SUMMONS

Date 28th June 2018

Dear Member

You are hereby summoned to attend a meeting of the Town Council at the Council Chamber, Civic Centre on Wednesday 4th July 2018 at 7:30pm or at the conclusion of the public participation session.

Mr S Nash
CEO / Town Clerk

PUBLIC PARTICIPATION
If required, the meeting will be preceded by a public participation period of up to 15 minutes in total at 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items only and with express permission from the Chairman / Mayor. Those wishing to speak on an Agenda item must indicate this during Public Participation.

RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA)
During this meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile phone devices to silent for the duration of the meeting.

MOBILE PHONES
Member of the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

AGENDA

1. To receive Apologies for Absence
2. To receive Declarations of Interest
3. To approve as correct the Minutes of the Meeting held on Wednesday 6th June 2018
4. To receive Minutes of Committees and approve recommendations contained therein
   Policy & Finance – 16th May 2018
   Development Control – 16th May 2018
   Development Control – 6th June 2018

5. LETTER RECEIVED FROM COOPER ESTATES
   To agree a response to the letter received from Cooper Estates

6. APPLICATION FOR GRANT AID
   To consider the Grant Aid application from West Kent Mediation
   (Last received a grant of £250 May 2017)

7. SWANLEY PACT MEETING
   To note the minutes from Swanley PACT Meeting held on 8th May 2018

8. NEIGHBOURHOOD PLAN STEERING GROUP
   To note the minutes from the recent Neighbourhood Plan Steering Group Meetings

9. Mayors Communication
   To receive such communications as the Town Mayor may desire to lay before the Council (Councillors are reminded that no decision making may take place as a result of this item)

10. Report from County and District Councillors
    (Councillors are reminded that no decision making may take place as a result of this item)

11. Date of next meeting – 5th September 2018

12. Forthcoming Meetings – To note the following dates
    18th July 2018 – Development Control
    18th July 2018 – Policy & Finance
    18th July 2018 – Estates & Facilities

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or snash@swanleytowncouncil.gov.uk

Council Members:
Mayor Cllr Ball
Leader Cllr Morris
Cllr L Dyball                          Cllr Horwood                          Cllr V Southern
Cllr C Barnes                         Cllr Halford                           Cllr P Darrington
Cllr L Gaire                          Cllr Scott
Cllr S Gaire                          Cllr Willingale
Cllr T Searles                        Cllr J Barnes
Cllr M Hogg                           Cllr E Komolafe

Leadership Group
Cllr R Morris
Cllr V Southern
Cllr M Horwood
Cllr L Dyball

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or snash@swanleytowncouncil.gov.uk
Cooper Estates Strategic Land Limited
Claremont House,
65c Main Road,
Longfield, Kent, DA3 7QT
Telephone: 01474 709040
Facsimile: 01474 709008

Our ref: DGC

31st May 2018

Steve Nash
c/o Swanley Town Council
Cvlc Centre
St Mary’s Road
Swanley
Kent
BR8 7BU

By Email

Dear Steve

RE: LAND AT BEECHENLEA LANE, SWANLEY

I'm writing following the recent decision by Councillors to withdraw the Swanley Town Council Land at Beechenlea Lane from the Sevenoaks District Council call for sites and Local Plan process.

We were extremely surprised at this decision given the significant investment Swanley and the Town Council would receive as a result of land owned by Broomfield Investments Ltd, The Woods Family Trust, the Town Council and ourselves, coming forward together for housing and other facilities. For this reason, I thought it important to outline these benefits to you below.

Attached is a plan showing our vision for the land to the east of Swanley, south of the railway line, which I hope you have seen. It is indicative, not set in stone and most important, significantly less housing than what SDC had preferred in its 'Vision for Swanley and Hextable' masterplan (July 2016). Our plan has been submitted to SDC as part of our representations for the land. No development in the Green Belt is ever welcome but with immense pressure on SDC for more homes, we think it will have to be seriously considered. Swanley being the second largest settlement in the District will likely be a focus.

The following benefits could come from bringing forward this land;

- The ability to deliver more homes for local people rather than just general 'affordable' housing.
- This is the most sustainable location for housing at the town, as confirmed by SDC’s independent consultants who prepared the ‘Vision’ document. If your land south of the railway remains withdrawn, it could mean SDC allocating less favorable land elsewhere at Swanley with little or no say in that decision and the prospect that some or all these benefits for the Town and its people simply cannot be achieved by other means.
- The Town Council would receive in the region of £1,500,000 from the sale of its land for housing.
- The Town Council would receive a further ‘ransom payment’ for contributing to the access, likely to be in excess of £2,000,000.
- The Town Council would in addition also receive 15% of the Community Infrastructure Levy (CIL) from SDC or 25% once a Neighbourhood Plan was in place (estimated at around £650,000 and £930,000 respectively for the housing proposals).
- The development would provide a contribution towards building the new first-class Basketball Centre for Excellence and sport facility at The Olympic, a great new attribute to the town. This could help to further attract a new Hotel operator to the eastern side of Swanley.
- The new wider ‘spine’ road that connects the sites is more suitable for the intensified traffic coming and going from the new sports facility, reducing pressure on Beechenlea Lane.

Registered in England 9200276 at the above address
- The new road takes pressure off the London road and the residential roads leading to Downsview School at peak times with a new ‘drop off’ area.
- The new park-and-ride facility will help with the traffic problems the town currently faces and improve the air quality conditions on London Road, where pollution is of concern.
- The development enables the future expansion of Downsview school including more classrooms.
- The development brings a suitable new Healthcare Facility, Allotments and a Community Centre, all of which are in need.

Ultimately the amount of investment (the cash items mentioned above alone total about £5m) and other benefits that could be generated for the town and its people means that reconsidering your recent decision is extremely important. The potential outlined above needs to be reflected not just in your own Neighbourhood Plan, but also in the new SDC Local Plan and better to be shaping that rather than it be imposed - missing this opportunity now could cost the town greatly and for many years into the future.

We would be pleased to answer any questions you may have on these matters or even to meet with Town Councillors if you prefer.

We understand that the STC Full Council is due to meet on 6 June. My Company would welcome a substantive response by 8 June.

Yours sincerely

DAVID GREGORY

cc. All Swanley Town Councillors
    S Nash
Land East of Swanley
(illustrative)
Swanley East Garden Suburb - Residential, Employment, Service and Community Hub

Residential Development:
- Land use plan
- Community Infrastructure Improvements
- School Expansion Land
- School drop-off/pick-up point
- Healthcare Facility
- Community / Local Centre
- Sports Hall
- Public Open Space
- Park and Ride
- Sports Pitch
- Leisure/Exercise Trail
- Footbridge
- Allotments

Up to 250 dwellings, including 61 dwellings with planning permission.

Employment Development:
- Industrial / Business Allocation
- Infrastructure / Service Improvements
- Potentially Improved
- Potential Hotel
- Distribution Road
- London Road
- Broom Hill Lane

Broom Hill

(Residential sub-division)

(Industrial/Commercial sub-division)

(Residential sub-division)

(Closed to through traffic emergency access only)

Swanley

(Industrial/Commercial sub-division)

(B1, B2, B9 use - circa 13,000sqm)

(circa 50 bedrooms)

(Bourneham Avenue)

(Junction)

(Bourneham Avenue)

(Junction)

(circa 200 spaces to towns central railway station carparking)

(full size: football pitch)

(Bourneham Lane closed to traffic, circular route including View Point)

(Over railway to replace existing pedestrian level crossing)

(circa. 45 places)

(Potentially Improved)

(Residential sub-division)

(Industrial / Business Allocation)

(Potentially Improved)

(Distribution Road)

(London Road)

(Broom Hill Lane)

(Broom Hill Lane)

(B1, B2, B9 use - circa 13,000sqm)

(circa 50 bedrooms)

(Bourneham Avenue)

(Junction)

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(Over railway to replace existing pedestrian level crossing)

(circa. 45 places)
Subject: LAND EAST OF SWANLEY, SOUTH OF THE RAILWAY

Dear Steve

Further to Cooper Estates recent meeting with Sevenoaks Suns, we have now incorporated the Sevenoaks Suns proposals into an amended illustrative masterplan, see attached. We are waiting for Phil Webb’s feedback on this.

However, it does show how the Sevenoaks Suns proposals are a good fit with the Cooper Estates proposals, including a more satisfactory road access than using Beechenlea Lane. Also, the relevance of the STC land in this bigger picture.

I would be grateful if you could make this an addendum to the Cooper Estates letter of 31st May which is already to be considered at the STC meeting on the 4th July.

Please let me know if you want to discuss this further meantime.

Kind regards

Robin

Robin Buchanan BA (Hons) MRTPI

PRO VISION
PLANNING | ARCHITECTURE | URBAN DESIGN

GROSVENOR COURT, AMPFIELD HILL, AMPFIELD, ROMSEY, HANTS, SO51 9BD
2 OLD BATH ROAD, NEWBURY, BERKS, RG14 1QL

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PV PROJECTS LTD - UK Registered Office – Grosvenor Court, Ampfield Hill, Ampfield, Romsey, Hants, SO51 9BD Reg No. 3296321
Land East of Swanley
(illustrative)

Swanley East Garden Suburb - Residential, Employment, Community, Service and Leisure Hub

Residential Development:
- 14.4 Ha Net
- Community/Infrastructure Improvements:
  - (up to 525 dwellings including 67 dwellings with planning permission)
  - Industrial/Business allocation
  - School
  - Potential land for Primary School
  - Community Hub
  - Potential Local Centre
  - Neighbourhood/Sports/Parks

Employment Development:
- Industrial/Business allocation
- School
- Potential Primary School
- Local Centre
- Neighbourhood

私たちの土地は、スワンリーの住宅や雇用、コミュニティ、サービス、リラクゼーションの核となる場所です。

住宅開発:
- 14.4 Ha Net
- 社区/インフラ改善:
  - (最大525 の住宅及び67の住宅、計画承認) の住宅
  - 鉱業/ビジネスの配置
  - 学校
  - 潜在的な小学校
  - 社区センター
  - 潜在的な地方中心部
  - 住居兼スポーツ兼公園

雇用開発:
- 鉱業/ビジネスの配置
- 学校
- 潜在的な小学校
- 地方中心部
- 住居兼スポーツ兼公園

プロビジョン・インテリジェント・アドバンスド・メディア・グループ

住所 1号館、7-9号館、四谷、よさこい町、東京都中央区、日本
電話番号 +81-3-5031-1818

この訳文は人工知能技術を使用して作成されました。
APPLICATION FOR GRANT AID
FOR COMMUNITY GROUPS AND ORGANISATIONS

A COPY OF THE TOWN COUNCIL'S GRANT AID POLICY STATEMENT IS ATTACHED
AND YOU ARE ADVISED TO READ THIS BEFORE COMPLETING THE FORM

PART 1 -- YOUR ORGANISATION

Name of Organisation
West Kent Mediation

Name of Contact
Amanda Bell

Address of Contact
Knole Academy School, Bradbourne Vale Road, Sevenoaks, Kent

Postcode: TN13 3LE

Telephone No
Daytime 01732 469696

Evening

Please outline briefly the activities of the Organisation

To provide a free, confidential, independent mediation service to anyone living in West Kent, who may be involved in disputes or interpersonal conflict, particularly where such conflicts results or may lead to act of violence, vandalism, racial abuse or the break down of relations within the community. Helping them to understand alternative lifestyles, cultures and sexual orientation, within the community.

Total Number of members/volunteers/children in the group
38

All of our volunteers work within the Parish of Swanley

Of these, how many resident in the Swanley Parish

Nil

Membership Subscription (if any)

Nil

Meeting Admission Fees if any

Nil
Where and how often does the group meet

We hold 6 Trustee meetings a year and normally rotate between Sevenoaks and Swanley. We hold 2 yearly volunteer support meetings (CPD) in low cost hall hire within the district.

PART 2 – GRANT REQUEST ORGANISATION

| Cost of equipment/expenses etc |  |
| Grant Required                | £600 |

Please indicate below the purpose for which grant aid is required and then complete Section A or B. (Please tick one box only)

| Capital Expenditure eg purchase of equipment, repair work etc (Complete section A) |  |
| Revenue Costs eg membership/volunteer expenses, outings etc (Complete section B) | ✔ |
| Setting up expenses ie if your group is in its first year of operation (Complete section B) |  |

A. CAPITAL EXPENDITURE

Please give details below

Please attach to this application form a written quote or example of the item for which expenditure is proposed (photocopied details would be acceptable).

B. REVENUE EXPENDITURE/SETTING UP COSTS (Please give details below)

A contribution towards travelling expenses for volunteer mediators, supervision fees for volunteer mediators, hall hire for joint mediation meetings. A contribution towards our publicity fees i.e. leaflets, posters, presentations, website and social media.
PART 3 – STRATEGIC OBJECTIVES

Please indicate which of Swanley Town Council’s strategic objectives will be supported by the expenditure

Please tick

1. Managing the Council’s resources effectively □
2. Creating and Maintaining a Quality Environment □
3. Making the Parish a Safer Community □
4. Encouraging Improvements to Health and Well Being □
5. Promoting and Encouraging a more Prosperous Community □
6. Championing the Community’s needs and interests □

Please state briefly why you believe the expenditure supports these policy objectives. 
Note: Large grants can only be considered if the expenditure supports (1) of the above

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

Please state balances in hand £39,275

Please give details of estimated expenditure for the forthcoming year, itemizing separately any anticipated capital expenditure INCLUDING or ADDITIONAL TO this application.

<table>
<thead>
<tr>
<th>ESTIMATED EXPENDITURE 18/19</th>
<th>TOTAL £53,310</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries, pension and NI</td>
<td>40,000</td>
</tr>
<tr>
<td>Staff expenses and training</td>
<td>800</td>
</tr>
<tr>
<td>Rent/rates</td>
<td>3,360</td>
</tr>
<tr>
<td>Telephone, postage,</td>
<td></td>
</tr>
<tr>
<td>Office supplies, marketing</td>
<td>2,550</td>
</tr>
<tr>
<td>Volunteer expenses and training</td>
<td>1,500</td>
</tr>
<tr>
<td>IT</td>
<td>400</td>
</tr>
<tr>
<td>Hall hire</td>
<td>700</td>
</tr>
<tr>
<td>Legal, accountancy &amp; insurance</td>
<td>3,450</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>250</td>
</tr>
<tr>
<td>sundry</td>
<td>900</td>
</tr>
</tbody>
</table>

How much has the group raised through its own efforts eg fundraising

Has the Organisation applied to another source(s) for grant aid e.g. Sevenoaks District Council, Kent County Council or an affiliated National Body? YES/NO
If 'Yes', please give precise details of this application, including whether a response has been received and attaching correspondence if necessary.

<table>
<thead>
<tr>
<th>Authority</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sevenoaks District Council</td>
<td>£4800 received</td>
</tr>
<tr>
<td>West Kent Housing</td>
<td>£5100 received (SLA)</td>
</tr>
<tr>
<td>Sevenoaks Town Council</td>
<td>£700 to be submitted</td>
</tr>
<tr>
<td>Westerham Town Council</td>
<td>£600 to be submitted</td>
</tr>
<tr>
<td>Edenbridge</td>
<td>£800</td>
</tr>
</tbody>
</table>

Please give details of any previous grant awards made by Swanley Town Council including the years in which the grants were made, the amount and whether they were for capital or revenue expenditure.

17/18 received £250 revenue
15/16 received £250 revenue
14/15 received £400 revenue

Please ensure all relevant documentation is enclosed with this application. The omission of such documentation will delay consideration of your application.

CHECKLIST (All relevant parts of form completed)
- Form Signed
- Audited Accounts
- Expenditure for ensuing year
- Written quote or details of capital item
- Any other supporting documentation referred to in your application

I declare that, to the best of my knowledge and belief, the above information is correct.

Signature: [Handwritten]
Date: 30/5/18

Please return this form to:

Toni Roast, Civic Manager
Swanley Town Council, The Civic Centre, St Mary’s Road, SWANLEY, Kent. BR8 7BU.

If you have any queries, please contact Toni Roast 01322 665855
### SEVENOAKS DISTRICT COMMUNITY SAFETY PARTNERSHIP

#### SWANLEY PACT Panel

**Minutes of meeting held on Tuesday 8th May, 10.30am**  
**at Swanley Town Council**

**Present:**  
- Stephen Nash, Swanley Town Council Chair  
- PCSO Dan Barnes, Kent Police  
- Sgt Pete Ballard, Kent Police  
- Toni Roast, Swanley Town Council  
- Jeanie Brown, Resident  
- Victor Southern, Swanley Town Council  
- Julie Cullum, Asda Swanley  
- Cllr Lesley Dyball, Swanley Town Council  
- Sally Leach, Resident  
- Lucie Brocklesby, Orchards Academy  
- Paul Sharrad, KCC Community Wardens  
- Maxine Quinton, Sevenoaks District Council

1. **Apologies**  
   - Kelly Webb, SDC; Mandie Stallard, WKHA; Donna Moore, WKHA.

2. **Minutes and Action Points of the last meeting**
   - DB to liaise with PCSO Vincent regarding assessing the Goldsel Road area for speeding vehicles.
   - DB look at suitable site for Speedwatch.
   - A smoke alarm has been ordered and KW is arranging to meet with RV and will get updates on Railway Station actions.
   - Get update from KW for actions taken at Railway Station.
   - SN informed the group that Jack Wheeler, SDC Enforcement Officer has new CCTV cameras to deploy at hot spot flytipping locations. SN said that New Barn Road is being regularly used for flytipping. MQ will pass onto JW.
   - PS said that Beechenlea Lane, School Lane and Button Street are also being regularly affected by flytipping. PS said that he visits the locations regularly. PS suggested that Signs and CCTV cameras be placed in the area. MQ will pass onto JW
   - SN said that Swanley Town Council are looking at supporting costs for cameras.
MQ inform Jack Wheeler, in order that Jack Wheeler and SN can liaise regarding funding.

Email sent to Jack Wheeler reply below:
Thanks for this and the offer is something I need to consider in due course, the main issue would be who would monitor and service the footage. At present myself and Andy are only employed on part time 3 day a week contracts. Between us at the moment we have a significant number of reactive investigations which entail protracted enquiries, as well as servicing our already emplaced cameras.

PS informed the group that there is currently a flytipping prosecution going forward regarding an incident at Woodlands Road, Swanley, the offender is someone from Eltham. PS to pass the information to SN.

SN said that he could include any good news stories in the Town Cryer, this is hand delivered to every address in Swanley.

3. Police Update
PB reported that there had not been any major incidents involving the Police since the last meeting.

PB said that there had not been any incidents in Swanley as a result of the high profile traveller funeral. PD said that the Community Impact Statement produced by the Police was well managed, with licensing visits made before the date of the funeral.

SN said that Swanley Town Council had received an email from an individual stating that he had been threatened by the family. SN will forward the email to PB in order that enquiries can be made.

LD said that she had been getting frequent updates from the Met Police during the day of the funeral. LD said that she had emailed them to thank them.

4. Agency Updates
KCC Community Wardens
PS reported that he had been liaising with PCSO Morris regarding a couple of homeless people that had turned up in the town. PS said that he was not sure where they were living, but he had received reports that they had been taking drugs openly in the Park. DB said that he would also liaise with PCSO Morris.

Swanley Town Council
Swanley Park - SN said that there wasn’t any ASB over the last weekend but there had been a number of incidents reported regarding young people on push bikes racing down the middle of the road.

PS said that he had not seen young people doing wheelies in the road recently.
PS said that when this was happening more regularly he visited the Youth Club to speak with the young people.

SN said that Swanley Town Council had received some funding for sport and this is being delivered on a Wednesday evening and Saturday lunchtime on the recreation ground.

LD said that she had been involved in the Every Step Counts campaign which has a health walk starting on 17th May in the Park. This initiative will be for every Thursday 10am start. The walk will last no longer than 30 minutes.

SN said that Swanley Town Council are trying to get the owner’s permission in order to have bike tracks and perhaps a junior tuff mudder in the woodlands site.

SN reported that Swanley Town Council are seeking funding for 121 metal cut outs of fallen WW1 soldiers. SN said that they were hoping to have these displayed on the Asda wall. SN said that the school children are currently researching individuals for the display.

TR said that there had been incidents of ASB from school children at leaving and going in times. TR said that residents have received abuse and young people throwing stones at them. TR said that CCTV images have been captured of the young people and they have been identified by Orchards Academy. These incidents were not called into the Police.

PB said that these incidents do need to be reported to the Police via 101 in order that resources can be put in place to prevent this continuing.

PS said that he had been patrolling in the area after school.

LD said that she said that there had been an issue with SupaJam students, who sit at the bus stop littering and leaving cigarette butts. MQ to request Alan Whiting, SDC contact SupaJam.

Email sent to Alan Whiting

Swanley Village
SL reported that the Swanley Village litter pick was a great success with between 15 and 20 villagers volunteering. The volunteers would like to do this 3 to 4 times a year.

SL said that there are large lorries that still try to drive through the village and regularly get stuck.

Kent Police
DB introduced himself as the PCSO for Swanley working alongside PCSO Morris.
DB said that the ASB incidents over the last month or so had been relatively quiet and that he has been engaging with young people when he sees them. DB said that when he is on duty during the lighter evenings he will be visiting the Park and recreation ground.

PB said that there will be 2 new PCSOs to the Swanley Team, PCSO Matt Robinson, who is a PCSO problem solver and will be deployed into the areas that extra resources are needed. There will also be a Special PCSO who once trained will bridge any gaps within the Polish community and Police.

VS reported that individuals are regularly parking outside the motor cycle shop in Westview Road. This restricts visibility to those turning towards the M25, they are also parking on the pavement. MQ to pass the details to John Strachan, Parking Manager, SDC.

Email sent to John Strachan: John Strachan replied stating that he will ask the CEOs to pay some attention to the area.

VS said that a number of residents had raised with him their concern of Salisbury Avenue being used as a “rat run” with speeding vehicles. There are vehicles that are parking both sides of the road. VS said that he has received complaints from at least 12 residents, who are campaigning regarding this issue and are seeing the local MP.

VS wanted to raise the former Convent Site. VS said that this has been ongoing for nearly 5 years and feels nothing is being done.

PB explained to the group that there are a lot of organisations and agencies working together to try to address all the problems associated with the site. PB said that there are many actions being taken at the moment, which can not be reported in a public forum, but to be rest assured that everything that can be done is being done.

Update:
On 11th May, the magistrates court granted a 3 month closure order. The site has been made secure and residents have moved on.

Asda
JC said that the new trolley scheme had made a difference to abandoned trollies. They are not getting the number of abandoned trollies as they did.

JC said that Asda had received a number of complaints regarding some homeless individuals that were begging outside the premises, but this was reported to 101 and they were moved on after receiving advice.
<table>
<thead>
<tr>
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<th>Dates for next meeting</th>
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<tbody>
<tr>
<td></td>
<td>Tuesday 24 July</td>
</tr>
<tr>
<td></td>
<td>Tuesday 6 November</td>
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</tbody>
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All meetings are held at Swanley Town Council offices and start at 10.30am.

The next meeting will be held on **Tuesday 24 July 2018, 10.30am**

**Swanley Town Council Offices**
Present: Lorraine Hart, Christine Hudson, Paul Darrington, Keith Archer, Susan Williams, Dawn Barrett, Robert Brickell, Glynnis Darrington, Mark Johnson, Martyn Jordan, Sarah Perkins, Chris Prestedge, Sue Williams

Apologies: Cllr Dyball, Cllr Horwood, Dr Lunt

1. Welcome and Introductions

Lorraine Hart opened the meeting and explained some issues around contact details and e-mails bouncing back. She will try to get this resolved with help from STC staff and direct contact with those wishing to be involved.

2. Terms of Reference for SNPSG

The clauses of the Draft Terms of reference were amended or agreed as follows:

The purpose of the group
Agreed

Role of the Steering Group

The bullet points on the draft were numbered and amended as follows:

2.1 Agreed
2.2 Agreed
2.3 Agreed
2.4 Agreed
2.5 Agreed
2.6 Agreed
2.7 Agreed
2.8 Agreed to amend to read:

‘Identify ways of involving the whole community of Swanley, and adjoining parishes of Hextable, Crockenhill and Farningham and gather views and opinions of as many individuals, groups and organisations in the community as possible in order to meet the requirements for consultation and engagement’

2.9 Agreed
2.10 Agreed
2.11 Agreed
2.12 Agreed
2.13 Amend to take out the words ‘Plan documents’ after brackets.

Membership
Christine Hudson and Chris Prestedge suggested more people on the membership. After some discussion it was agreed that the clause be amended to read: “Membership of the Steering Group shall consist of a minimum of 12 and a maximum of 15 people. This will include:

- Two Swanley Town Councillors as representatives of the Qualifying Body. Swanley Town council will nominate 3 councillors but only two may attend meetings in a voting capacity

- A representative of Sevenoaks District Council may attend meetings of the Steering Group as a representative of the Local Planning Authority but will they will not be voting members.

- 8-11 residents of the Parish (at least one to represent Swanley Village Residents Association)

- Two representatives of business organisations in Swanley parish.

It was agreed to add a further clause: “Membership of sub groups that are formed must include at least one representative from the Steering Group to attend its meetings”

Quorum
It was agreed to amend this clause to read “A minimum of six or 1/3 of the membership of the Steering Group (whichever is the smaller) are required for Steering Group meetings to proceed, one of which must be a Swanley Town Council representative”.

Officers of the Steering Group
Agreed.

The CEO of STC confirmed that additional support would be provided by Town Council staff and volunteers.

Meetings and Minutes
Agreed to amend the first sentence of the third paragraph of this clause to read “A Town Council staff member shall be responsible for agreeing with the Chair an agenda for Steering Group meetings, minute the meetings and circulate papers at least five days prior to meetings of the Steering Group”.

Decision Making
Agreed

Reporting to STC
Agreed

Financial Issues
Agreed
Lorraine advised the group that her daily rate was £400 per day which was being covered by the Locality Grant secured by STC. The STC CEO confirmed that figure
for a budget available for the group to allocate to essential spends as they determine was currently £3,500 and he also confirmed that of the £9000 grant obtained previously the majority had been allocated to staff costs and some advertising.

Conflict of Interest
Agreed
The question was asked ‘what if we own land in the area’. Lorraine confirmed that this was a conflict of interest and that person should not attend the meeting where such an item was to be discussed.

Review Terms of Reference
Agreed

It was agreed that this TOR subject to these amendments be agreed and reissued.

After this discussion of the Terms of Reference for the Steering group, Susan Williams and Keith Archer felt that this was more commitment than they had imagined and decided to leave the group. Mrs Williams further stated that there needed to be more youth involvement.

It was agreed that the group must target more young people to get a representative view from residents on the future of the town.

3. Neighbourhood Plan Process
Lorraine explained the diagram which had been circulated and how it would allow the group to visualise the process.

4. SDC Local Plan
There was some discussion around this with many feeling that this NP is starting late as SDC is already well underway. While this was accepted, it was greed that SNPSG needed to move this forward as quickly as possible. Lorraine advised that as soon as neighbourhood plans are started and draft NP policies are in place, they start to carry weight even if the NP has not been formally adopted and once policies have been formally consulted on they will carry even greater weight. The group should also consider a formal response to SDC Local Plan.

5. Project Plan to organise the work of producing a Neighbourhood Plan
Lorraine outlined the options and time line for delivery of this NP project and advised that it would not be complete until Sept 2019.
It was agreed sub groups on topics would be needed at the next stage but consultation would be needed first.

Some felt that it would be beneficial to see examples of a NP so they could formulate and consider the content for Swanley NP. Steve agreed to get hold of examples as did Lorraine which will be shared with the group.

Everyone felt a questionnaire would be useful and Rob Brickell confirmed he had formulated something already which he agreed to share. Rob, Lorraine and Steve
will look at creating a questionnaire and if possible it might be sent out with the next Town Crier Magazine at the end of May.

6. Any Other Business and date of next meeting

DATE OF NEXT MEETING: 30TH MAY 2018, 6.30pm. Venue to be confirmed
Swanley Neighbourhood Plan
Minutes
Steering Group Meeting
Monday 30th May 2018

Present: Lorraine Hart, Christine Hudson, Paul Darrington, Keith Archer, Dawn Barrett, Robert Brickell, Glynnis Darrington, Mark Johnson, Martyn Jordan, Sarah Perkins, Chris Prestedge, Cllr Horwood, Bob Wallace, Alan Dean

Apologies: Cllr Dyball, Dr Lunt

1. Matters Arising
An amendment to apologies was needed

2. Adoption of Terms of Reference
There were no amendments proposed
AGREED

3. Election of Chair and membership of group
Rob Brickell offered to Chair the group and there being no other suggestions everyone agreed Rob would be a good choice with Christine Hudson offering to Deputise for Rob. AGREED

Lorraine asked those present if they agreed the current membership. It was suggested that there was over representation from Archer Way residents and this should be looked at in the future. Martyn Jordan offered to withdraw from the Steering Group but would still like to be on a Working Party. AGREED

Current Membership was agreed with spaces for Health and Education to be confirmed later.

4. Consultation
There was an explanation from Lorraine of the process going forward
And some discussion around this about how the Steering Group would guide the process with the Working Groups. Some Working Groups were identified including:

Community Facilities Housing
Design Leisure and Tourism
Employment and the Economy The Green Belt
Green Infrastructure/Open Space Transport
Heritage and Conservation

Questionnaire
The meeting then broke into 3 smaller groups to go over the questionnaires provided.
It was felt that Lorraine’s form for presenting the questions better met the criteria for a Neighbourhood Plan and then a variety of questions were agreed to be included and excluded from the 3 papers. Lorraine will collate the final version and bring it back to the group at the next meeting for approval.

At this time the Town Clerk outlined plans by the Town Council to engage young people in this process and they will be raising the profile of the Neighbourhood Plan at some large community events planned in June and August.

Both Christine Hudson and Alan Dean had intended to bring some young people along but they were otherwise occupied tonight. Everyone felt that this remains an important need for the Neighbourhood Plan to succeed.

5. Any Other Business and date of next meeting
   It was felt by members of the group that Swanley Neighbourhood Plan questionnaire should not go out until Sept as it would cause confusion over the SDC consultation which is currently underway.

DATE OF NEXT MEETING: 13TH JUNE 2018, 6.30pm.  Clock Tower
Swanley Neighbourhood Plan
Minutes
Steering Group Meeting
Wednesday 13th June 2018

Present: Paul Darrington, Mark Fittock, Robert Brickell, Glynnis Darrington, Mark Johnson, Sarah Perkins, Chris Prestidge, Bob Wallis, Alan Dean, Brian Thomas,

In attendance: Lorraine Hart (Planning Advisor) Steve Nash (CEO STC)

1. Apologies: Cllr Dyball, Christine Hudson, Martyn Jordan, Cllr Horwood

2. Declaration of Interest
   None

3. Approve Minutes of 30th May
   Lorraine pointed out that the Steering Group had not fixed the membership of the group. Brian Thomas was added to the group and the current membership exceeded the original number agreed. Steve pointed out that the group was still over represented by residents of Archer Way but it was agreed that all should stay until other residents come forward to take their places.

   Lorraine pointed out that now the group was fixed she would be releasing everyone’s contact details so if anyone didn’t want to do that they should speak now. No-one objected to this.

4. Approve Neighbourhood Plan Questionnaire
   Each question was gone through in detail and Lorraine will produce the final version with amendments.

   The front page will be amended to outline the purpose of the questionnaire for residents.

   Chris Prestige read out his suggestion and it was agreed that something along these lines would be better provided in the Town Crier, Social Media and a Web Page for the Steering Group to allow residents to fully understand the purpose of carrying out a Neighbourhood Plan.

   Steve confirmed that around 7500 questionnaires would be created with additional spares available at key locations such as The Link, Olympic and Alexandra. Chris suggested some were also made available at White Oaks.

5. Explore the merits of an Electronic Questionnaire
   It was agreed that this would be available on STC web site the NP web site and social media pages.

6. Agree Minimum Age for completing questionnaire
   16 was the age agreed by all

7. Agree a Mission Statement / Aim for the group
Agreed as part of questionnaire.

8. Any other business
   Bob B suggested the questionnaire needed a map attached and provided an example. It was felt this was too busy and detailed and Bob will speak to Hannah at SDC to provide a less detailed version.

DATE OF NEXT MEETING: 27th JUNE 2018, 6.30pm. Clock Tower
Swanley Neighbourhood Plan
Minutes
Steering Group Meeting
Wednesday 27th June 2018

Present: Mark Fittock, Robert Brickell, Mark Johnson, Chris Prestidge, Alan Dean, Brian Thomas, Christine Hudson, Cllr Dyball, Martin Jordan

In attendance: Lorraine Hart (Planning Advisor) Steve Nash (CEO STC)

1. **Apologies:** Dr Lunt, Paul Darrington, Glynis Darrington. Connie Lee no longer wanting to be on steering group

2. **Declaration of Interest**
   None

3. **Approve Minutes of 13th June**
   RB pointed out that Brian Thomas should be added to minutes. Hannah Goodman to be contacted by Steve Nash for maps

4. **Discuss SDC Draft Local Plan and the impact policies may have on our questionnaire**
   This was discussed at length with RB raising concerns over density questions and information being conveyed to residents. It was agreed that a new question would go into our questionnaire relating to density of build and that examples already existing in the town would be used as examples. LH to change questionnaire to reflect this.

5. **Discuss advertising the SDC consultation dates for Swanley to residents**
   It was agreed that a flyer will be sent out describing the two surveys residents are about to be asked to get involved with and that the flyer will better describe the difference and highlight how important this is.

6. **Review the sending out dates for the questionnaire**
   It was agreed that this should remain the same except for the information described in 5 above going out before the summer holidays.

7. **Approve the NP questionnaire and other amendments**
   A number of changes were made to improve the reading of the document and the additional question mentioned at 4 above to be included. LH will arrange changes and SN and AD will look at getting the questionnaire designed in a usable format.

8. **Any other business**
   Bob B suggested the questionnaire needed a map attached and provided an example. It was felt this was too busy and detailed and Bob will speak to Hannah at SDC to provide a less detailed version.

**DATE OF NEXT MEETING:** Will be arranged by SN, LH, RB