, Davis in 1991 and quickly became part of the fabric of the village. Well known for collecting the Football Pools coupons house to house, he also became involved in many village activities including Neighbourhood Watch. He was a Friend of The Village Hall and became part of Wingham Parish Council in 1995. He took his role very seriously, and could often be seen watching over things in the village. He

did a weekly check of the children's play area there and also did annual checks on the street furniture. A man that took on any job with great gusto it would appear! He was a leading light in the Council's Planning Committee and eventually became Chairman of that group. His last meeting was in October 2013, very shortly before he passed away. Jack was a family man, with two daughters, grandchildren and great grandchildren. His contribution to the village of Wingham could never be underestimated, and therefore, it seemed only right and fitting that an award of community recognition be inaugurated bearing his name.

This year, the suggestion came into being, and the first residents were nominated for the Jack Jolly Award. We send our congratulations and best wishes to those in receipt of a very special recognition in Wingham.

The Inaugural Jack Jolly Award went to..

Brenda and Ted Tidy

Brenda and Ted are members of the Village Hall Management Committee and look after that facility in Wingham. Brenda takes care of all the bookings and cleaning whilst Ted does much of the maintenance. Ted is also chairman of the Wingham Produce Association that runs regular village shows, exhibiting fruit, vegetables, flowers and so on. Brenda runs the St Mary's Lunch Club - a fortnightly event at the local church that is always well attended. The Tidys have, then, made an outstanding contribution to the fabric of village life. It was for this reason that the presentation of the inaugural Jack Jolly Award seemed a fitting tribute to that contribution. Well Done Brenda and Ted!

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



Resurfacing Kent's Roads

Tackling the cause of faults and potholes

We are working hard to maintain our roads to help prevent faults and potholes in the future.

We carry out road surveys to identify which roads need to be resurfaced.

We select the right method at the right time to get best value for money.

Our most cost effective method is filling in potholes, then covering with an adhesive layer, followed by stone, which are embedded by moving vehicles.

Resurfacing will cause some disruption to road users, but please bear with us whilst we carry out the work.

Working together to keep Kent moving.

View our schedule
on our website:

kent.gov.uk/resurfacing
[#resurfacingkent](https://twitter.com/resurfacingkent)



We've scheduled
around 250 roads
to be resurfaced
this summer

Tackling potholes in Kent

We're working hard to tackle potholes on Kent's roads.

Our summer Find & Fix campaign has started.

We aim to fix potholes as fast as we can, but we have to prioritise the most urgent ones.

We aim to repair over 90% within 28 days.

We also need your help too by reporting them online.



Working together to keep Kent moving.

Report potholes online:

kent.gov.uk/potholes
[#findandfixkent](https://twitter.com/findandfixkent)





News from Our Parishes and Towns

Boxley Recognises the Good That Allotments Can Do!

Creating allotments from sheep pasture together with leading a band of conservation volunteers earned Councillor Robert Hinder Boxley Parish Council's 2015 KALC Community Award. The nomination was agreed by Councillor Hinder's colleagues in recognition of his hard work and dedication in both leading the project to provide allotments in the parish and as the first chairman of the Friends of Boxley Warren. In making the presentation at the parish council meeting on 1 June, Chairman Ivor Davies said "Whilst it may not be normal for a council to put forward one of its own for recognition, we all felt this was an exceptional case. Bob had gone well above and beyond what could be reasonably expected and in all sorts of weather. We were therefore delighted to nominate him for this richly deserved formal recognition."



Can you Help?

So you've had your election...and you still have vacancies on your Parish and Town Council. How many Councils have this problem? It seems to be a common one and clearly not just in Kent. Do you have trouble in recruiting councillors in your community? NO? In which case, we need your help! We would be grateful if councils and clerks could share their best practice for recruitment and retention. It would be fabulous if we could produce a fact sheet or pamphlet that might help our member councils. Perhaps you could let us know by emailing admin.assistant@kentalc.gov.uk so that we can begin to put something together that might just help all our member councils!

SPICING UP COMMUNITY LIFE!

Question. Have you ever heard of Spice Time Credits? Neither had we, but its a fairly new concept that has grown in popularity over the last few years. It was first launched in Welsh areas where mine closures took their toll on the social fabric of the traditional close communities there. The idea was simple: give your time to a project and in return you get a "credit" that you can "spend" through another organisation in that social currency network. Sounds complicated? Not really. In principle, we all do something similar in everyday life by helping our neighbours out, and maybe they give us a cake in return. The scheme has proved successful in areas where there is some deprivation, but it is also making its presence felt in other

areas, such as the City of London. Spice are keen to raise awareness in the South East, and recently held a conference in Kent to do so. They see their role as groundbreaking which indeed it could be. The vision would be that time could be given by individuals for the good of their communities and that the credit earned could be banked for a treat... some description.

It is, of course, a new concept in volunteer action but it is worth a second look. Our member towns and parishes may want to get together in some way and start up a time credit scheme.

In the meantime, do look at the Spice website for further details; it may well be the start of something big!

<http://www.justaddspice.org/>



Delivered in the 3 East Kent Hospitals

Funded by NHS Acute Trust

EK Dementia Visitor Scheme

Our aim is to improve the experience of people with Dementia

Are you kind, patient and understanding?

Can you spare a minimum of 4 hours a fortnight ?

Would you like to be a volunteer visitor?

- Training provided
- Supervised and supported



For information and an application form please contact us

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Support** 
CANTERBURY, DOVER & THANET

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E-mail: support@carers-doverdistrict.org

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Environmental Considerations...



Giving Local People the final say over onshore wind farms.

Local residents must have the final say over whether onshore wind farm applications get the go-ahead in their area, Communities Secretary Greg Clark announced.

While onshore wind now makes a meaningful contribution to our energy mix, they are often imposed upon communities without consultation or public support.

New planning rules change that and mean wind turbines should only get the go-ahead if they have been clearly backed by local people in a Local or Neighbourhood Plan.

Any application to build wind turbines will then need to have the clear backing of the community – with any planning concerns clearly addressed.

Power in the hands of local people

Radical reforms to the planning system have put power in the hands of local people, enabling them to have a greater say in the future development of their local area through Local and Neighbourhood Plans.

Today's planning rules mean that when considering a planning application for

wind turbines in their area, councils should only grant permission if:

- the site is in an area identified as suitable for wind energy as part of a Local or Neighbourhood Plan; and
- following consultation, the planning impacts identified by affected local communities have been fully addressed and therefore has their backing

This second test will ensure the planning concerns of local communities are addressed – even if they give their backing for wind farms in their area through the Local or Neighbourhood Plan. If a planning application has already been made for wind turbines in an area where the local plan does not identify suitable sites, the council will only be able to approve the application where it addresses the planning concerns of the affected community and therefore has local backing.

Secretary of State for Communities and Local Government Greg Clark said:

Our One Nation approach is about backing people on the issues that really matter to them and we are today delivering on our manifesto commitment to give local people the final say over onshore wind farm applications."

HAS YOUR COUNCIL LET THE SUN IN?



Solar powered

heating has become rather popular over the last few years, and many households benefit from its installation. It has been encouraged as an alternative to traditional fuel methods, and is, of course, a good way of cutting down on the cost of utilities. Public buildings can also benefit from such a system, but it is unclear as to how many of our Parish and Town Councils have taken the plunge and had solar panels put in for their premises. We have now received a couple of enquiries for feedback on the matter, so we would be grateful if Councils could let us know their experiences. We would ideally like to hear as to whether the scheme has been a success, but also if there were any pitfalls that went along with it. Any information would of assistance. If you could let Tricia at the office know by email on admin.assistant@kentalc.gov.uk. Many thanks.



Country Eye...

Helping Keep the Rural Community in Kent

Country Eye Ltd have built a free App for people living and working in the rural community. The app allows users to record and share information on crime, suspicious behaviour and damage in their home community or whilst out and about.

The Crime, Rural Advisory Group (CRAG) has commissioned the design and build of the Country Eye app. Mike Bax, Chairman, explained, "data suggests that the cost of rural crime in Kent stands at 1.8 million, if you include the additional hidden costs to repair property, replace locks and the time taken out of a working day to address these issues, the cost is considerably higher. CRAG was formed to help combat rural crime and to work with farmers, businesses and residents to find solutions."

The app has been built to help residents and farmers in Kent report information quickly and efficiently. This information is securely stored in a central database and accessed by the voluntary Country Eye team who are fully trained by Kent Police. The team analyse and disseminate the information and then broadcast it out to other local app users.

Peter Rolington, Chairman of Kent Crimestoppers and member of CRAG will head the team of volunteers, Peter said "Country Eye will be an invaluable tool to inform people living and working in the countryside about incidents that are occurring in their area. Technology has advanced greatly in recent years and has enabled us to develop a digital version of the highly successful Neighbourhood Watch scheme. We will be able to broadcast information directly to users about potential incidents as they happen. The Country Eye app will allow a greater audience to receive information, particularly those living in the most remote parts of the county." Country Eye has the full backing of Kent Police with information being sent securely to the relevant authorities. Kent Police is committed to responding to concerns in rural communities and to carrying out high visibility patrols. The information collated through the app will give officers a greater understanding of potential problem areas. The app has been supported by Kent Police and Crime Commissioner, Safer Kent, National Farmers Union and BTF Partnership.

The Country Eye app identifies four different Rural Categories which make up the majority of incidents that occur in the countryside.



Country Eye...

Helping Keep the Rural Community in Kent Safe

- Theft: Vehicle, Metal & Cable, Machinery & Plant, Livestock, Outbuilding, Fuel & Oil and Equine.
- Farm Crime: Arson, Fly-Tipping, Trespass with and without Firearms, Criminal Damage and Suspicious behaviour with and without vehicles.
- Animal, Wildlife Crime: Poaching, Animal Welfare, Endangered Species & Conservation, Hare Coursing and Horse Crime.
- Heritage Crime: Off-roading and Metal Detecting/Night Hawking
-

The app has a knowledge section which highlights the key factors for each type of incident above to assist users. Sign up is simple; the system requires a contact number, email address and postcode. The app records and disseminates information using the phone's camera and GPS location settings. Recording information is intuitive; users will click the camera icon, take an image, choose from a drop-down the type of crime, whether a crime reference number has been issued, and any other useful information. The location, time and date will be automatically recorded. The app can also use an existing image from the camera's photo library.

The App will be officially launched at the Kent County Show on Friday 10 July at the Country Landowners Association reception.

Mike Bax will speak to members and invited guests about the new initiative, how it can be downloaded free on app stores and how it will benefit farmers and those living in the wider rural community. The President of the CLA, Henry Robinson, Vice-President of the NFU, Guy Smith, Kent County Agricultural Society President, Lord Colgrain, Lord Gardiner of Kimble, Lords Spokesman for the Department for Environment, Food and Rural Affairs and Baroness Byford will be amongst the guests attending the reception at 11 am.

Mike Bax said, "We are very grateful to the CLA for giving us this platform to introduce the County Eye App. They are a valuable stakeholder in CRAG and regularly raise the issue of rural crime. We are delighted that we are able to launch with so many important guests in the audience."

The application is not intended for emergency purposes; users should report to: 999 – (crime in progress) 101 – (crime committed) or report to Crimestoppers if they wish to remain anonymous – 0800 555 111

The app can be downloaded from the Apple App Store and Google Play by searching Country Eye from Friday 10 July.

Commonwork open day

cooking, crafts, house and garden tours, live music, good food and drink
... and more

Sun 12 July 2015
at Bore Place

Outside in the grounds...

- Meet Daniel, our new Farm Manager who'll take you on a tour of our organic dairy farm
- See the cows being milked in the parlour
- Pick your own in the organic veg plot
- Try your hand at the Japanese art of Hapa Zome print making with our Gardeners Marigold & Wendy
- Grab a net & dip into the pond to see the underwater creatures close up
- Interested in low carbon living? Chance to see the wind turbine, the solar PV panels, wood chip & pellet boilers...

And the fun inside...

- Cook – join Tutors Julia & Julie in the kitchen & make your own onion bhajis in our drop-in session
- Keep the kids busy with making and doing in the arts and crafts area
- Discover the history of Bore Place House on a guided tour

Market stalls

We're pleased to welcome back (amongst others!) the Kent Wildlife Trust, Eden Valley Museum and Friends of the Earth. And a big hello for the first time to the team from local community hub the Eden Centre, and the volunteers from Edenbridge Waitrose (thank you!)

And not forgetting... organic veg from our gardens, the award winning High Weald Dairy, handmade jewellery from Silverree, lovely designs from Hadlow Pottery and, enticed away from their usual stamping ground at Borough Market in London, Kappacasein Dairy.

Plus live music, beer tent, buffet, BBQ, local strawberries and cream....

1 01732 483255

Bore Place, Chiddingstone, Edenbridge, Kent, TN8 7AR

www.commonwork.org

integrating education, health and social enterprises for a just and sustainable world
registered charity number 1160725



Commonwork

FUNDRAISING IDEAS

Fundraising in your communities is now more important than ever if you wish to get a particular project off the ground that may not attract investment from traditional pathways. Luckily, there are many charities or companies that have a charitable sector that can help when necessary. The trick is, as we know, to be adept with the right bid for the right amount of money. It would appear that there are quite a few bidding rounds that are open at the present time so it makes sense to apply to them as soon as possible.



The Kent Community Foundation has several avenues that you might be able to pursue for your community, depending on your idea. Of interest is certainly the Foundation's round of Themed Funding which included one specifically for Older People and likewise there is a fund that can be accessed for those with Family Projects in mind.

You should be aware that all of these fundraising projects have a deadline so you will need to keep that in mind when you make those applications.

Good luck with your projects - and let us know if you manage to achieve something good this year!

Update on Defibrillator Purchases

We were pleased to welcome our friends from The Defibrillator Warehouse at our 'Corks' Conference on 12 June. Craig and Andy were very helpful and answered many questions regarding their products, and made the process of enquiries very easy. Our Bulk Buy scheme is now finished for this year so we hope to re-launch sometime later on this year. For those of you that have purchased a machine through the scheme, and wish to make your community aware of its presence, you can buy a robust steel sign for £20.00. The Defibrillator Warehouse can offer you a discount price of £20.00 plus VAT and with free delivery too. Please follow the link here:

<http://www.defibwarehouse.co.uk/products/accessories/3d-steel-aed-wall-sign>

Further information and Frequently Asked Questions can be found here:

<http://www.defibwarehouse.co.uk/files/cpadinsurance.pdf>

<http://www.defibwarehouse.co.uk/files/cpadguide.pdf>

Annual Meeting 21 November 2015

KALC's biggest member event - the Annual Meeting - will take place on Saturday 21 November 2015. It will be at Ditton Community Centre and there will be the usual mix of speakers and official business of the Association as well. Would like as many members there as possible so save the date now.

We will be sending out papers to you all in October. In the meantime if you have a motion that you would like discussed, would you please send it in to our offices by Friday 11 September 2015. Thank you.

Vacancies

Please find details of any vacancies that have arisen in our county here:

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

August 2015

<http://www.kentalc.gov.uk>

In this Issue...

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- Page 11. News from Kent County Council
- Page 12. Some New Fundraising Opportunities.

Welcome Back!

By the time you read this newsletter, the schools will probably have reopened. The harvests will have been taken in - or at least some of them. The fresh local strawberries that were in abundance in May and June have been polished off, and for the most part, the summer breaks are now finished.

Kent has had a very eventful summer, not least because it has been dominated by traffic problems that were newsworthy both locally and nationally. Certainly, the trendy hashtag of #OpStack has been used very frequently in the last few months!

Whilst it has been a very difficult situation, our members have shown



themselves, yet again, to be a very resilient bunch who have risen to any challenge that has beset them.

August is traditionally a quieter month for local councils. September generally means "Business as Usual" and we hope that the new month brings enthusiasm aplenty!

With that in mind, we have now launched our Autumn programme of events. Do take a look at page 2, which lists them, and then go to our website to book a place.

Training Matters: Our Autumn Programme

*(Please note our Conferences and Workshops now carry Continuous Professional Development Points for Clerks.
Please contact us for further details)*

What's on?
Our Main Workshops and
Conferences

Mark
in your
Calendar

● Chairmanship
Workshop and
Training,
Folkestone
Town Hall, 22

September 2015

- General Power of
Competence Workshop,
Assembly Rooms, New
Romney Town Council 1
October 2015
- The Clerk in Action
Workshop and Training,
Stone Parish Council, 7
October 2015
- Councillors' Information
Day, Teynham Village Hall
14 October 2015
- Finance Conference,
Kings Hill Community
Centre, 22 October 2015
- Achieving CiLCA 2015,
Lenham Community
Centre. 6 November and
two following weeks.

A very busy Summer ends... And an
eventful Autumn begins!

Our training provision over this spring
and summer was an ambitious affair,
kicking off with our Election Awareness
events that were held in late spring.
The elections in May brought forth new
councillors who needed some training
and orientation. We have offered short
ninety minute events in various parts of
the county, the last of which are still to
be held. If you have yet to attend one
of our Induction Events, we still have
limited space available in September.
You can book those online by visiting
[our website](#).

It was with a very heavy heart that we
had to cancel our Councillors
Conference which was due to take
place on 24 July. We were very
concerned that the ongoing problems
with Operation Stack would make travel
extremely difficult for our delegates,
especially when our venue happened to
be right in the middle of the motorway
corridor. We therefore made the
decision to postpone our event. Thank
You for being so understanding in the

circumstances that prevailed! We have
scheduled a Councillors' Information
Day on 14 October which will focus on
planning and information on being a
local councillor.

We are delighted that our Finance
Conference on 22 October will include
a senior official from the Department
for Communities and Local
Government. There will be speakers
covering finer points of licensing,
allotments and pensions as well as a
Finance Workshop with KALC's
financial consultant, David Buckett.

Don't forget that the biggest event of
our year, the Annual Meeting, will also
be taking place on Saturday 21
November at Ditton Community
Centre. Papers will be issued within the
near future, but whilst it seems some
time away, it would be wise to save the
date now. Any motions you would like
put forward should be sent to us by **25
September** at the latest.

We look forward to seeing as many of
you as possible this autumn.

BOOKING YOUR EVENTS | DO IT ONLINE!

*All our events are much easier to book online. To make sure
you are guaranteed your space, go via our website. It is the
simplest way to make sure that your place is confirmed. It
also means that we have up to date contact details for the
delegate and the clerk. If you email us requesting a booking, it
may not always be possible to accommodate you. Many thanks
for your help and co-operation !*

President's Piece...

By the time you read this I expect most of you would have had your summer holiday? I say 'summer' with a smile as it is raining as I type this! Maybe September will be better for BBQs?

On 30 July, Terry Martin (County Officer), Richard Parry (Vice President) and myself supported NALC's *Lobby Day* at Westminster. We booked appointments to see five Kent MPs, with two further dates set to meet with Rochester & Strood's Kelly Toihurst MP and Tonbridge & Malling's Tom Tugendhat MP. We were unable to meet two Kent MPs, due to urgent votes going on in the House of Commons during the afternoon, but we did meet Sir Roger Gale MP, Helen Whately MP, Helen Grant MP and MP Charlie Elphicke's researcher.

We asked the MPs if they would support us on four specific items:

- Government to remove the threat of *referendum principles* on Local Town & Parish Councils; and encourage greater co-operation between the different tiers of local government.
- Government should take new action to ensure *Local Council Tax Support* funding is passed on to Local Town & Parish Councils either directly or via billing authorities.
- Government legislation and financial support is required to tackle illegal HGV parking and find an alternative solution to *Operation Stack*.
- Government should continue to strongly encourage the creation of Local Councils in unparished areas and to continue to offer financial support to community campaigns in those areas.

I believe our conversations with each MP, and the researcher, were encouraging and worthwhile. We agreed to send briefing notes to help the MPs in their deliberations and conversations with ministers. It also gave us the opportunity to network and to offer to meet further to discuss other issues we have in Kent & Medway.

Finally, can I please remind members that our AGM is on November 21 at Ditton Community Centre. The morning session is going to be very informative with presentations from both the Chief Executive & Chairman of South East Coast Ambulance (SECAMB) and the NALC Chief Executive. Both are going through significant change at the moment, so this is your chance to learn what is going on, how it may affect you, and to ask any questions. The afternoon session is our AGM when we will, amongst other things, be discussing formal motions put to the meeting. So please remember to send any motions you may have to Terry Martin, secretary@kentalc.gov.uk by Friday 25 September.

Until next time

John Rivers



News from...

NALC
National Association of Local Councils



Details of a £5m fund to conserve and protect war memorials were revealed by Prime Minister David

Cameron and Culture Secretary, Sajid Javid MP.

The fund, originally announced by the Prime Minister at the end of last year, will support a range of different projects including:

- Civic Voice will be given half a million pounds to create a national network of volunteers;
- English Heritage will receive half a million pounds to provide better protection for war memorials by tripling the number of listed war memorials;
- Imperial War Museums will receive half a million pounds to develop a website to help communities find out where information about war memorials can be found;
- Up to £3m for the War Memorials Trust over the four year period of the First World War Centenary to boost support for their grant schemes;
- Proposals to use the remaining half a million pounds to care for First World War graves outside the remit of the Commonwealth War Graves Commission are being looked at



Prime Minister David Cameron said: "As we reflect on the events that saw so many people make the ultimate sacrifice, I believe it is vital that we ensure our memorials are fitting tributes to the fallen. This £5m will help ensure that local communities can access the funds they need to repair, protect and conserve war memorials across the country, so that they can remain places of respect for future generations and help people to better understand what happened a century ago."

Further information can be found by visiting the website of [the War Memorials Trust](#) or by looking at [Civic Voice's dedicated campaign](#).



News from...

NALC
National Association of Local Councils

Free WiFi For Libraries

New Funding Available From Arts Council England



All libraries in England will be able to offer free WiFi access from March 2016 following a £7.1 million funding from Arts Council England.

Local authorities are encouraged to apply for the new funding to ensure all public libraries can offer free WiFi access. The funding can also be used to improve existing WiFi provision that is below current technical specifications.

Culture minister, Ed Vaizey MP, launched the initiative and said "These funding programmes are a vital part of expanding the digital offer in libraries in England. Ensuring communities across England have access to free WiFi boosts the digital economy and enables more people to take advantage of everything the internet has to offer." A new partnership between the Leadership for Libraries Taskforce and the Tinder Foundation has also been launched, creating a £100,000 Library Digital Inclusion Fund. Up to 15 library services will be able to bid for a share of the money to help get more people online and develop basic digital skills.

For more information on this scheme, go to

<http://www.tinderfoundation.org/our-thinking/news/new-library-digital-inclusion-fund>

Cameron vows to Save Our Loos...

- The Prime Minister has apparently pledged to 'save Britain's public loos', providing a welcome boost to NALC'S business rates campaign – but they need your help to keep up the pressure!
 - A story in The Telegraph reports Mr Cameron told a local radio station he had discussed how toilets are taxed with local MPs in Cornwall during his recent visit. He said there is more Government can do on "how public toilets are treated for business rates" and he would examine the case for lifting thousands of pounds of taxes from them every year to try to save them from closure. NALC is campaigning for an exemption from business rates on toilets run by local councils and is backing a proposal by Cranleigh Parish Council under the Sustainable Communities Act.
 - NALC want the sector to capitalise on the comments from Prime Minister as it thinks there is a real opportunity to press this issue to a successful conclusion,so it is seeking your help in writing to your local MP and to the Prime Minister (at 10 Downing Street, London SW1A 2AA).They ask members to write to their local MP drawing their attention to the Prime Minister's comments and ask for their support; set out the problems this is causing your Council, including some hard facts on costs (for example in Cranleigh's case the cost of non-domestic rates is a fifth of the annual running cost of the toilet;
 - Write to the Prime Minister in support of lifting this burden; again set out the problems this is causing your Council including some hard facts on costs
 - Send NALC your letters too - they are keen to hear from all of you!
 - Further information on NALC's campaign can be found [here](#) and there is more about the [Sustainable Communities Act](#) at [Local Works' website](#) too.

Know Your Limits ...and your obligations too!

Make sure you know whether you have to complete an Annual Return to the Charity Commission



Trustees of charities with an income of over £25,000 are under a legal duty as charity trustees to submit annual returns, annual reports and accounting documents to the Charity Commission as the regulator of charities. Even if the charity's annual income is not greater than £25,000, trustees are under a legal duty to prepare annual accounts with a report and should be able to provide these on request. All charities with an income over £10,000 must submit an annual return.

Failure to submit accounts and accompanying documents to the Commission is a criminal offence. The Commission also regards it as mismanagement and misconduct in the administration of the charity.

For those individuals who were not trustees at the initial date of default, when they became a trustee, they became responsible for making good the default.



It is important that the financial activities of charities are properly recorded and their financial governance is transparent. Charities are accountable to their donors, beneficiaries and the public. Donors to charity are entitled to have confidence that their money is going to legitimate causes and reaches the places that it is intended to. This is key to ensure public trust and confidence in charities. It is not unusual for recreation grounds to be held on charitable trusts, with the local authority acting as the trustee. It is important that in such situations the trustee is clear about the legal basis on which the land is held,

and that they ensure that charity's assets are properly, and separately accounted for.



You can find more information on the Charity Commission's website about completing an Annual Return (which is different to a Charity Tax Return). The dedicated site for that is <https://www.gov.uk/prepare-a-charity-annual-return>

Naturally, if you require any assistance on a general note, the Commission does have a comprehensive website and you should find the answer to any specific question there.

The link for that is <https://www.gov.uk/government/organisations/charity-commission>



"Kent Fire and Rescue Service (KFRS) is launching a new free, email alert system to help keep you, your home and business safe from chimney fires.

Between 2010 and 2014, KFRS tackled almost 1,350 chimney fires around the county. From KFRS research carried out earlier this summer, one in three people who responded to a KFRS online survey* said that they hadn't had their chimney swept in over a year, if at all.

Head of Community Safety, Lee Rose, said: "Chimneys can turn into blazing furnaces when they catch fire, causing thousands of pounds worth of damage and putting your home, family and business at risk.

"We're launching the clean sweep alert system – it's safe and easy-to-use and you can sign up in seconds. It will send you a message to remind you to get your chimney cleaned and inspected if you haven't already had it done yet. That way you can make sure it's free from debris and in good working order before you light it when the weather cools down. This will help to prevent fires and structural damage to your property."

If you have a chimney, open fire, wood burner, Aga or other 'real flame' appliance, it's vital that you ensure it is properly installed and serviced by competent engineers, so you can safely curl up next to a warm, cosy fire throughout the colder winter months.

Lee added: "The risk of carbon monoxide poisoning can occur at any time, in any home or enclosed space. Blocked flues and chimneys can prevent carbon monoxide escaping, allowing it to reach dangerous levels. Make sure you don't get caught out by a silent killer. Proper care and maintenance will allow you to enjoy the benefits of using your fireplace safely and, as it will run more efficiently, it could save you money too!

"Don't take chances with safety, sign up for our free clean sweep alert and get your chimney and flues inspected and swept annually. Follow our common sense chimney fire safety advice and keep your home and business fires burning safely this winter."

To sign up to the clean sweep alert visit www.kent-fire-uk.org/cleansweepalert

MISSING FROM YOUR INBOX...

Little stories that you might be interested in...



WHAT DO WE DO WITH THEM NOW THEN?

What Have You Done with the Telephone Box in Your Community?

Telephone kiosks were first introduced to this country in 1920 by Sir Giles Gilbert Scott, the very same man who designed Battersea Power Station. Very quickly part of community life, telephone boxes made up the fabric of our villages and towns, and not just to make all important telephone calls. Often used as landmarks, direction pointers and so on, British telephone boxes became a true "cultural icon". They have been featured on postcards galore and have, along with our cherished post boxes, become a "trademark" of our society.

However, the advent of new, super swift technology has seen the demand for public



telephones decrease. Whilst the boxes are very much in vogue, the telephones are now seen as "dinosaurs" by the majority who prefer to pick up their smart phone for communication, rather than go out in the rain to make a call. So what can we do with redundant, but useful telephone buildings?

Many of our member local councils have purchased defibrillators in recent months and they have been able to house their much needed equipment in old telephone kiosks.

British Telecom (BT) is very keen to have their property used, and it also means that such apparatus can be found quickly in a focal point of the community. You can find out more about the scheme by looking at the web page that has been produced by them on the subject [here](#).



There are other uses for those lovely red boxes too. The village of Westbury Sub Mendip turned their village box into a Book Exchange. This has proved a great success and something worth thinking about if your village has no library provision.

The most quirky usage appears to have been the opening of coffee shops in phone boxes. This might be a little too eccentric for your community needs, but the opportunities, whilst not endless, can be creative as well as practical.

If you have used your redundant telephone kiosk for another purpose, do let us know. It may be something that really serves the need of your community and could inspire others to do the same.



Recruiting caring people
shared experiences, shared homes

Shared Lives

MAKE A DIFFERENCE WITH SHARED LIVES

COULD YOU SUPPORT AN ADULT IN YOUR HOME?

Come along to KCC's information event to find out how you can make a difference.

These information events give people the opportunity to find out what it takes to be a host and to hear first-hand from people, who have taken up this rewarding role, as well as meeting some people who are using the service.

Jacqui Brazil and her husband have been Shared Lives Hosts for 13 years, the Shared Lives arrangement with its emphasis on social inclusion and community support appealed

to them. They currently support two adults, helping them achieve everyday tasks and live full lives with as much independence as possible.

KCC's Shared Lives service provides short breaks, day support and longer term support accommodation to adults with a learning disability, older people, those with mental health needs and dementia in the host family's own home. Hosts are well paid, have a great opportunity to develop skills, are their own boss and have a fantastic work life balance.

Graham Gibbens, KCC
Cabinet Member for Adult

Social Care and Public Health, said: "This scheme gives vulnerable people the opportunity to live more independently and lead a more fulfilled life as part of a family. For the host, it is a really rewarding vocation which gives them the opportunity to make a real difference to someone's life."

Future events can be found, along with more information about Shared Lives, at kent.gov.uk/sharedlives or contact the team on 03000 412400 or sharedlives@kent.gov.uk.

BITS AND PIECES



Fundraising Opportunities...

New Funding Available for Groups in Kent and Medway

The People's Health Trust uses money raised by Health Whole through The Health Lottery. It recently launched a new initiative where it invests in projects that benefit the most disadvantaged areas in Kent and Medway. Some of your neighbourhoods might be eligible for such funding, but the criteria is very specific.

Eligible projects are those which:

1. Are designed and led by local people
2. Create stronger connections between people
3. Are seeking funding of between £5,000 and £25,000 a year
4. Last for between twelve months and two years
5. Are small and local, for example, a few streets, a small village; or are a community of interest, experiencing social and economic disadvantage.

Take a look at their website [here](#)

<http://www.peopleshealthtrust.org.uk/>

The Port of Dover Community Fund

has been established to benefit the Dover community. We are seeking projects in two key areas:

- Skills & Jobs – projects that provide opportunities to develop skills, support people on the pathway into employment and assist job creation, with a particular focus on young people.
- Community - activities that enrich the social, cultural and environmental life of local communities, enhancing Dover as an attractive and welcoming place to live, work and visit.

To see if your community might benefit from this funding source, register your interest at Kent Community Fund here: enquiries@kentcf.org.uk as the fund will be open for applications as of September 2015.

Vacancies

Our Vacancies webpage has several advertisements for current job positions that may be of interest. You can take a look by clicking [here](#).

*Kent Association of Local Councils
Dover District Council Offices,
White Cliffs Business Park,
Whitfield, Dover,
CT16 3PJ
01304 820173
<http://www.kentalc.gov.uk>*

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