

TENTERDEN TOWN COUNCIL

Town Hall, 24 High Street, Tenterden, Kent. TN30 6AN

Website: www.tenterdentowncouncil.gov.uk
Telephone: 01580 762271



Email: townhall@tenterdentowncouncil.gov.uk
Facsimile: 01580 765647

ANNUAL MEETING OF THE TOWN COUNCIL - 13th MAY 2019

MAYOR MAKING ORDER PAPER

ELECTION OF THE TOWN MAYOR FOR THE YEAR 2019 - 2020

1. **OPENING THE MEETING.** The Worshipful the Town Mayor will take the Chair at 7.00pm, and following prayers, the Mayor will present Cheques to her chosen charities. The mayor will present a long-service award to former councillor Henry Edwards who also intends to make a presentation. The Mayor will thank departing councillors. The Council will then proceed with the first item on the agenda; to elect the Town Mayor for the year 2019 - 2020.
2. **NOMINATIONS.** The Town Mayor will ask the Town Clerk if any written nominations have been received for the office of Town Mayor for the ensuing year. The Town Clerk will verbally state who has been nominated. The Town Mayor will invite any other nominations. Councillors wishing to nominate shall stand and give the name of their nominee. Another Councillor will be called upon to second the nomination in each case.
Should there be more than one nomination, the nominating councillor will be asked to state their reasons for supporting each candidate.
3. **VOTING.** When all nominations have been received and confirmed by the Town Mayor, a vote will be taken.
 - A majority vote (by written ballot) is required unless only one candidate stands, in which case a show of hands will suffice.
 - The current mayor has the casting vote.
 - Councillors may vote for themselves.
 - In the event that more than 2 candidates stand, the candidate with the lowest number of votes will stand down and the vote will be repeated until a majority is achieved.
4. **COUNTING OF VOTES.** In the event of a written ballot taking place, the Town Clerk will collate the results of the vote and ask the Deputy Town Clerk to check them. The Town Mayor will announce the number of votes for each candidate.
5. **THE END OF THE COUNCIL YEAR.** If the new Town Mayor is to be the departing Deputy Town Mayor, she will surrender her robe, chain and badge of office to Senior Councillor M. Hickmott. The Sergeant-at-Mace will lead the Town Mayor, her escort and the Town Clerk out of the room, along with the newly-elected Town Mayor, to signify the end of the Council year.
6. **AWAITING THE BEGINNING OF NEW COUNCIL YEAR.** The Council and guests will be seated to await the arrival of the new Town Mayor, which will signify the beginning of the new Council year. If applicable, the Deputy Town Mayor will surrender her robes, chain and badge of office to Senior Councillor M. Hickmott while the Town Mayor is out of the room. Drinks will be served

to all in attendance ready for the toast to the new Town Mayor.

7. **THE NEW COUNCIL YEAR BEGINS.** The Sergeant-at-Mace will lead the Town Mayor into the meeting, followed by the Town Clerk and Mayoress/Escort. The Town Mayor will take the Chair, and the Sergeant-at-Mace will continue to hold the maces.
8. **DECLARATION OF ACCEPTANCE OF OFFICE.** The Town Mayor will stand and read out the Declaration of Acceptance of Office, and sign it. The Maces will be replaced and the Town Clerk will hand the Badge of Office to the Sergeant-at-Mace, who will attach the Badge to the chain worn by the Town Mayor.
9. **TOASTING THE TOWN MAYOR.** The Councillor who nominated the successful candidate will propose a toast to the Town Mayor and Mayoress/Escort for the ensuing year.
10. **VOTE OF THANKS.** The Town Mayor will respond to the toast, and will offer the Town Council's thanks to the retiring Town Mayor. (past mayor's badge already awarded)
11. **APOLOGIES FOR ABSENCE.**
12. **DECLARATIONS OF INTEREST ON ITEMS TO BE CONSIDERED AT THIS MEETING.**

ELECTION OF THE DEPUTY TOWN MAYOR FOR THE YEAR 2019 - 2020

13. **NOMINATIONS.** The Town Mayor will ask the Town Clerk if any written nominations have been received for the office of Deputy Town Mayor for the ensuing year. The Town Clerk will verbally state who has been nominated. The Town Mayor will invite any other nominations. Councillors wishing to nominate shall stand and give the name of their nominee. Another Councillor will be called upon to second the nomination.
Should there be more than one nomination, the nominating councillor will be asked to state their reasons for supporting each candidate.
 14. **VOTING.** When the nomination(s) have been received and confirmed by the Town Mayor, a vote will be taken by written ballot unless only one nomination is received. In this instance, a show of hands will suffice.
 - A majority vote is required.
 - The *new* mayor has the casting vote.
 - Councillors may vote for themselves.
 - The candidate with the lowest number of votes will stand down and the vote will be repeated until a majority is achieved.
 15. **COUNTING OF VOTES.** The Town Clerk will collate the results of the vote and ask the Deputy Clerk to check the result. The Town Mayor will declare the result and welcome the newly-elected Deputy Town Mayor to office.
 16. **ROBING AND DECLARATION OF ACCEPTANCE OF OFFICE.** The Senior Councillor M. Hickmott will help the newly-elected Deputy Town Mayor on with their robe, chain and badge of office. The Deputy Town Mayor will then go to the Town Clerk to read out and sign the Declaration of Acceptance of Office, before taking their seat.
- The business of the meeting will continue as laid out in the agenda.

TENTERDEN TOWN COUNCIL

Town Hall, 24 High Street, Tenterden, Kent. TN30 6AN

Website: www.tenterdentowncouncil.gov.uk
Telephone: 01580 762271



Email: townhall@tenterdentowncouncil.gov.uk
Facsimile: 01580 765647

VOTING GUIDE – ANNUAL TOWN MEETING 13TH MAY 2019

INTERNAL AND EXTERNAL COMMITTEES – agenda item 13

Main Selection

16 tokens will be held in an opaque container. 8 will bear the Initial I and 8 the initial E.

Each councillor's name will be read out in random order and the administrative staff will draw a token from the container. The initial on that token will determine which committee that councillor will serve upon. The process will continue until all 16 tokens are drawn.

Substitutes

3 substitutes will be appointed for each committee. These substitutes will be selected from the 8 members not appointed to the committee in question. i.e. when selection is for the external committee substitutes, the candidates will be from the internal committee.

Should more than 3 members wish to be considered as a substitute, the result will again be decided by lots. i.e. if 4 members come forward, 3 initialled tokens will be placed in the container relating to the committee with a 4th token indicating the different committee.

Appointment of chairs

If only one councillor stands, the result will be confirmed by a show of hands. In the event of two or more councillors standing the result will be decided by ballot.

PLANNING COMMITTEE & REPRESENTATIVES ON OUTSIDE ORGANISATIONS/TRUSTS – AGENDA ITEMS 14, 19 AND 20

All candidates should be nominated, seconded and have the support of a majority of members present.



DELEGATION TO PLANNING COMMITTEE

- (A) To consider and make representations on planning and related applications and make representation on land use, appeals notified and matters relating to regional, county and local issues.

DELEGATION OF FUNCTIONS TO THE TOWN CLERK

- (A) The Town Clerk be authorised to take administrative action, in consultation with the relevant Chairman on minor Planning matters.

Tenterden Council Planning Committee Terms of Reference

1. Objective

Tenterden Town (Parish) Council (TTC) is a statutory consultee to the Ashford Borough Council Local Planning Authority (LPA) for all planning applications within the parish boundaries. The Planning Committee has delegated authority from the full council to consider and to respond in respect of such applications.

2. Membership

Membership shall consist of a maximum of twelve (12) Council members elected annually. A quorum shall consist of half of the members present and voting.

The Chairman of the Planning Committee shall be elected by the Full Council and the Vice Chairman elected by the Planning Committee members at the first meeting of that committee in the council year.

3. Areas of Responsibility

The Planning Committee has delegated authority from Tenterden Town Full Council:

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council;
- b) To make representations in respect of appeals against the refusal of planning permission;
- c) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
- d) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee;
- e) In exceptional circumstances:
 - request specialist advice within the confines of the "Financial Regulations" policy
 - to arbitrate between resident groups and the developer

4. Planning Applications

Printed copies of the planning applications will be made available by the Town Clerk to review in the Town Hall within five working days of the Planning Committee Meeting.

Applications can also be viewed on the Planning Portal at Ashford Borough Council.

Members are encouraged to gain a rounded view of the issues by reading other statutory consultee comments along with those from the community.

5. Communicating Planning Applications to the Public

Details of dates when the planning committee will meet to discuss outline applications and reserved matters, will appear on the council website, and other media for public information.

Tenterden Council Planning Committee Terms of Reference

6. Meetings

The calendar of meetings for each council year shall be confirmed some months prior to the council year.

The Town Clerk or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

Minutes of all meetings will be recorded by the Town Clerk and circulated. All planning applications, LPA determination on previous applications shall be noted in the minutes of the Planning meeting.

7. Meeting Conduct

All planning committee meetings will follow the minimum standards:

- a) Members to declare if they have an interest in any of the proceedings in accordance with the Town Council code of conduct.
- b) A councillor who has a "Declaration of Interest" but thinks they should be able to participate in the discussion and vote on the matter, should make a request in writing to the Clerk as per Localism Act 2011 chapter 7, section 33.
- a) The minutes from the last meeting will be discussed if required and then agreed.
- b) The council will represent the interests of the whole community but can only advise Ashford Borough Council within the confines of the local planning policies, central government building regulations and material considerations.
- c) Items will then be dealt with as listed on the agenda.
- d) If the Town Clerk / Deputy Town Clerk has any new information, this will be given as an update.
- e) If there are any speakers for a planning application, they will be invited to speak by the chair and will have three minutes to address the planning committee at the time the individual application is considered.
- f) Councillors of the town ward relating to the planning application will speak first, followed by a full discussion with the remaining councillors of the planning committee.
- g) The planning committee will then resolve to advise Ashford Borough Council for each planning application to be Supported or Objected to, and in exceptional circumstances deferred requiring further information - e.g. site visit.
- h) For objections to planning applications, the planning committee will state the reasons.

8. Determination Response to the LPA

Determination decision-making process must be based on material considerations such as (but not limited to):

- Overlooking/loss of privacy
- Loss of light or overshadowing
- Parking
- Highway safety

Tenterden Council Planning Committee Terms of Reference

- Traffic
- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Government policy
- Disabled persons' access
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation

Approval can be given with conditions attached for the planning officer to consider.

The Town Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered. Where necessary, the chair or a nominated member of the Planning Committee to attend the relevant LPA planning meeting.

Where applications are supported, this can be communicated through the LPA planning application portal.

However, where applications supported, but with conditions, communication should be on council letterhead and sent to the planning officer.

Where applications are objected to, communication with reasons why should be on council letterhead and sent to the planning officer.

In the circumstances of a requested deferment needing a deadline extension, the Town Clerk will contact the planning officer with reasons.

Where an application is subject to an appeal, the Committee is authorised to make written representation and / or to elect a member or members of the Committee to attend the hearing.

9. Sub Committees

Sub committees can be set up to create spatial strategic frameworks that relates directly to the parish; such as a criterion for evaluating acceptable future development sites.

On a regular basis the subcommittees will brief the planning committee with the eventual aim for approval and submission to the full council.

10. Training

To ensure the committee members discharge their responsibilities professionally, the Town Clerk will ensure appropriate training is provided to new members and refresher training for existing members.

Tenterden Council Planning Committee Terms of Reference

11. Terms of Reference Review

These terms of reference to be reviewed annually, or when required by a change of law or by central government policy.

TENTERDEN TOWN COUNCIL

Town Hall, 24 High Street, Tenterden, Kent. TN30 6AN

Website: www.tenterdentowncouncil.gov.uk

Telephone: 01580 762271



Email: townhall@tenterdentowncouncil.gov.uk

Facsimile: 01580 765647

INTERNAL MATTERS COMMITTEE DELEGATED AUTHORITY

- a. To advise the Council as to its financial and economic policies and deal with the allocation and control of financial resources.
- b. To consider the recommendations of other committees so far as they would materially affect resources not approved in the annual budget.
- c. To deal with irrecoverable or doubtful debts.
- d. Management of the Council's loan debt.
- e. To deal with insurance and pensions.
- f. Payment of accounts.
- g. To deal with personnel matters generally, and in particular:
 - Recruitment and appointment procedures.
 - Staff welfare.
 - Terms and conditions of service.
 - Discipline.
 - Matters arising under legislation relating to contracts of employment and industrial relations.
 - To maintain an overall view of staffing requirements and the allocation of resources and to deal with all matters pertaining to staff, subject to all new posts on the Council's establishment being approved by the Council.
 - To maintain, review and advise upon the required level of staff resources and their deployment.
- h. To review, and where necessary, to improve management methods to ensure that they are effective in meeting the objectives of the Council.
- i. To recommend Standing Orders and Financial Regulations of the Council and to review them from time to time.
- j. The assessment, provision, maintenance, improvement and management of Council-owned parks, open spaces, playgrounds and sports facilities (both indoor and outdoor).
- k. To determine and undertake maintenance of Council-owned amenity areas.
- l. To manage, maintain and control the Town Hall, the Pebbles, the Pavilion, Storage buildings, public toilets and the kiosk on Tenterden Recreation Ground.
- m. Civic events

TENTERDEN TOWN COUNCIL

Town Hall, 24 High Street, Tenterden, Kent. TN30 6AN

Website: www.tenterdentowncouncil.gov.uk
Telephone: 01580 762271



Email: townhall@tenterdentowncouncil.gov.uk
Facsimile: 01580 765647

EXTERNAL MATTERS COMMITTEE DELEGATED AUTHORITY

- a. To maintain an overall view of land requirements, resources and allocation (in consultation with other committees if applicable).
- b. To deal with all matters relating to boundaries and representation.
- c. To make arrangements for press and public relations.
- d. To deal with requests for loans, financial assistance, grants, subscriptions, donations, etc., which are not directly related to the functions of another committee.
- e. To liaise with sporting and leisure organisations with regard to the provision of sporting and recreation facilities within the town.
- f. To represent the Council on highways matters, including street naming, parking, public transport, etc.
- g. To deal with matters relating to the postal service and public utilities.
- h. To deal with matters relating to street lighting.
- i. To deal with matters relating to public rights of way.
- j. To encourage liaison between individuals, businesses and organisations that are involved in the promotion of Tenterden, and to give them endorsement where applicable.
- k. To liaise with Ashford Borough Council on matters relating to tourism and business within Tenterden.
- l. To investigate specific projects and ideas which aim to improve Tenterden as a location for residents and businesses and as a destination for visitors, and to support such schemes if appropriate.
- m. To undertake or arrange for the provision of public entertainments & events at Council-owned locations.
- n. To provide noticeboards at Council-owned locations.
- o. To deal with maintenance of war memorials.

TENTERDEN TOWN COUNCIL

REPRESENTATIVES ON OUTSIDE ORGANISATIONS

Terms of reference

for council representatives on outside organisations (including project focus groups)

Councillors represent the council on outside organisations so that the council as a whole understands and communicates effectively with the outside organisations. Appointment of representatives takes place at the start of each council year, when councillors are elected to the role as per standard procedures, and acceptance of the role means the representative must follow these terms of reference.

The role of the representative is to liaise between the council and the outside organisation to:

1. create and maintain open and honest communication between the two
2. resolve any conflicts or misunderstandings that may arise
3. ensure that the relationship is as mutually beneficial as possible
4. ensure that the council's position on any relevant topic is explained

The representative should –

- a) represent the council's view, explain its position on relevant topics and help the outside body work with the council and the council assist the outside organisation (where appropriate)
- b) listen to any criticism made of the council, explaining the council's position and/or reporting back to the council regarding the criticism and how it has been addressed or could be addressed
- c) suggest where a meeting between more councillors and members of the outside body might be beneficial
- d) avoid using his or her role as representative of the council to further his or her personal views and proposals or (where this is unavoidable) always make it clear (and have the minutes reflect) that any personal views expressed by the representative are his or her personal views
- e) not criticise the council, other councillors or council officers

Agenda Item 19	
Organisation	Current Cllrs
Ashford & District Volunteer Bureau	Mulholland
Ashford Comm' Safety Partnership	Nelson
Citizens' Advice Bureau	Mulholland
Civil Society (to be renamed)	
Community Land Trust	Carter and Nelson
Community Engagement Councillor	Mrs. Ferguson
Confederation of Cinque Ports	
Cycling strategy group	Mrs. Ferguson & Nelson
Folk Festival	Mrs. Curteis
Homewood School and Sixth Form Centre	
Kent Association of Local Councils	Crawford & Mrs. Curteis
Little Explorers Children's Centre	Mrs. Smith
Parish Forum (ABC)	Carter & Nelson
St. Mildred's Committee	Carter
St. Michaels Annual Run	Mulholland
St. Michaels Village Community Group	Mrs Curteis
St Michaels Village Hall Committee	Mulholland
Tenterden & District Chamber of Commerce	Nelson
Tenterden & District Museum	Smith
Tenterden & District Residents' Association	Carter
Tenterden & District Twinning Association	Mulholland
Tenterden Community Hub	
Tenterden Dementia Friendly Community	Dr. Lovelidge
Tenterden Festival	
Tenterden Social Hub	
Tenterden Youth Forum and Project Grp	Mrs. Smith
Tributes in the Park	
Weald of Kent Preservation Society	Crawford

Agenda item 20: Current Appointed Trustees to Charity Trusts.

Dr. Curteis Charity Trust	Mrs. Curteis & the Town Mayor
Tenterden Church Schools Charity Trust	Mrs. Curteis
Tenterden Leisure Centre Trust Ltd.	Mrs. Ferguson & Nelson

Agenda Item 21	
<i>Focus Group</i>	<i>Current Cllrs</i>
Cinema Project	Carter and Mrs Ferguson
Recreation Ground Project	Mulholland and Sugden
Town Hall	Dr Lovelidge and Mrs Smith

Annual Town Council 13th May 2019

Project Updates

Agenda Item 30

Cllr Nelson has produced a suggested layout for reporting to the public on project progress. This would standardise our reporting mechanism on each project and would give contact names should residents need to query the current status.

The draft would, of course, be passed by our PR consultant for scrutiny.

This has been brought to the Annual *Council* Meeting since, if introduced, it needs to be in place prior to the Annual *Town* Meeting.

Proposal: That a standardised approach be considered along the lines of the attached draft



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: None

Tenterden Town Council – Regeneration projects update as at 07 May 2019

Current projects

- **Project – Recreation Ground re-ordering**
- **Purpose** – The re-ordering and improvement of the recreation ground in Tenterden to provide as wide a range of activities for as wide a range of residents as is practical. Specific facilities to be provided include improved children's and adults' play and exercise areas, a skate park with youth hub attached, two tennis courts and one tennis/netball court, a perimeter running/walking/cycling track, café facilities and the retention of the bowls club
- **Process** – A focus group comprising stakeholders and residents has been formed. Under the guidance of Ground Control (commercial landscapers), the focus group has decided on the ideal layout of the recreation ground, and now has to adjust that layout to fit a practical budget
- **Progress** – A likely final layout plan is being refined by Ground Control for approval by the focus group and for costing
- **Cost** – Indicative only at this stage, but likely to be between £1.4M and £2.1M with between £750,000 and £1.3M funded by the town council and the balance from developers' planning agreement contributions and grant/loan money (eg: from the Lawn Tennis Association)
- **Contact** – Councillor(s) X [and Y] or The Town Hall, 24 High Street, Tenterden – Tel 01580 762271 – Email: townhall@tenterdentowncouncil.gov.uk

- **Project – Town Hall re-ordering**
- **Purpose** – The re-ordering and improvement of the Town Hall to provide as versatile and cost-efficient a building as is possible within a reasonable budget
- **Process** – A small focus group comprising local residents has been formed and architects (Theis & Khan of Tunbridge Wells) selected from a range of candidates to prepare a suggested scheme for review by the focus group.
- **Progress** – An initial proposed scheme is awaited from the architects
- **Cost** – Indicative only at this stage, but the town council is likely to be asked to pay £750,000 with any extra costs covered by grants which the architects advise should be available
- **Contact** – Councillor(s) X [and Y] or The Town Hall, 24 High Street, Tenterden – Tel 01580 762271 – Email: townhall@tenterdentowncouncil.gov.uk

- **Project – A cinema for Tenterden**
- **Purpose** – The promotion of a commercial-run cinema for Tenterden
- **Process** – An enthusiastic focus group comprising local residents has been formed to investigate (with appropriate expert help) the feasibility of establishing a commercial cinema in Tenterden, securing the premises (currently The Pebbles building at 55 High Street, which is owned by the town council) and entering into an operator's agreement with a suitable operator to adapt and fit out the building and run the cinema operation
- **Progress** – The financial/commercial viability of a cinema in Tenterden, at the planned location, has been established. The acceptability of adapting the Listed Building for its proposed use needs to be established, and advice on that aspect is awaited from Heritage England. If the work is considered acceptable, a full building viability survey will be carried out, and negotiations with prospective operators can be entered into
- **Cost** – The town council has been asked to contribute a total of £500,000, which is the amount the council would have had to spend to repair and improve the building and convert the upper floors so they could be used to generate an income or leased to raise capital funds

- **Contact** – Councillor(s) X [and Y] or The Town Hall, 24 High Street, Tenterden – Tel 01580 762271 – Email: townhall@tenterdentowncouncil.gov.uk

St Mildred's re-ordering: While not a town council-led project, the town council has also been asked to pledge "a significant sum" (£750,000 has been mentioned) towards the costs of the proposed re-ordering of St Mildred's Church as a versatile community space. Such a contribution would "unlock" far more in terms of grant money – the full cost of carrying out all the re-ordering that is proposed is estimated at £2.2M.

Public exhibition and consultation: The projects referred to above and the St Mildred's request will be detailed at a public exhibition to be held in September 2019 at the Town Hall and St Michaels Village Hall, when residents of Tenterden, St Michaels and Smallhythe will be invited to comment on each to help the town council decide what resources – in particular from the £3.5M received for the sale of part of the land being developed by Dandara and Taylor Wimpey - to apply to each.

There is another, much smaller, project that is already well under way:

- **Project – A virtual hub**
- **Purpose** – To provide a single information point, online, for as many of the hireable spaces in Tenterden and St Michaels as want to take part, so potential hirers can select the one most suitable for their needs
- **Process** – Representatives of various halls and other venues were invited to form a focus group to decide how best to implement the project. The decision was made that, initially, there should be limited information on the virtual hub, which would be hosted on the town council's website, to see how useful the hub proved to be and whether it should be expanded in scope. The initial information would include the locations of each space, broad details of the accommodation available and contact details so prospective hirers could seek further details of spaces that interested them and book a venue once selected
- **Progress** – The design of the hub has been agreed and is being implemented by the town council's web designers
- **Timescale** – Completion of the first iteration of the virtual hub is expected by the end of May 2019
- **Cost** - £880.00, which has been funded by the town council out of its precept (annual income)
- **Contact** – Councillor X or The Town Hall, 24 High Street, Tenterden – Tel 01580 762271 – Email: townhall@tenterdentowncouncil.gov.uk

Proposed future projects

Football facilities: A multi-pitch facility to include a full-size pitch and smaller training pitches with clubhouse facilities. Potential sites for this are being investigated

St Michaels recreation ground improvements: Funds to be paid by the developers of the Pope House Farm site (just outside St Michaels) will be required to contribute towards these improvements. When the amounts involved, and the availability of other town council funds, are known, residents' views on what improvements are appropriate will be canvassed.