

## TENTERDEN TOWN COUNCIL



### **MINUTES OF A MEETING OF THE TOWN COUNCIL HELD AT TENTERDEN TOWN HALL ON 10<sup>TH</sup> SEPTEMBER 2018**

**Councillors Present:** M. Carter, J. Crawford, Mrs. J. Curteis (Deputy Town Mayor), Mrs. S. Ferguson, M. Freeman, Miss N. Gooch, M. Hickmott, K. Mulholland, J. Nelson, Mrs. P. Smith (Town Mayor), A. Sugden and Mrs. C. Walder.

**Officers Present:** Town Clerk Mr. P. Burgess, Deputy Town Clerk Mrs. C. Gilbert, Accounts Clerk Mrs. J. McCollum and Administrative Assistant Ms. S. Ratcliffe.

**Others Present:** Sergeant-at-Mace Mr. M. Winter and 14 members of the public.

3205 **APOLOGIES FOR ABSENCE.** Cllrs. H. Edwards, R. Isworth, C. Knowles and Dr. L. Lovelidge, Reverend Canon L. Hammond, Community Warden Ms. J. Vos and PCSO K. Richards.

3206 **DECLARATIONS OF INTEREST.** None

3207 **MINUTES.** The minutes of the Town Council meeting held on 9<sup>th</sup> July 2018 and the Special Town Council meeting held on 13<sup>th</sup> August were confirmed and signed as correct records.

3208 **MATTERS ARISING.**

- (a) Minute 3193 - Highbury Lane. Following an enquiry regarding the state of repairs at this location, a Kent County Council (KCC) Drainage engineer reported that they had had a quote for £22,000 for repairs in 2016. The project was revisited this year with more gullies damaged and the bill had risen to £47,000. As this amount was not in the KCC budget, the surface was made safe and will be regularly inspected. He accepts that it looks awful. This will be reviewed at the end of the year and if surplus budget exists they will replace.

Cllr. Mrs. Smith requested that this item be on the External Committee's agenda, and stays on it, until the work is completed. Cllr. Carter requested that the Town Council writes to KCC to request assurance that the road will be adequately repaired.

3209 **QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS.**

- (a) Mr. Pearson of High Street raised his concerns with Agenda Item 9 on the Internal Committee regarding public participation at meetings. Some members of the public attend with expertise and it would be unacceptable if that knowledge was ignored until the end of the meeting.
- (b) Mr. Pearson queried the Terms of Reference for the Planning Committee, which was Agenda Item 8. Mr. Pearson suggested that the Deputy Town

Clerk to be added to cover instances when the Town Clerk might be absent.

- (c) Mr. Pearson asked when the results of the Residents Survey would be published. Cllr. Nelson reported that the Public Engagement Sub-Committee would be meeting on 2<sup>nd</sup> October 2018 from which recommendations to the Town Council would be put forward.
- (d) Mr. Pearson reported that at the Annual Town Meeting, to which Minute 255b refers, he asked a question of Cllr. Carter regarding the caretaker scheme. Mr. Pearson reported that, to date, a meeting has not been called as he had requested. Cllr. Carter responded that the Town Clerk had emailed Mr. Pearson with answers to his queries. Cllr. Carter reported that he would be happy to meet with Mr. Pearson to discuss further, along with the Town Clerk.

3210 **COMMITTEE REPORTS.** Subject to any specific questions or objections, the Minutes and Reports of the under-mentioned Committees were taken as read and, being duly seconded, were approved and **ADOPTED** as part of the proceedings of the Town Council subject to the following recommendations which were voted upon by a show of hands.

**Internal Committee; 11<sup>th</sup> June 2018.** Presented by Cllr. Mrs. Smith. Minutes of 9<sup>th</sup> July 2018 and 13<sup>th</sup> August 2018 were adopted.

Minute 0290(c) – Standing Orders & Financial Regulations. the matter of changes recommended by the Internal Committee on 13<sup>th</sup> August 2018 were adjourned until the next meeting of Town Council as required under Standing Order 25b:

- i) An addition to standing order 8b will be made as follows: "Voting slips will bear the name of the committee and the subject of the vote but will be anonymised. The voter will not be identifiable. Voting slips will be retained."
- ii) Standing order 8a will be changed after the first line "...drawn by lot", to read "Selection by lot will be final, no swapping between committees will be permitted".
- iii) No changes to standing orders are required for the civic change to the Annual Council meeting.
- iv) Standing Order 26d will include an amended requirement for the co-option questionnaire to be received by the Town Clerk by noon on the *Monday* prior to the co-opting meeting. Insert additional line "Between this time and the meeting itself, an informal meeting will be arranged for councillors to meet the candidates."

Minute 0291 - General Data Protect Regulations (GDPR). It was agreed to adopt the following policies and keep under review:

- Personal Data Breach Notification Policy
  - CCTV Policy & Code of Practice
  - General Privacy Notice – Internal Policy
  - General Privacy Notice – Website Policy
  - Data Retention & Disposal Policy
  - Subject Access Request Policy
  - Data Protection Training Policy
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**External Committee; 9<sup>th</sup> July 2018.** Presented by Cllr. Mulholland.

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**Planning Committee; 9<sup>th</sup> July 2018, 23<sup>rd</sup> July 2018, 11<sup>th</sup> June 2018 and 13<sup>th</sup> August 2018.** Presented by Cllr. Crawford.

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3211 **OUTSIDE ORGANISATIONS.** The following Councillors were appointed to the following organisations:

- (a) Tenterden Volunteer Centre – Cllr. Mrs. Walder.
- (b) Kent Association of Local Councils – Cllrs. Crawford and Miss. Gooch.
- (c) Community Safety Partnership – Cllr. Mulholland.

3212 **PLANNING DELEGATED AUTHORITY AND TERMS OF REFERENCE.** It was **RESOLVED** to adopt the new version of the Planning Committee’s Delegated Authority and Terms of Reference with the inclusion of the Deputy Town Clerk.

3213 **COMMUNITY WARDEN.** Nothing to report.

3214 **KENT POLICE.**

- (a) Apologies had been received from PCSO K. Richards and the following Report was presented by Cllr. Mrs. Smith.

“Crime has continued to remain low in Tenterden / St. Michaels and surrounding areas with few incidents being reported. Incidents which have been reported are of an Anti-Social Behaviour nature, which we are fully aware of and we are working with the local community and Schools to solve these problems. These problems included reports of nuisance moped’s and youngsters on bicycles riding dangerously around the town and surrounding areas.

We would like to remind all residents to stay vigilant and report anything suspicious via the Kent Police non-emergency number 101 or if you do witness a crime in progress then please do call 999.

We would also like to draw your attention to the online crime reporting system on the Kent Police website. This gives members of the public the ability to report crime online rather than by phone which some may find easier, faster and more convenient.

- Go to [www.kent.police.uk/report](http://www.kent.police.uk/report)
- You can report a crime, incident or non-injury collision in minutes.
- Receive your confirmation email and reference number immediately.
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Full in depth crime statistics are freely available by visiting [www.police.uk](http://www.police.uk).

The association of NHW and Costas continues in Tenterden next week. They will be holding a NHW event in the Tenterden Costas in the High Street on Wednesday the 12<sup>th</sup> Sept. from 1030-1200 hours. For anyone

who would like to set up a Neighbourhood Watch in their area or ask advice.

If there are any other issues you feel we need to know, please do not hesitate to contact us."

- (b) Cllr. Mrs. Ferguson reported the issues with noisy moped riders. One offender had been issued a Section 59, although this has not worked. The next stage will be to provide video evidence to the police of noise nuisance and riding on footpaths. Cllr. Mrs. Ferguson requested that Councillors record any incidents.

Cllr. Mrs. Ferguson also reported that a mother had suggested contacting Bike Stormz who bring kids together in a safe place. Cllr. Mrs. Ferguson reported that a closed car park would be the only safe place in Tenterden in the evenings. The kids' safety needs to be considered and it was questioned whether they would stop performing wheelies on the roads if this was provided. Cllr. Mrs. Smith commented that the cyclists seem to go around in a troop and she witnessed one recently running a red light at Recreation Ground Road junction. One cyclist came off their bike down Oaks Road and had been spoken to by police.

- (c) Cllr. Mulholland reported on the spate of vandalism and anti-social behaviour in St. Michaels recently. This included issues near Silcocks Farm, youths on the roof of St. Michaels Village Hall, and the blocking of Grange Road. PCSO K. Richards is aware of the issues and is talking to the Schools and parents.

Cllr. Mulholland hoped that there would be a rise in areas covered by Neighbourhood Watch Schemes. Residents were becoming increasingly frustrated that Tenterden was seen as a low crime area.

- (d) Cllr. Mrs. Ferguson reported that several shop windows were smashed on Saturday night and these had been reported to the Police.

#### 3215 **REPORTS FROM APPOINTED TRUSTEES AND REPRESENTATIVES ON OUTSIDE ORGANISATIONS.**

- (a) Tenterden Green Spaces Group. Cllr. Miss. Gooch reported that the Group would be conducting a presentation to members of the public on Saturday, 29<sup>th</sup> September 2018 at 11.00 am in the Town Hall and all are welcome to attend.
- (b) Tenterden & District Twinning Association. Cllr. Mulholland reported that he and Cllr. Edwards had attended Mrs. V. Turk's funeral on 2<sup>nd</sup> August 2018. The funeral was very well attended, and the Head of Twinning in Avalon had made a special trip over from France to attend.
- (c) Tenterden & District Museum. Cllr. Mrs. Smith reported that she had attended the Museum reception on Thursday, 6<sup>th</sup> September 2018 with Cllr. Mrs. Curteis. The Museum had received an Accreditation Award, which was presented by the High Sheriff of Kent. Cllr. Mrs. Smith wanted to record her thanks to all those at the Museum for their continued hard work, especially Mrs. D. Greaves.

- 3216 **CIVIC AWARDS.** It was **RESOLVED** that a Civic Awards Ceremony would take place in the current Mayoral year and the Selection Panel would include the current Town Mayor, a serving former Mayor and Reverend L. Hammond and Freeman Dr. R. Crawford should be invited to join. The administrative team will advertise the awards and seek nominations, which would then identify which awards the Panel will recommend to the Council. All awards would be taken from the civic events budget.
- 3217 **MAYORAL ANNOUNCEMENTS.** Cllr. Mrs. Smith reported that, following a quiet Summer, there were several events between now and December which either Cllr. Mrs. Smith or Cllr. Mrs. Curteis would be attending.

**The meeting opened at 7.04pm and closed at 7.35pm**

The foregoing Minutes and Report were confirmed and signed at a meeting of the Town Council held on the 12<sup>th</sup> day of November 2018.

Chairman \_\_\_\_\_ (12.11.2018)