

TOWN COUNCIL
26 FEBRUARY 2015

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 26 FEBRUARY 2015 at 7.00 PM

PRESENT: Councillor Mrs S P Butterfill – Town Mayor
Councillor K G Basson
Councillor Ms L M Hall
Councillor P M Harman
Councillor J A Hayes
Councillor Ms L C Howes
Councillor B R Parry
Councillor B E Read
Councillor Mrs I A Read

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: There were none.

435/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Ms L M Cross (other commitments), J M Harman (work commitments), P C Harris (other commitments), A Harvey (work commitments), Mrs A R Harvey (other commitments), J B Harvey (other commitments), R J Lees (other commitments), Mrs C K Openshaw (unwell), V Openshaw (other commitments), P A Read (work commitments) and P J Scanlan (unwell).

436/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor P M Harman declared a prejudicial interest in agenda item 9 – Kent County Council (KCC) Consultation on future delivery of Library, Registration and Archive Services in Kent, as he is the KCC Member for Swanscombe and Greenhithe.

Councillor J A Hayes declared a prejudicial interest in agenda item 20 Pavilion – Update, as he is a Town Council representative 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.

437/14-15. MINUTES OF THE MEETING HELD ON 18 DECEMBER 2014 AND THE SPECIAL MEETING HELD ON 15 JANUARY 2015.

Members were provided with a copy of the Minutes of the Meeting held on 18 December 2014 and the Special Meeting held on 15 January 2015.

RESOLVED:

That the Minutes of the Meeting held on 18 December 2014 and the Special Meeting held on 15 January 2015 be confirmed and signed as a true record.

438/13-14. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk clarified that Members leaving the Chamber after having declared interests were doing so to ensure they were not able to influence or affect the discussion or decision of the item but they were not excluded from hearing the debate on the item.

439/14-15. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 21 JANUARY 2015.

RESOLVED:

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

440/14-15. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 5 FEBRUARY 2015.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 5 February 2015 be confirmed and the recommendations made therein be adopted.

441/14-15. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 15 JANUARY 2015.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 15 January 2015 be confirmed and the recommendations made therein be adopted.

442/14-15. MINUTES OF THE ALLOTMENTS & CEMETERIES SUB-COMMITTEE MEETING HELD ON 12 FEBRUARY 2015.

RESOLVED:

That the Minutes of the Allotments & Cemeteries Sub-Committee meeting held on 12 February 2015 be confirmed and the recommendations made therein be adopted.

443/14-15. MINUTES OF THE ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE MEETING HELD ON 28 JANUARY 2015.

RESOLVED:

That the Minutes of the Anti-Social Behaviour & Crime Sub-Committee meeting held on 28 January 2015 be confirmed and the recommendations made therein be adopted.

444/14-15. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD.

Further to minute 239/14-15 the Working Group had met and submitted their report for consideration.

The Town Clerk made members aware that the awards would be presented at the AGM by the newly elected Town Mayor and not by the Town Mayor who had sat on the Panel considering the nominees.

It was also clarified that the mention of 2014 – 2015 in the report was in error as the Panel would not be selected until the AGM in May 2015 which would then be in the 2015 – 2016 year.

RESOLVED:

That, taking the above into account, the contents of the report be agreed.

445/14-15. BUDGET STATEMENT 2015 – 2016.

Following the setting of the Council Tax at the 15 January 2015 meeting Councillor Ms L C Howes had requested that consideration be sought as to formulating a budget statement.

After discussion it was agreed that the Town Mayor contact the local press, using the contents of page 1 of the report, to promote the fact that the Town Council had frozen its section of the council tax for a second consecutive year.

RESOLVED:

That the Town Mayor contact the local press, using the contents of page 1 of the report, to promote the fact that the Town Council had frozen its section of the council tax for a second consecutive year.

446/14-15. TRAINING / LEARNING AND DEVELOPMENT POLICY.

The Town Clerk had produced a draft Policy for members' consideration.

RESOLVED:

That the Training / Learning and Development Policy be agreed.

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

447/14-15. KENT COUNTY COUNCIL (KCC) CONSULTATION ON FUTURE DELIVERY OF LIBRARY, REGISTRATION AND ARCHIVE SERVICES IN KENT.

This item had been deferred from the 5 February 2015 Recreation, Leisure & Amenities Committee meeting. Members went through the consultation and formulated responses for each question.

RESOLVED:

That Town Clerk submit the Town Council's response to the consultation.

448/14-15. THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND (LGBCE) – ELECTORAL REVIEW OF KENT.

Members had previously been supplied with details of this consultation on 11 December 2014 and 17 January 2015. The deadline for responses to the consultation was 2 March 2015.

After discussion Members agreed that the current arrangements for the county seat of Swanscombe and Greenhithe had no reason to be amended or realigned but with the unprecedented major development being undertaken within Swanscombe and Greenhithe, and the anticipated electoral growth this would result in, the representation at Kent County Council for Swanscombe and Greenhithe would need to be increased from the current 1 Member to 2 Members.

RESOLVED:

That the Town Council's response, as above, to the review be submitted.

449/14-15. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

Members were supplied with the December 2014 and February 2015 editions of the Parish News.

Members discussed the information regarding defibrillators.

RESOLVED:

That the item be noted.

450/14-15. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) 2014 – 2015.

Members were reminded that consideration needed to be given to proposing appropriate projects for future funding applications to the Capacity Building Fund.

RESOLVED:

That the item be noted.

451/14-15. 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 of the 8 December 2014 meeting were available in the Chamber for inspection.

Advice Service Dartford Partnership (ASDP).

As previously agreed the minutes of the partners meeting held on 13 January 2015 were available in the Chamber for inspection.

Borough and Parish Councils Forum (BPCF).

The Town Mayor and the Town Clerk are the Town Council's representatives on the BPCF. As previously agreed the agenda for the 13 January 2015 meeting, including the presentation materials for "Development Policies plan-Public Consultation (DBC) and "Future Strategy" (Darent Valley Hospital) were available in the Chamber for inspection

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 27 November 2014 meeting were available in the Chamber for inspection.

Ingress Park Greenhithe Management Limited (IPGM).

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

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

As he was unable to attend the meeting Councillor P C Harris had submitted a written update that advised that management of the Ingress Park Community Centre was still being discussed/investigated and that the Senior Planner, DBC, had clarified that the obligation regarding this facility was specific in that the Owner (Crest Nicholson) has to make the Community Centre available for the public to use and that they are obligated to manage and maintain the Community Centre in accordance with a management scheme (requiring approval from DBC) until such time it is transferred to a Management Entity.

452/14-15. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman had submitted a report which included the following items:

Full Council Budget Meeting had recently taken place resulting in an increase of 1.99% of the KC part of the Council Tax for 2015 – 2016.

There had been motions for the introduction for the Living Wage for all contractors and employees but these had been defeated.

Cabinet Member for Environment & Transport, Mr D Brazier had been replaced by Mr R Balfour.

Any unspent monies from the Members Grant could be carried over to the next year.

Lane marking and signage at St Clements Way had been undertaken but unfortunately the changes to the road marking could not be undertaken until a road closure had been arranged.

The Fastrack route in Ingress Park is a bus only route and does have signage to this effect but cars were still using this route.

RESOLVED:

That the item be noted.

453/14-15. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

DBC had held its Budget meeting on 23 February 2015 which had included the setting of the Council Tax for 2015 – 2016. This had shown that apart from the Town Council and one other, the remaining 6 parish councils had all increased their part of the Council Tax. Kent County Council, the Police and the Fire Service had all increased their section of the Council Tax by 1.99%

The Labour Group had submitted 4 amendments, which had all been defeated, and one had requested allocating £20,000 for The Pavilion in Swanscombe. This had come as a surprise as no communications had been received regarding this and discussions had already been held by the Swanscombe and Greenhithe Residents Association with the Leader of Dartford Borough Council who had agreed to assist with this matter.

The Crime & Disorder (Overview and Scrutiny) Committee had been very complimentary about the Town Councils Crime and Anti-Social Behaviour Sub-Committee and how it had helped raise awareness of Neighbourhood Watch and Sped Watch Schemes.

RESOLVED:

That the item be noted.

454/14-15. SEALING OF DOCUMENTS.

There were none.

455/14-15. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor advised/updated on the following items:

110 people had attended the recent Vintage Valentine Event and £790.00 had been raised towards the Town Mayors Charity Fund.

The girls' 5-a-side football competition to celebrate International Womens Day was being held at The Swanscombe Leisure Centre on 6 March 2015 with 7 local schools already having indicated they would be taking part.

Civic Night was being held on 18 April 2015 at The Swanscombe Leisure Centre.

456/14-15. QUESTIONS.

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

457/14-15. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read and seconded by Councillor P M Harman;

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.

458/14-15. THE GROVE CAR PARK – UPDATE.

Further to minute 303/14-15 and 348/14-15 the Working Group had met, with the Transport Services Manager, DBC on 12 February 2015.

Members discussed this matter in depth and whilst it was agreed that parking was a huge problem in the area any decision regarding the operation of The Grove Car Park would result in both positive and negative impacts.

Councillor P M Harman requested the Town Council's agreement to him joining the membership of the Working Group.

Members agreed that the Working Group should arrange for further detailed discussions with the borough Council.

RESOLVED:

That the Working Group, now including Councillor P M Harman in its membership, should arrange for further detailed discussions with the borough Council.

Having already declared a prejudicial interest Councillor J A Hayes left the chamber and took no part in the debate or decisions of the following item.

459/14-15. **THE PAVILION COMMUNITY SPORTS & SOCIAL CLUBS – UPDATE.**

Members were informed that the Pavilion Working Group had met with representatives of the Pavilion on 19 February 2015 and the Town Clerk detailed the contents of the discussions at the meeting.

Councillor B E Read clarified that he had held talks with the Leader of Dartford Borough Council and that it was hoped that they would be contacting the Town Clerk in the near future.

Members agreed that were discussions to progress with Dartford Borough Council then as many of the issues with the building be included as was possible. It was also agreed that once Dartford Borough Council had contacted the Town Council an invitation be sent to The Pavilion to discuss the possibility of what works were required.

Members were disappointed that the Town Council were seemingly being portrayed in a negative manner by people who may not be in possession of the facts and that the work and finances that the Town Council had already invested in the facility, to enable the current Tenants to operate, should be recognised.

RESOLVED:

1. That were discussions to progress with Dartford Borough Council then as many of the issues with the building be included as was possible.
2. That once Dartford Borough Council had contacted the Town Council an invitation be sent to The Pavilion to discuss the possibility of what works were required.

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

Signed: _____ Date:- _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 4 MARCH 2015 AT 7.00PM

PRESENT: Councillor P J Scanlan (Vice-Chairman in the Chair)
Councillor P M Harman
Councillor P C Harris
Councillor Mrs A R Harvey
Councillor B R Parry
Councillor P A Read

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor K G Basson
Councillor Mrs S P Butterfill

460/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' V Openshaw (other commitments), B A Read (holiday), J B Harvey (other commitments) and J A Hayes (other commitments).

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

461/14-15. SUBSTITUTES.

There were none.

462/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor P M Harman declared a prejudicial interest in application DA/14/1259 as he is the Kent County Councillor for Swanscombe and Greenhithe.

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

463/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members that the Planning Inspectorate had held a presentation in the Council Chamber on 23 February 2015 and that a memo with details of their website, including details of the process, timescales, how to be involved and register as an interested party in the London Paramount Resort development had been sent out to all members.

Councillor P C Harris advised that he had emailed the Planning Inspectorate to try and schedule a similar event at St Marys Church hall, one evening after Easter.

464/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 DECEMBER 2014.

Recommended: The Minutes of the meeting held on 3 December 2014 were confirmed and signed.

465/14-15. DIVERSION OF PUBLIC FOOTPATH DS20 – KENT COUNTY COUNCIL (KCC).

Further to minute 312/14-15 KCC had supplied Notice of Public Path Order (DS20 part) with a deadline for any objections of 11 March 2015.

Recommended: That the item be noted.

466/14-15. KCC SCHEDULE FOR VEGETATION CLEARANCE (Public Rights of Way).

The public Rights of Way & Access Service, KCC had supplied a schedule for vegetation clearance for the area.

Recommended: That the item be noted.

TOWN PLANNING:

467/14-15. OBSERVATIONS BEEN SUBMITTED BY THE TOWN CLERK, IN CONSULTATION WITH THE CHAIRMAN OF PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE DUE TO THE CANCELLATION OF THREE PREVIOUS MEETINGS.

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| DA/15/00037/FUL | Erection of a single storey rear extension and conservatory. 77 Ingress Park Avenue, Greenhithe. |
| OBSERVATIONS: | No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. |
| DA/14/01825/FUL | Provision of a hard standing to provide vehicle parking and vehicular crossover onto St Peters Close. 6 St Peters Close, Swanscombe. |
| OBSERVATIONS: | The Town Council has concerns regarding the adequacy of the proposed hard standing provision and seeks assurances that it is the correct size/stature. Concerns are also raised by the indication of the removal of a lamp |

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| | <p>column which could be a potential hazard to users of the footpath/drop down during the times that lamp columns are currently turned off, by KCC, in periods of darkness.</p> <p>The Town Council would ask that all neighbours are consulted prior to this application being considered.</p> |
| DA/1500122/TPO | <p>Application to crown reduce by 30%, crown thin by 30%, crown lift to height of 4 metres and remove base growth pf 1 No. Lime tree subject to Tree Preservation Order No.3 1991.</p> <p>5 St Pauls Close, Swanscombe.</p> |
| OBSERVATIONS: | <p>No objections subject to the Planning Authorities tree consultant/officer having no issues with the proposal.</p> |
| DA/15/00151/FUL | <p>Provision of a new shopfront (retrospective application).</p> <p>Swanscombe Gents Barbers, 47 High Street, Swanscombe.</p> |
| OBSERVATIONS: | <p>The Town Council have concerns over the internal arrangements and entry point for this facility as it has now been altered to facilitate 2 shops as opposed to the original 1 shop, the Town Council do not appear to have received any applications regarding this additional shop and seek confirmation from the Planning Authority that it has the required and appropriate permissions.</p> |
| DA/15/00164/ADV | <p>Display of 3 No. externally illuminated wave signs, 6 No. non-illuminated pump number signs and 3 No. non-illuminated koala signs.</p> <p>Greenhithe Service Station, London Road, Greenhithe.</p> |
| OBSERVATIONS: | <p>No objections provided that all proposed signage has no detrimental or adverse effect on the road users/traffic safety.</p> |

Recommended: That the observations be noted and endorsed.

468/14-15. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

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| DA/15/00166/FUL | Conversion of existing integral garage into habitable room. |
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| | 64 Pentstemon Drive, Swanscombe. |
| OBSERVATIONS: | The Town Council object to the proposal as it will result in the loss of an off road parking facility resulting in a detrimental effect on the local area which already experiences huge problems and issues with parking. Proposals should include parking (and garaging) provision in accordance with the Council's (DBC) adopted standard |
| DA/15/00202/FUL | Demolition of existing conservatory and erection of single storey rear extension, a part two/part first floor rear extension and provision of roof window in south-west roof slope in connection with providing additional rooms in the roof space. 7 The Dell, Greenhithe. |
| OBSERVATIONS: | The Town Council would seek assurances that the proposal has adequate access arrangements and off road parking provision for the suggested increase in rooms and would respectfully request that all neighbouring properties are consulted prior to the decision of the application. |
| DA/15/00263/OUT | Outline application for the erection of a detached building for use as a workshop with storage facilities, together with ancillary hard standing for motor vehicles. Land between Galley Hill Road and Manor Way Business Park, Manor Way, Swanscombe. |
| OBSERVATIONS: | The Town Council have concerns that the application could interfere with the needs of the proposed London Paramount Resort development and could stunt the growth of business within the area. |
| DA/15/00313/FUL | Provision of replacement PVC windows and doors. 1 Bendigo Wharf, Pier Road, Greenhithe. |
| OBSERVATIONS: | The Town Council have concerns that the proposal could conflict with the architectural/visual integrity of the surrounding properties/area (conservation area) and would seek assurances from the Planning Authority that the proposal is acceptable in this regard. |

469/14-15. PLANNING APPLICATIONS SUBMITTED BY NEIGHBOURING AUTHORITIES FOR MEMBERS' OBSERVATIONS.

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| 20150034 | <p>Consultation on an application for change of use of existing warehouse to a mixed use A1/A3 coffee shop and an A1 sandwich shop within Gravesham Borough Council.</p> <p>Former Mattucci Warehouse, Eagle Way, Northfleet.</p> |
| OBSERVATIONS: | No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. |
| 20150081 | <p>Consultation on an application for Hybrid planning application (part outline and part full detailed) for the proposed phased demolition of existing stands, ancillary buildings And structures and erection of new Stonebridge Road Stand (Phase 1 – full detailed) and erection of Plough End, Town End and Swanscombe End Stands with associated access and parking (Phase 2 – outline with all matters except layout reserved) within Gravesham Borough Council.</p> <p>Ebbsfleet United Football Club, Stonebridge Road, Northfleet.</p> |
| OBSERVATIONS: | No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. |

Having already declared a prejudicial interest Councillor P M Harman left the chamber and took no part in the debate or decision of the following item.

470/14-15. PLANNING APPLICATIONS SUBMITTED BY KENT COUNTY COUNCIL FOR MEMBERS' OBSERVATIONS.

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| KCC/GR/0015/2015 | <p>Proposed Waste Oil Transfer Station</p> <p>Unit D2, Springhead Enterprise Park, Springhead Road, Gravesend, DA11 8HH</p> |
| OBSERVATIONS: | No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. |

471/14-15. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

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| DA/15/00037/FUL | Erection of a single storey rear extension and conservatory. 77 Ingress Park Avenue, Greenhithe. |
| DA/14/01690/FUL | Erection of a single storey rear extension and conversion of existing integral garage into habitable room together with associated alterations to front elevation (revisions to previously approved planning permission DA/14/00564/FUL in respect of provision of a pitched roof over extension). 17 Caspian Way, Swanscombe. |

472/14-15. GRANTED DECISION NOTICES SUBMITTED BY KENT COUNTY COUNCIL FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

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| DA/14/1259 | Operation of an aggregate recycling facility to accept 150,000tpa of construction and demolition waste including a fixed processing plant to utilise certain fractions of the recovered materials in order to produce hydraulically bound materials (HBM). Land to south of Manor Way, Swanscombe. |
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There being no further business to transact, the Meeting closed at 7.20 pm.

Signed: _____
(Chairman)

Date: _____

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 25 MARCH 2015 AT 7.00PM

PRESENT: Councillor B E Read (Chairman)
Councillor P J Scanlan
Councillor P M Harman
Councillor P C Harris
Councillor B R Parry

ALSO PRESENT: Graham Blew – Town Clerk
Gill Franz – Administration Assistant

ABSENT: Councillor K G Basson
Councillor V Openshaw
Councillor P A Read

487/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Mrs S P Butterfill (other commitments), Mrs A R Harvey (holiday), J B Harvey (holiday), and J A Hayes (holiday).

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

488/14-15. SUBSTITUTES.

There were none.

489/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

490/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Chairman advised members that an informal meeting had been held with Peter Nelson (MD Camland Developments), on 18 March 2015, regarding the Discussion Document entitled "Leisure and Recreation Opportunities in and around Eastern Quarry" previously supplied by Land Securities and dated May 2004.

491/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 4 March 2015.

Recommended: The Minutes of the meeting held on 4 March 2015 were confirmed and signed.

492/14-15. DIVERSION OF PUBLIC FOOTPATHS (x3) : DS30 (PART) and DS3 (PART), DS1 (PARTS) and DS30 (PART), DS1 (PART) – DARTFORD BOROUGH (DBC) AND KENT COUNTY COUNCIL (KCC).

Notices of Public Path Orders (x3), as above, had been received from DBC and KCC. The deadline for any objections is Wednesday 8 April 2015. Members noted the response that the Ramblers Association had submitted and, after deliberation, the Committee agreed to endorse the comments/concerns that had been submitted by the Ramblers Association.

Recommended: That the Town Council respond endorsing the comments/concerns submitted by the Ramblers Association.

TOWN PLANNING:

493/14-15. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.

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| DA/15/00306/FUL | Raising height of the roof by 6 metres to create additional storage space (no additional floor space) and external associated alterations to elevations. Simpsons Removals and Storage Ltd, A1 and A2 Manor Way Business Park, Manor Way, Swanscombe. |
| OBSERVATIONS: | No observations. |
| DA/15/00240/REM | Submission of Reserved Matters relating to appearance and landscaping pursuant to condition 1 of outline planning permission DA/10/00872/OUT for demolition of existing buildings and erection of a part 3/4/5 storey building to provide 50 dwellings comprising 24 x 2 bedroom and 12 x 3 bedroom apartments and 14 x 4 bedroom maisonettes with associated parking at ground and underground level, access road, landscaping and amenity areas. 1A, 1B, 1C Knockhall Road, Greenhithe. |
| OBSERVATIONS: | No observations. |

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| DA/15/00360/EQCHRM | <p>Submission of reserved matters pursuant to condition 2 of planning permission DA/12/01451/EQVAR in respect of provision of public art within Castle Hill North East Local Park and Neighbourhood Green.</p> <p>Eastern Quarry, Watling Street, Swanscombe.</p> |
| OBSERVATIONS: | No observations. |
| DA/15/00345/FUL | <p>Use of car park for a one day (19:00 – 20:30) vehicle stunt show on Wednesday 8 April 2015.</p> <p>Car Park D, Ebbsfleet International Station, International Way.</p> |
| OBSERVATIONS: | The Town Council object to this application as there are concerns regarding the noise levels that will be generated by the proposal and the disturbance this would cause to the occupied properties that are in close proximity to the site and also the surrounding area. |
| DA/15/00351/VCON | <p>Application under S73 for variation of condition G1, G2, G3, G4, G7, G9, G10, G14 and G18 in respect of outline planning permission DA/96/00047/OUT for up to 789,550 sqm mixed development.</p> <p>Ebbsfleet bounded by A2, Southfleet Road, Springhead Road, North Kent Rail Line excluding Blue Lake, Springhead Enterprise Park and CTRL Alignment, Swanscombe/Northfleet.</p> |
| OBSERVATIONS: | <p>The Town Council objects to the application for the following reasons :-</p> <p>G1, G2, G4 – Any delays in provision of educational facilities will have an adverse effect on the surrounding facilities (schools, parking, traffic) and the council would like to see educational facilities provided at the earliest opportunity.</p> <p>G3 – The Town Council object to any proposed amendments and felt that the original condition regarding GP surgery provision should be adhered to.</p> <p>G7 – No observations.</p> <p>G10 – The Town Council would like to see the inclusion in any S106 Agreement of a financial contribution to the Town</p> |

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| | <p>Council towards the improvement of the current facilities within Swanscombe and Greenhithe to take into account the increase in population in the area and the effect this will have.</p> <p>G14 – The Town Council objects to any reduction in what was originally agreed for the provision of recycling and waste transfer facilities.</p> <p>G18 – The Town Council feels that the original provisions for Adult Education should not be altered.</p> |
| DA/15/00393/FUL | <p>Erection of a first floor rear extension to existing first floor flat.</p> <p>Flat above 12 – 14 Milton Street, Swanscombe.</p> |
| OBSERVATIONS: | <p>The Town Council have concerns that the drawings for the proposal appear to indicate a staircase already leading from the first floor to the roof space and would seek clarification regarding this.</p> <p>The Town Council would like to request that all neighbouring properties are consulted prior to the consideration of this application.</p> |

494/14-15. PLANNING APPLICATIONS SUBMITTED BY NEIGHBOURING AUTHORITIES FOR MEMBERS' OBSERVATIONS.

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| 20150155 | <p>Consultation on an application for vary/delete the following planning conditions insofar as they relate to community and infrastructure requirements of the Springhead Quarter (Springhead Park) of the grant of outline planning permission reference 20120186 (which itself was a variation of the original outline planning permission reference 19960035 for the development of land at Ebbsfleet for mixed use up to 789,550m² gross floorspace comprising employment, residential, hotel and leisure uses, supporting retail and community facilities and provision of car parking, open space, roads and infrastructure): D4 (open space quantum), D9 (affordable housing quantum), D10 (lifetime homes quantum), D15 (employment timing), F6 (Springhead highway improvement), G1 (pre-school nursery timing), G2 (primary school timing), G3 (health care provisions), G4 (family centre timing), G7 (local park timing), G9 (playing fields quantum), G10 (sports centre requirement), G11 (affordable housing timing), G12</p> |
|----------|---|

| | |
|---------------|--|
| | <p>(Lifetime Homes timing), G15 (adult education provisions) and G16 (recycling facility provisions) within Gravesham Borough Council.</p> <p>Land At Ebbsfleet Bounded By A2, Southfleet Rd, Springhead Rd, North Kent Rail Line Excluding Blue Lake, Springhead Enterprise Park And CTRL Alignment, Swanscombe/Northfleet.</p> |
| OBSERVATIONS: | <p>The Town Council objects to the application for the following reasons :-</p> <p>G1, G2, G4 – Any delays in provision of educational facilities will have an adverse effect on the surrounding facilities (schools, parking, traffic) and the council would like to see educational facilities provided at the earliest opportunity.</p> <p>G3 – The Town Council object to any proposed amendments and felt that the original condition regarding GP surgery provision should be adhered to.</p> <p>G7 – No observations.</p> <p>G10 – The Town Council would like to see the inclusion in any S106 Agreement of a financial contribution to the Town Council towards the improvement of the current facilities within Swanscombe and Greenhithe to take into account the increase in population in the area and the effect this will have.</p> |

495/14-15. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

| | |
|-----------------|---|
| DA/15/00011/FUL | <p>Provision of new shop front with disabled ramp, erection of a single storey rear extension and internal alterations to create open plan retail area.</p> <p>Greenhithe Market Place, 102 – 104 Knockhall Road, Greenhithe.</p> |
| DA/14/01825/FUL | <p>Provision of hard standing to provide vehicle parking and a vehicular crossover onto St Peters Close.</p> <p>6 St Peters Close, Swanscombe.</p> |

496/14-15. **GRANTED DECISION NOTICES SUBMITTED BY KENT COUNTY COUNCIL FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

| | |
|------------|---|
| DA/14/1532 | Variation of planning application DA/13/1491 (Temporary consent (5 years) for the operation of a construction and recycling facility for concrete and road/base planings and ancillary plant storage areas, reception weighbridge office and parking) to amend conditions 2 (development to be built in accordance with approved details), 4 (hours of operation), 5 (increase in maximum throughput per annum) and 6 (increase in maximum HGV movements). Eastern Quarry, Watling Street, Swanscombe. |
|------------|---|

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

Signed: _____ Date: _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 15 APRIL 2015 AT 7.00PM

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

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor P M Harman
Councillor V Openshaw
Councillor P A Read

521/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' Mrs A R Harvey (family commitments), J B Harvey (family commitments) and J A Hayes (family commitments).

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

522/14-15. SUBSTITUTES.

There were none.

523/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

524/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised that the London Paramount Team had contacted him and were trying to arrange a presentation to the Council on the proposals being brought forward within Stage 4 and that, although unconfirmed, this was likely to be on Tuesday 28 April at 4.00pm.

525/14-15. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 25 MARCH 2015.**

Recommended: The Minutes of the meeting held on 25 March 2015 were confirmed and signed.

526/14-15. **CLAIMED FOOTPATH RUNNING FROM THE HIGH STREET TO THE FORESHORE ADJACENT TO THE SIR JOHN FRANKLIN PH.**

Further to minute 374/14-15, the Planning Inspectorate had supplied details of their decision that the appeal is dismissed.

Recommended: That the item be noted.

TOWN PLANNING:

527/14-15. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' OBSERVATIONS.**

| | |
|-----------------|---|
| DA/15/00464/FUL | Erection of a three storey side extension, single storey rear extension with new bay window to first floor rear. 20 Calcroft Avenue, Greenhithe. |
| OBSERVATIONS: | The Town Council would seek clarification that the proximity and height of the proposal will not have any detrimental effect on the Fastrack Bus Route that runs close by. The Town Council would also request that any additional off road parking requirements that may be required for this proposal be considered prior to consideration of the application, please ensure all neighbouring properties are consulted prior to the decision of the application |
| DA/15/00480/OUT | Outline application for the erection of a detached building for Class B2 use (general industrial) together with ancillary hard standing. Land between Galley Hill Road and Manor Way Business Park, Swanscombe. |
| OBSERVATIONS: | The Town Council are aware that this application is within the area of the proposed London Paramount Resort project and it appears that several of the businesses in the area around this application are being effected by possible compulsory purchase orders and we would like to see this taken into account to ensure time and resources are not inappropriately employed with applications in this vicinity. |

| | |
|-----------------|---|
| DA/14/01724/OUT | Outline application for erection of a detached two storey 33 bedroom hotel and restaurant. Springhead Service Station, Watling Street, Southfleet. |
| OBSERVATIONS: | The Town Council have concerns regarding the traffic flow and effect this proposal may have on the infrastructure in the area and would ask that consideration be given to ensuring that adequate infrastructure arrangements for the whole of the surrounding area are in place prior to any permissions being granted. The Town Council would like to respectfully request that they be informed about the details of how the infrastructure for the surrounding area will be programmed to take into account applications of this nature that will have impacts such as traffic flow. |

528/14-15. **GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

| | |
|-----------------|--|
| DA/15/00151/FUL | Provision of new shop front (retrospective application). Swanscombe Gents Barbers, 47 High Street, Swanscombe. |
| DA/15/00164/ADV | Display of 3 No. externally illuminated wave signs, 6 No. non-illuminated pump number signs and 3 No. non illuminated koala signs. Greenhithe Service Station, London Road, Greenhithe. |
| DA/15/00202/FUL | Demolition of existing conservatory and erection of single storey rear extension, a part two/part first floor rear extension and provision of roof window in south-west roof slope in connection with providing additional rooms in the roof space. 7 The Dell, Greenhithe. |
| DA/15/00345/FUL | Use of car park for a one day (19:00 – 20:30) vehicle stunt show on Wednesday 8 April 2015. |

| | |
|-------------------|--|
| | Car Park D, Ebbsfleet International Station, International Way. |
| DA/13/01325/EQCHC | Submission of details relating to written scheme of investigation for Palaeolithic archaeology for Ward Homes New Housing Footprint pursuant to Condition 14 (a) of planning Permission DA/12/01451/EQVAR. Ward Homes New Housing Footprint Eastern Quarry. |
| DA/06/00307/CDNA | Submission of details relating to archaeological written scheme of investigation pursuant to Condition 17 of Planning Permission DA/04/01170/FUL for engineering operations to include the recontouring of ground levels, the provision of a temporary works compound area including a temporary road access from Southfleet Road and associated landscaping. Eastern Quarry, Watling Street, Swanscombe. |
| DA/08/01088/EQCHC | Written Scheme o Investigation for Archaeological Investigation associated with the construction of new footpaths and installation of lighting columns pursuant to Condition 3 of DA/08/00535 for a new pedestrian link. Eastern Quarry, Watling Street, Swanscombe. |
| DA/15/00166/FUL | Conversion of existing integral garage into habitable room. 64 Pentstemon Drive, Swanscombe. |

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 9 APRIL 2015 at 7.00PM

PRESENT: Councillor K G Basson – Chairman
Councillor Mrs S P Butterfill (ex-officio)
Councillor Ms L M Hall
Councillor J B Harvey
Councillor J A Hayes
Councillor Ms L C Howes
Councillor B R Parry
Councillor B E Read
Councillor P J Scanlan

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

ABSENT: Councillor J M Harman
Councillor P M Harman

508/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillors' A Harvey (work commitments) and Mrs A R Harvey (unwell).

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

509/14-15. SUBSTITUTES.

There were none.

510/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

511/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

512/14-15. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 5 FEBRUARY 2015.

Recommended: That the Minutes of the Meeting held on 5 February 2015 were approved and signed as a true record.

513/14-15. SENIOR GROUNDSMAN/GARDENER'S REPORT.

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

Swanscombe Park, Manor Park, Broomfield. Heritage Park, Knockhall, Spring Vale, Valley View, Saxon Court, equipment and "We're watching you" – dog fouling posters.

Recommended: That the item be noted.

514/14-15. SPRING VALE WOODED AREA.

Further to minute 408/14-15 members were provided with the result of the survey of the middle section (i.e. the trees that had not yet been surveyed).

Members noted that the whole area had now been surveyed and after consideration agreed to have the work highlighted from the survey undertaken as per the quotation.

Recommended: That the works highlighted in the survey of the middle section be undertaken, as per the quotation, as soon as possible.

515/14-15. TREE SURVEY.

Members had previously agreed (minute 291/14-15) for quotations to be obtained for a Tree Survey to be undertaken. The 3 quotations received were considered by members and after discussion, and in accordance with Financial Regulation 11.1 (i), it was agreed that Quote C be accepted and that the tree survey be arranged.

Recommended: That the tree survey be undertaken using Quote C.

516/14-15. NEPTUNE PARK SHRUB CLEARANCE/CUTTING BACK.

The Senior Groundsman / Gardener detailed the work required to be carried out and the fact that this had originally been planned to be undertaken in-house but the Parks Department had been operating with a man short due to the sudden death of a member of staff in November 2014 it had not been possible to schedule the works this year.

In response to a member enquiry the Senior Groundsman / Gardener confirmed that he would oversee the works being undertaken.

Three quotations had been obtained to carry out the works and after deliberation it was agreed to proceed with Quote A.

Recommended: That the works be undertaken using Quote A.

517/14-15. UNAUTHORISED USE OF KNOCKHALL RECREATION GROUND.

This item had previously been considered by the committee (minute 410/14-15) and members were provided with a breakdown of each Saturday since 31 January 2015.

The Town Clerk advised members that to date no correspondence or communication had been received from anyone involved in this matter.

Although pleased that the matter appeared to have reached a satisfactory outcome Members requested that the Parks Staff continue to monitor the situation and if required report the issue back to the Recreation, Leisure & Amenities Committee.

Recommended: That the item be noted and the Parks Department continue to monitor and record the situation.

518/14-15. COMMUNITY CAFÉ, CHURCH ROAD, SWANSCOMBE.

During its considerations at its meeting on 20 February 2015 the Café Working Group had requested that the Recreation, Leisure & Amenities Committee consider endorsing the Council submitting a request to English Heritage to have the building listed/protected.

Councillor Ms L C Howes confirmed that she was happy to assist with putting the application together for submission were the Committee to agree this course of action.

It was noted that individuals can make applications to have buildings listed/protected. Members considered the Community Right to Bid Scheme but on this occasion agreed to submit a request to English Heritage to have the building listed/protected.

Recommended: That the Council submits a request to English Heritage to have the building listed/protected.

519/14-15. CHILDREN'S SUMMER ENTERTAINMENT – 2015.

Members were pleased to hear that the Town Clerk had successfully obtained additional funding through the Kent County Council Member Community Engagement Grant Scheme 2015-2016. It was also noted that the popularity of the Town Council's programme of summer entertainment had been growing each year and that over 1,000 members of the community had attended and enjoyed the events last year.

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

Recommended: That Option 1 be selected for the Summer Entertainment 2015.

520/14-15. **ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT.**

Members received the Annual Safety Inspection of Play Ground Equipment and were asked to approve the remedial actions indicated in the report. The Town Clerk advised members that, to save on costs, any remedial work able to be done "in-house" would be undertaken by the Parks Department.

The Town Clerk drew members' attention to an email, recently received from a member of the public highlighting their dissatisfaction with the surfacing at the Broomfield Park Play Area. This item had been rated as a Medium risk rating in the Annual Safety Inspection report and as such was "*recommended to be upgraded as soon as resources permit.*" The Town Clerk showed the committee photographs of the surfacing at the site and informed the committee that he was in the process of obtaining quotations to have the surfacing upgraded and once these were received the details would be submitted to the committee for their consideration.

Recommended: That the Annual Safety Inspection of Play Ground Equipment be noted and that the Town Clerk be delegated authority to arrange for all the remedial work indicated in the report be undertaken.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at
THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 12 MARCH 2015 AT
7.00PM

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

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

ABSENT: Councillor V Openshaw

473/14-15. APOLOGIES FOR ABSENCE.

Apologies for absence were submitted and accepted for Councillor B R Parry (holiday).

474/14-15. SUBSTITUTES.

There were none.

475/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

476/14-15. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

The RFO advised members that the Town Clerk had been successful in securing a grant from the KCC Member Grant Scheme of £500.00 towards the Children's Summer Entertainment for 2015 – 2016.

477/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15 JANUARY 2015.

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

478/14-15. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

Members were provided with details of all receipts and payments for authorisation for December 2014, January 2015 And February 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 December 2014, January 2015 and February 2015, as per the annexed list, be approved.

479/14-15. SUMMARY OF ACCOUNTS.

Members were provided with details of the Summary of Accounts, balanced to 28 February 2015.

Recommended: That the details of the Summary of Accounts, balanced to 28 February 2015 be noted.

480/14-15. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.

Members had previously requested this item be included on future Committee Agendas (minute 2385/14-15) to give the opportunity for suggesting suitable/appropriate projects for any future funding opportunities under this scheme.

The RFO advised that she and the Town Clerk had thought of one possible suitable project which was maintenance/repairs that are required to the listed flint wall at St Peter & St Paul's church yard. She explained the difficulty in obtaining three quotations, as works to the listed flint wall was a very specialist field. However, one quotation had been received but this was in excess of the sum budgeted for in the Annual Estimates 2015/16. Members were asked to consider whether they wished to apply to the Capacity Building Fund for the shortfall.

Recommended: That an application be submitted to DBC as detailed by the RFO.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on MONDAY 23 FEBRUARY 2015 at 11.00 AM.

PRESENT: Councillor Mrs S P Butterfill (Chairman)
Councillor B E Read
Councillor Ms L M Cross
Councillor V Openshaw
Councillor P J Scanlan

ABSENT: Councillor P M Harman

ALSO PRESENT: Graham Blew, Town Clerk

421/14-15 APOLOGIES FOR ABSENCE.

Councillor Mrs I A Read (other commitments).

422/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

423/14-15. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

424/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15 OCTOBER 2014.

Recommended: That the minutes from the meeting held on 15 October 2014 be confirmed and signed.

425/14-15. STAFF APPRAISALS.

Members were informed that the Town Clerk had given all the appropriately experienced staff the opportunity to undertake an annual appraisal for the 2014 – 2015 period.

Recommended: That the staff appraisals 2014 - 2015 be endorsed.

426/14-15. RISK ASSESSMENTS 2015 – 2016.

Members considered the Risk Assessments carried out for 2015 – 2016. Members thanked the Town Council for the detailed work involved in producing the Rsk Assessments.

Recommended: That the Risk Assessments for 2015 – 2016 be noted and endorsed.

427/14-15. **EXCLUSION OF THE PRESS AND PUBLIC.**

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

RESOLVED:

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

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

STAFFING MATTERS.

428/14-15. **EMPLOYEE 43 – WAIVE OF RECOVERY OF “OVERPAYMENT”.**

The Town Clerk apprised members of the item which had previously been reported to the Finance and General Purposes Committee.

Recommended: That the actions of the Town Clerk in dealing with this matter be endorsed and that it be agreed to waive of recovery of the amount.

429/14-15. **COUNCIL OFFICES CLEANER (part-time)**

The Town Clerk advised members that the Office Cleaner had been on sick leave from 23 April 2014 due to the sudden death of her husband and that the council had arranged an assessment by an Occupational Health Specialist.

Members asked that their thanks to the Administration Team for their flexibility and endeavours during this period be recorded.

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

430/14-15. **ADMINISTRATION ASSISTANT (part-time) WEDNESDAY, THURSDAY AND FRIDAY.**

The Council Office had been operating with a vacancy since 10 November 2014. This position had now been filled with the new member of staff beginning on 16 February 2015.

The Town Clerk asked that his gratitude to the Administration Team for their flexibility, co-operation and endeavours during this period be recorded.

Again, Members asked that their thanks to the Administration Team for their flexibility and endeavours during this period be recorded.

Recommended:

- 1 That the Town Clerks actions in filling this position be endorsed.
- 2 That the Town Clerk be delegated authority to confirm the employee in post once the probationary period has been satisfactorily completed.

431/14-15 COUNCIL OFFICES COMMUNITY HALL CARETAKER.

The Town Clerk detailed the discussions with the employee as a result of the Annual Appraisal process.

The Town Clerk detailed the content of the report and the implications of the recommendation.

After discussion Members agreed that the salary of Council Offices Community Hall Caretaker be increased as detailed in the report to reflect the additional work involved in the operation of this hall to the other council community halls.

Recommended: That the Council Offices Community Hall Caretakers wages be increased, from 1 April 2015, as detailed in the report.

432/14-15. RESPONSIBLE FINANCIAL OFFICER (RFO).

Members discussed the length of Notice Period currently contained in the RFO's Contract of Employment and agreed that, after consultation with the RFO and provided she agreed, this should be amended/varied as per the report.

Recommended: That, after consultation with the RFO and provided she agreed, the Notice Period in the Town Clerks Contract of Employment be amended/varied as per the report.

433/14-15. TOWN CLERK.

Further to minute 14/14-15, the Personnel Committee had been tasked with undertaking the Annual Appraisal for the Town Clerk. To assist members a template listing the 10 main competences and skills, as well as an overall assessment for the past year had been provided.

The Town Clerk left the Chamber whilst the Personnel Committee discussed and completed the appraisal. On returning to the Chamber the Town Clerk was informed of the contents of the appraisal.

Members asked for it to be recorded that they were more than pleased by the exemplary manner that the Town Clerk dealt with Members, staff, the public and the running of the Town Council.

Recommended: That the Annual Appraisal, 2014-2015, of the Town Clerk be agreed.

434/14-15. **PAY CLAIM 2015 – 2016.**

The report clarified that the 2015 – 2016 estimates included the provision for awarding a cost of living pay rise up to 2.5% and a 1 Spinal Point Increase.

After discussion Members agreed that a 1.5% pay increase be awarded to all the Town Council staff with effect from 1 April 2015. Whilst appreciative of all the Town Councils staff and how they operated Members wished to reward the efforts of Town Clerk, Responsible Financial Officer and Senior Groundsman / Gardener and, after clarification of the implications was provided, agreed that these members of staff should be awarded a Spinal Point increase.

Recommended:

- 1 That a 1.5% pay increase be awarded to all the Town Council staff with effect from 1 April 2015.
- 2 That the Town Clerk, Responsible Financial Officer and Senior Groundsman / Gardener be awarded a Spinal Point Increase with effect from 1 April 2015.

There being no further business, the Meeting closed at 11.45 am.

Signed: _____ Date: _____
(CHAIRMAN)

MINUTES of the MEETING of the ALLOTMENTS & CEMETERIES SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on MONDAY 23 MARCH 2015 at 2.00 PM

PRESENT: Councillor B E Read – Chairman
Councillor Mrs S P Butterfill

Councillor P M Harman
Councillor J A Hayes
Councillor Mrs C K Openshaw
Councillor P J Scanlan

ALSO PRESENT: Councillor R J Lees
Gwenda Prior – Allotment Association Chairman
Bill Morrison – Allotment Association Vice-Chairman
Annie Littell – Allotment Association Treasurer
Ange Morrison – Allotment Association
Graham Blew – Town Clerk

ABSENT: There were none.

481/14-15. APOLOGIES FOR ABSENCE.

There were none.

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

482/14-15. SUBSTITUTES.

There were none.

483/14-15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

484/14-15. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

485/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 FEBRUARY 2015.

Recommended: That the Minutes of the Meeting held on 2 February 2015 be confirmed and signed as a true record.

486//14-15. ADMINISTRATION OF ALLOTMENTS – ALLOTMENT ASSOCIATION.

The Town Clerk supplied all those present with copies of the following:-

- A. A copy of the advice from the Town Councils' Solicitor;
- B. A copy of the current Plot Holders Agreement;
- C. A copy of the previous agreement between the Town Council and the former allotment association;
- D. A copy of the current Allotment Associations requests;
- E. A copy of the current Allotment Associations proposed constitution.

Discussions took place on various aspects of the allotment administration including:-

- 2 x plot holders at New Burial Ground who were not keeping or using their plots as they should be;
- Pathway access to plots (NBG);
- Possibility of including clause in Plot Holders Agreement for 3 months trial for new plot hirers (monitored by Allotment Association);
- Possibility of including a clause in Plot Holders Agreement that any costs in restoring plots to a workable condition to be reclaimed from previous tenants;
- Possibility of including clause in Plot Holders Agreement that *"You are required to be a member of the Allotment Association. The cessation of your membership to the Allotment Association would mean you would be served 1 months' notice on your Plot Holders Agreement."*
- To consider whether the Town Council would like the Allotment Association to take on responsibility for requests to erect any buildings (sheds/green houses);
- Changing keys for the sites;
- The possibility of having half plots;
- The possibility of having water supplied to the Craylands Lane allotment site.

The Allotment Association confirmed that they were happy to use the previous agreement between the Town Council and the Allotment Association.

It was agreed that most of the points raised would be best dealt with once the membership of the Allotment Association had been established.

The Chairman thanked all those that had taken the time to attend.

Recommended: That the items discussed, as detailed, be noted and that further discussions take place once the Allotment Associations membership had been established.

There being no further business to transact, the Meeting closed at 3.30pm.

Signed _____
Chairman Date

MINUTES of the MEETING of the HERITAGE PARK / SKULL SITE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on THURSDAY 26 MARCH 2015 at 2.00 PM

PRESENT: Councillor P J Scanlan (Vice-Chairman in the Chair)
Councillor Ms L M Cross (substituting for Councillor B E Read)
Councillor Ms L C Howes
Councillor R J Lees

ALSO PRESENT: Sara Stapleton, Responsible Financial Officer (RFO)
Garnet Johnson, Development Manager, Groundwork South
Becky Plunkett, Natural England

ABSENT: There were none.

497/14-15. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors' Mrs S P Butterfill (other commitments), Mrs C K Openshaw (hospital) and B E Read (hospital).

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

498/14-15. SUBSTITUTES

Councillor Ms L M Cross substituted for Councillor B E Read.

499/14-15. 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.

500/14-15. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

501/14-15. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15 OCTOBER 2014.

Recommended: The Minutes of the meeting held on 15 October 2014 be confirmed and signed as a true record.

502/14-15. HLF BID – PROGRESS TO DATE.

Garnet Johnson provided members with an update on progress with the bid. He explained that after talking to the HLF and because such a long time had passed

since the original submission, a project planning grant would need to be submitted first as it was now necessary to update many aspects of the bid (i.e. the education pack) and also revise costings. He confirmed that he had been having discussions with Paramount as it was felt that the theme park could be linked into the bid and provide the "wow factor" that the HLF required. He was also looking at the potential of installing a visitor centre, which could be converted containers that could also be used as a classroom facility for school visits. He confirmed that the one of the HLF requirements would also be that the site is fully managed and that there was a management plan in place. He confirmed that the Groundwork would be interested in this aspect and additional funding could be accessed to support the employment of an apprentice. Becky Plunkett confirmed that Natural England would be able to support Groundwork in preparing the bid.

Recommended: That Mr Johnson be thanked for the update and that a further meeting be arranged within two months to confirm progress of the bid.

503/14-15. NATURAL ENGLAND – SWANSCOMBE MANAGEMENT PLAN.

Members were provided with a copy of the five year Management Plan for the site (2015 – 2020) for comment. Becky confirmed that since members had been provided with the draft, comments had been received back internally, which were mainly that the Management Plan needed to be backed up with the science. What was in the plan was largely what Natural England would do but there were several years of academics required to undertake field survey work in the first instance. She advised that Natural England needed to carry out vegetation removal and the site also required some protective covering. The RFO commented that she felt each party's roles and responsibilities should be clearly identified in the Management Plan, which was agreed. Becky then confirmed that Natural England also required the site to have a visible warden presence. She explained that the lease that the Town Council had with Natural England was due to expire in 2017 and if the council did not have any plans to bring in extra resources, Natural England would need to look at other options for the sites' management. It was agreed that the Town Council and Natural England would need to have a separate meeting to discuss this and the RFO would arrange this within the next two months. Councillor Ms L M Howes requested that Natural England provide details of the other options for the site at this meeting.

Recommended: That a further meeting with Natural England be held to discuss the lease and the responsibilities required of the town council.

504/14-15. FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.

As a representative of the Friends group was not present a report of activities was unable to be provided.

Recommended: That the item be noted.

505/14-15. **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.

506/14-15. **ANY OTHER ITEMS RELATED TO THE HERITAGE PARK / SKULL SITE.**

There were none.

507/14-15. **DATE OF NEXT MEETING.**

Recommended: That the next meeting be scheduled for Thursday 21 May 2015 at 2.00 pm

There being no further business to transact, the meeting closed at 2.40 pm.

Signed: _____ Date: _____
(Chairman)

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