

**TENTERDEN TOWN COUNCIL  
EXTERNAL COMMITTEE**

**Donations Sub-Committee**

Notes of a meeting held at the Town Hall at 5.00pm on 29<sup>th</sup> June 2017.

<i>No</i>	<i>Item</i>	<i>Action</i>
1	<b>Present:</b> Chris Cheesman of Tenterden Leisure Centre, Cllrs Mrs Curteis, Miss Gooch, Mulholland, Mrs Smith & Sugden	
2	<b>Apologies.</b> None.	
3	<b>Declarations of interest.</b> Cllrs Miss Gooch and Sugden declared an interest in the Zion Baptist application	
4	<b>Chairman.</b> Cllr Mulholland was elected as chair.	
5	<b>Minutes of Last Meeting.</b> The minutes of the final meeting of the Standing Orders, Financial Regulations and donations sub-committee 4 <sup>th</sup> May were agreed. This meeting dealt solely with loans & donations issues which are now appropriate to this committee.	
6	<b>Matters arising.</b> None.	
7	<b>Terms of Reference.</b> New terms of reference for the committee were agreed.	
8	<b>Donation Requests:</b> <ul style="list-style-type: none"> <li>a) Leisure Centre. The TLCT expansion plans will cost £2 million and they have requested matched funding from ABC for 75K (they are able to provide 75K from reserves) They are requesting a further 75K from TTC, the rest being funded by a loan from ABC. A 450k loan from TTC at 1% over a 15 year period would give them the same benefit as a £75k grant. Leader funding of £40,000 from KCC may be payable. No S106 money is available. The grant was agreed in principle if a loan is not allowable under capital expenditure regulations (the clerk is seeking clarification on this). In view of the time restrictions the External committee may decide to take this decision outside the participatory budgeting process.</li> <li>b) The annual grant for the Museum of £1000 was agreed</li> <li>c) St Michaels Church request for assistance with clock maintenance was agreed £300 in total for 16/17 and 17/18 as the council had made a similar two-year provision for St Mildred's last year.</li> <li>d) St Mildred's request for £150 for clock maintenance was agreed.</li> <li>e) RNLI request from Rye was refused as outside our grants policy.</li> <li>f) 1066 Archery club - matched funding request for mower agreed £800.</li> </ul>	

	<p>g) Cllrs Miss Gooch and Sugden left the room after declaring an interest. Zion funding application – unclear what the purpose of the loan is and still issues with the accounting. The committee were reluctant to penalise the youth by refusing the grant and proposals were made to give the funds directly to Highbury Hall or drip-feed the funding backed up by expenditure confirmation. The Clerk would check the feasibility of this.</p>	
9	<b>Any other business.</b> None.	
10	<b>Date of next meeting.</b> TBA	



**External Committee 17<sup>th</sup> July 2017**  
**Christmas Lights**  
**Agenda Item 8**

Following an extensive survey of the High Street with Scott Mitchell (electrician) and Rob Twyman (tree surgeon) we have received quotations for the work required on the High Street.

The great majority of the expense relates to KCC's change in policy which does not now allow catenary connections to lamp standards under their control. As a result of this, connections will need to be made underground from the power sources and Xmas lights will be attached from posts temporarily attached for the festive period. Once lighting is no longer required in January of each year, the posts will be withdrawn and stored by Mitchells, leaving only a small cover for the fitting at ground level. Each subsequent year the expenditure will be considerably less as the post will only need attachment to the existing fitting.

Under the old system, we needed to apply to KCC annually for the connection, but now, once made, the connections themselves will be permanent and will require no annual permission.

Tree surgeons are required to loosen some of the tresses of lights as these have tightened as a result of tree growth.

The loose paving slab outside Rising Star will be moved to a position outside the Town Hall. This position has been used for the Rotary (Hole Park) tree and the Cross at Easter. Canon Rev. Lindsay Hammond has been consulted and is in agreement. The move will have the benefit of improving the sight lines when leaving the Town Hall by vehicle and will enable a connection to be made to the tree from an external socket already in position on the Town Hall. This work has been quoted by Scott Mitchell, but could be undertaken by our site maintenance staff as no electrical work is involved.

TDCC has submitted a written request for the Town Council to take over the lighting responsibilities for the individual Christmas Trees, the fairings lights and Coombe Lane lights. As this is also tied in with a £4,000 grant from ABC to assist with lighting, this is perhaps best dealt with by sub-committee to determine the level of responsibility for each organisation. TDCC should, of course, be involved. A quotation from Mitchells for this additional work is also enclosed.

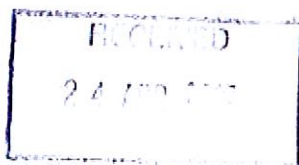
**Proposal:**

1. That expenditure should be agreed for the new supply columns and lighting expenses as on Mitchells quotation less the £922 for the moving of the slab
2. That the Fernshire tree quotation should be accepted
3. That a sub-committee be formed to investigate the detail of the TDCC request



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: High - £16,690 quoted £11,000 budgeted £5690 from reserves



## Tenterden and District Chamber of Commerce



'The Jewel of  
the Weald'

Mr Phil Burgess  
Town Clerk  
Tenterden Town Council  
Town Hall, 24 High Street  
Tenterden TN30 6AN

Thursday, 20 April 2017

Dear Phil

### **Christmas 2017**

On behalf of the Chamber, I am writing to you on two subjects regarding Christmas later this year.

#### **1. Christmas Lights and Trees**

Each year the Chamber arranges with Scott Mitchell the installation of small Christmas trees above numbers of shops in the High Street and in St Michaels. Trees tend to be installed above Chamber members' premises, although this is not always the case. Lighting is installed on the trees.

The Chamber also looks after the installation and maintenance of lights at The Fairings and in Coombe Lane.

The Town Council in conjunction with Scott Mitchell manages the lighting installed in trees and elsewhere in the town.

The Chamber proposes that the installation and maintenance of all trees and lights falls under the management of the Town Council as a 'package deal' with Scott Mitchell. The Chamber would support the Town Council in making such a change and would continue to source the Christmas trees from Hole Park. Openview Landscapes has already stated that it would prepare the trees for mounting in the High Street at no charge. Availability of suitable mounting brackets would need to be checked by Scott. The Chamber would also continue to fund lighting for the trees.



# C.S.MITCHELL LTD Highway Services

## ESTIMATE

Site: High Street Tenterden		Contact Phil Burgess		
Client: Tenterden Town Council		Quotation Reference CSM/E/062/16		
Date: 06/07/2017		Valid Until 01/10/2017		
Description	Qty	Unit	Cost	Total
Installation Works at The Fairings				
Fit 3mm Galvanised Catenary Wire including Strainers from Lamp Columns to Trees including Power Cable	120	mtrs	£4.65	£558.00
Re-Set Time Clocks in Lamp Columns and Test Festoon in Trees	2	No	£26.75	£53.50
Remove Catenary Wire and Power Cables on return visit in January			£340.30	£340.30
			Total Net	£951.80
Coombe Lane				
Check and Test Existing Festoon Lights	1	No	£35.00	£35.00
Re-Set Time Clock in Lamp Column	1	No	£25.00	£25.00
			Total Net	£60.00
Installation of Small Trees along High Street				
Install Small Trees along High Street above Shops and re-set Time Clocks	85	No	£21.95	£1,865.75
Removal of Lights and Trees once Festive Season is over (Excluding the disposal of the Trees)	85	No	£11.25	£956.25
			Total Net	£2,822.00
Storage				
Yearly Storage Costs in secured unit - Chamber of Commerce to insure.	1	Each	£200.00	£200.00
No allowance has been made for the testing of lights & Trimming the roots off the trees along the High Street.			Total Net	£200.00
CHRISTMAS TREES AND LIGHTS TO BE SUPPLIED BY CLIENT.				
			TOTAL	£4,033.80
			TOTAL (inc VAT)	£4,840.56

# Tenterden and District Chamber of Commerce



'The Jewel of  
the Weald'

## 2. Christmas Committee

The Chamber understands that the Town Council is considering the setting up of a committee to consider how any Christmas event(s) for 2017 would be arranged and managed. Prior to 2016, the Chamber took a very active role in arranging and managing a Christmas event for the town, and it was unable to do so last year, because it had insufficient resource.

For 2017, the Chamber would be happy to participate in the activities of any such committee, as mentioned above, provided that any Christmas event is intended as a non-commercial affair, unlike the 2016 Christmas Fayre. Membership of such a committee may comprise the Town Council, Residents' Association, Chamber of Commerce and other interested parties, such as KESR and Homewood School.

Perhaps we could discuss these proposals at our next informal meeting.

Best regards.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mike', is written over a faint, larger signature.

Michael R Bartlett  
Secretary





C.S.MITCHELL LTD Highway Services		EP1
ESTIMATE		
Site: Tenterden High Street		Contact: Phil Burgess
Client: Tenterden Town Council		Quotation Ref: CSM/E/007/17
Date: 18.05.2017		Valid Until: 20.07.2017
Description: Installation of New Posts to power Christmas Lights in Trees along High Street		
Tenterden Town Council to apply for Permits and Licences to FCC to carry out Groundworks and Street Furniture Installation as below		
Locations: Q/S Porters - Corner of Oaks Road - Q/S 94 - Q/S Ogar-Turkish Restaurant - Q/S 125 - Q/S 97 - Q/S 94 - Fair Ox Tree - (S No)		
Supply and install 250mm Pots at a depth of 800mm with Covers		
Supply and install 5mtr Black Post Top Mounted Columns complete with 76mm Cap		
Trench in Soft and Lay 50mm Orange Duct at a depth of 450mm and re-instate trench		
Remove Commando Socket from existing Lamp Column and Drill Out and re-use on New 5mtr Post Top Column		
Supply and Lay 6mm SWA Armoured Cable from New Column to Existing Street Light		
Remove Time Clock Isolator from Street Light and replace with LSDB with Double Brass Plate		
Install Timeclock Isolator removed from Street Light into New 5mtr Post Top Column and wire in Commando Socket		
Supply and install BW20 Glands to 6mm SWA Cable in Street Light & New 5mtr Sign Post		
Remove Work Stone from Outside Woodpack Hotel and re-locate Pit to centre of Town Hall and Re-Instate Path		
Disconnect and Remove 5mtr Post Top Column after Festive Season and Store in C.S. Mitchell's Compound		
ALL ABOVE WORKS ARE FOR THE SUPPLY & INSTALLATION OF POWER SUPPLIES AND COLUMNS TO THE NEW LOCATIONS ONLY		
Installation of Catenary Cables and Overhead Power Supplies to Feed Points		
Tree No		
21	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
22	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
20	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
20A	Drill out Column Supply and install LSDB Isolator complete with Digital Timeclock	
	Supply & install New Commando Socket & Plug Re Wire Lamp Column to New Timeclock Set Clock & Test	
	Supply & Fit 3mm Galvanised Catenary Wire from Lamp Column to Tree	
	Supply & install Insulated Cable and Gel Seal from Tree to Column Tie Wrap Fastoon to Catenary	
8	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
9	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
7	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
7A	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
6	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
6A	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
4	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
5	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
2A	Supply & install New Commando Socket & Plug Re Wire Lamp Column to New Timeclock Set Clock & Test	
	Supply & Fit 3mm Galvanised Catenary Wire from Lamp Column to Tree	
	Supply & install Insulated Cable and Gel Seal from Tree to Column Tie Wrap Fastoon to Catenary	
11	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
11A	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
12	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
12A	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
12B	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
13	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
14	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
14A	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
14B	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
15	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
15A	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
15B	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
16	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
16A	Install Catenary Wire and Cable Re set Clock & Test (Materials in Stores)	
	Tree Outside Fair Ox Ashford Road St Michaels	





# FERNSHIRE TREE SERVICES

Mr Burgess  
Tenterden Town Council  
Town Hall  
Tenterden  
Kent

16<sup>th</sup> June 2017

Dear Mr Burgess,

Please see my quotation for the recent works discussed below:

Daily rate for maintenance to old lights as required.	£500.00
Install lights to 1 tree by Orvis and the large tree in the centre.	£500.00
Removal of lights from trees by Whsmith, Avalon, and the vine.	£450.00

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**Sub total - £950.00\***

**Vat - £190.00**

**Total - £ 1,140.00**

**\*excluding any maintenance costs of old lights.**

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We hold £5,000,000 public liability insurance.

Please don't hesitate to call if you have any questions.

Yours Sincerely,

Rob Twyman  
Fernshire Tree Services  
Chapmans Farm  
Pristling Lane  
Staplehurst  
Kent  
TN12 0HH

01580 890462  
07803 955860  
[info@fernshiretrees.co.uk](mailto:info@fernshiretrees.co.uk)  
[www.fernshiretrees.co.uk](http://www.fernshiretrees.co.uk)  
vat reg no. 430734082

**External Committee 17<sup>th</sup> July 2017**  
**Virtual Dementia Tour**  
**Agenda Item 9**

All remaining councillors and staff have been booked on the Virtual Dementia Tour which will be held on 2 dates in October as follows:

26 <sup>th</sup> Oct	3 No at 9.15 am 2 No at 12.15 pm. 5 No at 3 pm.
27 <sup>th</sup> Oct	4 No at 12.15 pm 4 No at 3 pm

This is a not-to-be-missed experience and our full attendance will greatly assist the cause.

The office will arrange individual scheduling nearer the date. High Richards, who co-ordinates the tour, has commented that Commercial care providers are charged £25 per head for the experience and I suggest the council should contribute a similar amount with the total donation amounting to £450. All tours thus far had been provided free to councillors and staff.

**Proposal: That £450 should be donated for attendance at the tour**



Phil Burgess  
Town Clerk

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



## External Committee 17<sup>th</sup> July 2017

### Friday Market

### Agenda Item 10

A meeting of the Tourism and Business Committee agreed in principle to consider takeover of the Friday Market. I have attached below details of the responsibilities and potential income involved as submitted by Trevor Ford the Team leader of Licensing at Ashford.

**"Pitch Fees (income)**

16/17 – £5,135

\*There are 3 less regular traders trading this year so far (albeit it one new one on a trial rate currently)

**Business rates (expense)**

16/17 - £1,331

**Electricity (expense)**

16/17 - £674

**Insurance (expense)**

16/17 - £126

**Street Trading Consent (income)**

16/17 - £686 (based on all traders requiring individual consent, if TTC hold one consent then its £73 annually and the traders will then operate under agreement with TTC.

This leaves an excess of £2869 covering 'hidden' costs of admin, back office, officer time etc.

As such there is the potential for TTC to take on the market and run it for the benefit of the town, with enough income to put something back into the market to encourage new traders, and to improve the image."

He also advised the following in response to a query regarding, licensing and enforcement:

"We (ABC) would remain the enforcing authority for unlicensed traders, but TTC would need to set-up your own arrangements with traders in terms of pitch fee payment/collection, any introductory scheme, what traders you want or whether you will limit it to one of any type to avoid multiple stalls of the same goods etc. If the traders do not comply with your T&Cs then it would be up to TTC to 'kick them off' and if they didn't leave and continued to trade we would have to treat them as unlicensed (with you confirming that they are not operating under the TTC consent)."

In the first instance he will meet with Mandy Vear (representative of the market traders) as well as perhaps 2 councillors from TTC and a member of the admin team to explore the future form the market may take. The legalities of the transfer can then be undertaken by ABC and ourselves.

**Proposal: That 2 councillors should be delegated to meet with the market traders' representative and make recommendations to committee.**



Phil Burgess  
Town Clerk

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



## External Committee 17<sup>th</sup> July 2017

### Caretaker Scheme

#### Agenda Item 11

##### Progress Report

We are now over 3 months into the main mowing season and the familiarity of the staff with the work involved has improved significantly. Complaints have dropped significantly and now tend to be restricted to small obscure areas which we have missed. It is clear however that more regular mowing is still required and we are still experiencing teething problems as we will for a couple of months yet. This is a major task and it takes time to get the required machinery and the process right.

There are areas which are hugely overgrown and were passed to us in this state and we are negotiating with ABC on these.

Now that the maintenance and administrative staff are more familiar with the job in hand we have agreed to work on a 3-week rota so that even in periods of really heavy growth we are aware in the office when areas are due to be mown and all areas will be mown every 3 weeks as a minimum, with an absolute minimum of 12 cuts per annum over the growing period. Some areas will be given special attention and mown more often than this, exceeding the attention received by the green areas before takeover. For minor reported issues "you've missed a bit" the admin staff record these on a whiteboard in the kitchen so they are seen in the morning by the maintenance team.

We will be starting a part-time employee during w/c 17<sup>th</sup> July and this will ensure that we have, at all times, the capacity to have a team of 3 with the main mower (1 mowing, 1 strimming and 1 blowing) and will ensure that the mower is used full-time. When all 5 employees are present this will allow two teams to operate with the second team having no lone-working issues.

Taking on a 30-hr assistant during the busy period up to October is still within our revenue budget for the year but there is no "slack" after this appointment. I did seek a quotation from a contractor for a one-off cutting circuit of the town. As this was quoted at over £4,000, I have not pursued it. Capital expenditure is around £7500 below the full year budget but we do expect to use this on additional equipment.

This scheme was never going to be a right-first-time fit for the council but there are signs that it will work very well in the long term.

##### Wildflowers

A suggestion has been made by a member of the public that a couple of the High Street greens should be reserved for wildflowers. This would clearly aid bio-diversity and be a benefit to bees and insects. It would also reduce maintenance during the main growing season. Consideration should, however, be given to the appearance of the areas during winter.

##### Suppressant around bollards etc

Some contractors use the practice of spraying herbicide around bollards and sign posts at the beginning of the season so they do not have to trim around the posts and this reduces the time required on verges considerably. The down side is that it creates a white dead area around the post/bollard.

##### Volunteers

Please see additional background paper from Cllr Nelson attached. Trial period awaiting council approval.



**Proposals: A decision should be made on:**

- 1. Whether two greens should be reserved for Wildflowers in principle. Further research will then be undertaken.**
- 2. Whether to use suppressants on the verges.**
- 3. To determine the future involvement of volunteers in grounds maintenance.**



**Phil Burgess**  
**Town Clerk**

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: Significant in the case of wildflowers
Budgetary Impact	: Slight

## **TENTERDEN TOWN COUNCIL**

**External Committee - background for agenda item 11 on 17 July 2017**

### **GREEN SPACES MAINTENANCE BY VOLUNTEERS**

#### ***Background***

The town council has greatly appreciated the assistance provided by volunteer groups in maintaining its own green spaces – the efforts of the “guerrilla gardeners” at East Cross Gardens and with the flower beds outside Boots are the prime example.

I suggest that the concept can be extended to other green spaces that the town council is now responsible for maintaining under the extended “caretaker scheme”.

#### ***Proposal***

I propose that volunteer groups should be encouraged to assist the town council in maintaining green spaces specified by the group in question and agreed by the Town Clerk, subject to -

1. The volunteer group in question satisfying the Town Clerk that they are appropriately skilled and equipped – with the Town Clerk, at his discretion, arranged for equipment to be lent to the group as may be agreed
2. The volunteer group in question complying with reasonable requirements and limitations imposed by the Town Clerk – or the council's Site Manager on the Town Clerk's behalf – in the interests of safety, efficiency and quality control
3. The members of the voluntary group involved in such work being informed of – and acknowledging in writing – the restrictions on the council's insurance arrangements in relation to such work and signing a suitable disclaimer form

**Crime and disorder reduction impact:** No direct impact envisaged

**Biodiversity conservation impact:** No direct impact envisaged

**Impact on budget (and source(s) of funding, if needed):** None

Cllr Justin Nelson - 11 July 2017



**External Committee 17<sup>th</sup> July 2017**

**Coombe Lane**

**Agenda Item 12**

A report is attached from Kent Wildlife Trust detailing work which can be carried out in a fashion which is sympathetic to the Wildlife.

Maintenance had to be stopped earlier in the year as the team were approached by a resident in such an agitated state that it was unsafe to continue.

Her concerns were for the wildlife on the site and the report confirms that the maintenance that was being carried out was in accordance with the guidance. The report also makes other suggestions regarding the encouragement of wildlife, and these will be adhered to.

**Proposals: That the council should install an information board (with the permission of the owners) to indicate measures taken to preserve and encourage wildlife.**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: In accordance with report – efforts to minimise impact and encourage wildlife.
Budgetary Impact	: Slight



# Coombe Lane Cemetery, Tenterden

## Wildlife Survey Report, May 2017



Kent Wildlife Trust Consultancy

Surveyor / Reporting: Tony Swandale BA (Hons), Dip Ecology

*Permission is granted to reproduce this report for personal and educational use only. Commercial copying is prohibited. The ownership of the biological records contained within this report remains with the original recorder.*



Protecting Wildlife for the Future

Head Office: Kent Wildlife Trust, Tyland Barn, Sandling, Maidstone, Kent ME14 3BD  
Tel: 01622 662012 Fax: 01622 671390 [www.kentwildlifetrust.org.uk](http://www.kentwildlifetrust.org.uk) [info@kentwildlife.org.uk](mailto:info@kentwildlife.org.uk)



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## 1 INTRODUCTION

### 1.1 Background

Coombe Lane Cemetery is owned by the Parochial Church Council and managed by Tenterden Town Council (TTC). Kent Wildlife Trust was commissioned by TTC to carry out a wildlife survey and to provide advice on the management and enhancement of the site for nature conservation.

### 1.2 Survey Location / Area

The cemetery is located between Coombe Lane and Station Road, Tenterden TN30 6HD. The OS grid reference for the centre of the survey area is TQ883333. An aerial photographic extract showing the extent and boundaries of the site is included in Figure 1.

The cemetery is rectangular in shape and estimated to be approximately  $\frac{1}{4}$  hectare (0.6 acre) in area. It is situated in a residential area close to the centre of the town. It is bounded to the east by Coombe Lane, to the west by Station Road, to the south by a public car park and to the north by residential properties.

Turners Field, a Kent Wildlife Trust nature reserve and area of unimproved (species rich) neutral grassland, is located about 300m to the north east.

### 1.3 Land Use, Site Description and Management

Coombe Lane is a closed cemetery and there have been no burials for about 50 – 60 years. It is currently an area for public recreation and is openly accessible. A well-used path runs the length of the site and a wooden bench has been provided for the public at the south end. Visitor usage is light to moderate. On the day of the survey nine people were counted visiting the site and using it as a thoroughfare. They included two local residents walking their dogs and four school children. Most used the site only briefly except for three school children who stayed for about half an hour.

The site suffers from littering, dog fouling and other antisocial behaviour.

A variety of ornamental trees and shrubs were planted in the recent and distant past prior to TTC Council taking over the management of the cemetery. The path and grassland areas are currently mown with trimmers eight times in the growing season. Small scale trimming of bushes and overhanging branches was evident in the form of small piles of cut material under the shrubbery. TTC is contemplating more significant clearance of bramble and other woody species in future in order to keep the paths and grassland clear and generally tidy up the site.

### 1.4 Limitations

This report records the flora and fauna evident during a single visit undertaken in May 2017. It does not therefore record species that may be observable at other times of the day or year and, as such, were not evident during this survey. It was a general survey designed to provide a description of the main habitats and an assessment of their importance for wildlife rather than formally or systematically study any specific group or groups of organisms.





Figure 1: aerial photographic map showing the site location and extent in red (Google Earth)

## 2 METHODOLOGY

The site was visited on 17<sup>th</sup> May 2017 between 09:10 and 17:20 by Tony Swandale, formerly employed by Kent Wildlife Trust as a nature reserve site manager over a period of 25 years. The weather during the visit was warm and sunny with variable light cloud cover and a maximum temperature of 21 degrees Celsius. The wind was light and from the south-west. It rained lightly shortly before the visit.

During the survey all areas of the site were walked and the dominant habitats and species observed, recorded with the emphasis on birds and native vascular plants.

With the exception of a chance conversation with a local resident on the day of the survey (see below), no ecological information was gathered from external sources and no 'desktop study' was undertaken.



### 3 RESULTS

#### 3.1 Habitats Description and Key Species

The main wildlife habitat types are as follows:

1. Secondary woodland and scrub, parkland with scattered trees
2. Amenity grassland grading into improved (species-poor) grassland
3. Species-poor hedge
4. Gravestones

The site contains a mixture of ornamental and native evergreen and broad-leaved shrubs and trees.

A total of 19 species of bird were recorded using the site during the survey, notably bullfinch, a species of scrub and woodland. Additionally, two species, common buzzard and common swift, were observed flying over and there was evidence of a recent sparrowhawk kill. Observations indicated a high proportion of the above bird species, including bullfinch, were breeding in the cemetery. Others use the cemetery for foraging and are likely to be nesting close to it.

Five species of butterfly were observed: holly blue, speckled wood, red admiral, orange tip and an unidentified white butterfly (probably small white). The flora is described in more detail below and a full list of the species recorded during the survey can be found in appendix A.

##### 3.1.1 Secondary Woodland and Scrub, Parkland

Many of the trees and shrubs are introduced species which are not native to the UK or Kent. They include several species of pines, a single large specimen of Scots pine *Pinus sylvestris* in the centre of the site (a species not native to Kent) and a Highclere holly *Ilex probablyllex x altaclarenis* estimated to be over 20m in height. More recently, ornamental varieties of cherry *Prunus spp.*, maple *Acer spp.* and silver birch *Betula spp.* have also been planted. Rhododendrons *Ericaceae spp.* and other ornamental evergreen shrubs occupy a significant proportion of the shrub layer, especially on the south and east side of the site.

Native species are represented by mature ash trees *Fraxinus excelsior* which appear to be healthy and showing no visible signs of ash dieback disease *Chalara fraxinea* and, unsurprisingly, yews *Taxus baccata*. Bramble *Rubus fruticosus* agg., elder *Sambucus nigra*, ivy *Hedera helix*, holly *Ilex aquifolium* and hawthorn *Crataegus monogyna* form the understory or shrub layer, together with hazel *Corylus avellana*, privet *Ligustrum vulgare* and dogwood *Cornus sanguinea*.

The woodland is secondary in nature: no ancient woodland indicator species were recorded with the exception of a small patch of ramsons ('wild garlic') *Allium ursinum* (possibly introduced) and pendulous sedge *Carex pendula*, both growing in Coombe Lane close just outside the east boundary (F Rose, 1999 and G Peterken, 2000). Typical woodland plant species include wood avens *Geum urbanum*, herb Robert *Geranium robertianum*, cuckoopint *Arum maculatum*, sticking iris *Iris foetidissima*, primrose *Primula vulgaris* and sweet violet *Viola odorata*.



As you would expect the site becomes progressively shadier moving northwards and this is reflected in the higher proportion of shade-tolerant plant species present.

Bird nest holes were noted in an ash tree and in the Scots pine. The deadwood content of the site, both standing and fallen, is low. A few small piles of cut branches were evident in the shrubbery.

### 3.1.2 Grassland Habitats

The grassland is a mixture amenity grassland where there are paths and other more frequently mown areas grading into species poor improved grassland where mowing is less intensive (areas hereafter referred to as 'glades'). The grassland consists of a series of small interconnected glades running the length of the site on both sides of the central path partially separated by shrubs. The glades are composed of common grasses such as Yorkshire fog *Holcus lanatus*, meadow foxtail *Alopecurus pratensis*, meadow-grass *Poa spp.* and fescues *Festuca spp.* and wildflowers. Whilst technically 'species poor' the glades nonetheless support a reasonable variety of wildflowers able to tolerate regular mowing, for example meadow buttercup *Ranunculus acris*, cut-leaved crane's-bill *Geranium dissectum*, creeping buttercup *Ranunculus repens*, white clover *Trifolium repens*, ribwort plantain *Plantago lanceolata* and daisy *Bellis perennis*. A single patch of oxeye Daisy *Leucanthemum vulgare* and cuckooflower *Cardamine pratensis* were also noted. The south end is generally more open and exposed to the sun which is reflected in the greater abundance of grassland species.

Tall ruderal forbs ('weeds') such as common ragwort *Senecio jacobaea*, common nettle *Urtica dioica*, creeping thistle *Cirsium arvense*, spear thistle *Cirsium vulgare* and broad-leaved dock *Rumex obtusifolius* are present in low numbers, mainly around the scrub margins and disturbed path edges where mowing is less frequent.

Two common species of bumblebee and at least three unidentified species of hoverfly were observed visiting flowering plants in the glades during the survey period.

No ground nesting species of bird were recorded during the survey and there was no evidence of birds nesting in the grassland habitat. Starling, blackbird and robin were observed foraging in the glades.

### 3.1.3 Hedge

The boundary hedge is species poor, consisting almost entirely of hybrid lime *Tilia x europaea* with the exception of the south end where beech *Fagus sylvatica* and smaller numbers of field maple *Acer campestre* have also been planted. It has been maintained at a height of two-three metres. Garden varieties of plants such as bluebell *Hyacinthoides spp.* and columbine *Aquilegia spp.* grow beside the hedge in Coombe Lane.



### 3.1.4 Gravestones

The gravestones, many dating to the 19<sup>th</sup> century or earlier, are a habitat in their own right and support species of moss and lichen. Several are so well-weathered the inscriptions have completely worn away. A few headstones are partially covered in ivy.

## 4 DISCUSSION

### 4.1 Ecological Evaluation

The site is not covered by statutory nature conservation designations. No rare habitats or species were recorded during the survey. Whilst the habitats are secondary, 'species poor' and rather dominated by non-native trees and shrubs, the site is nevertheless of value to wildlife within an otherwise largely urban environment. The value is increased by the structural variety of the site – a patchwork of open grassland, shrub / hedge and mature trees with ample transitional habitat where they intersect. This creates abundant opportunities for breeding birds, mammals and invertebrates. It increases the 'edge effect' and number of microhabitats which are important to many species, especially insects.

The biodiversity potential of the site is limited by the preponderance of introduced species of plant such as rhododendron *Ericaceae spp.* and other evergreen shrubs. Rhododendron is notoriously invasive, can reduce light levels to 2% of daylight and eliminate ground flora through shade. It produces a toxic leaf litter which inhibits wildlife generally. Such vegetation does however provide dense cover for nesting birds in an area where safe nesting sites may be at a premium. The coniferous trees and evergreen shrubs provide habitat for breeding coal tit and goldcrest. Native species such as bramble, ivy, hazel etc. support a much greater diversity of insect life, provide a source of berries, nuts, nectar, pollen and other food for birds and mammals, as well as sites for nesting and roosting. Bullfinch, for example, typically nests in dense cover one to two metres above the ground. A well-developed shrub layer is therefore a key requirement for this species (Defra, 2014). . Bullfinch is a Kent Red Data Book (A Waite, 2000) and UK Biodiversity Action Plan Priority Species (JNCC and Defra, 2012). Other UK Biodiversity Action Plan Priority Species recorded during the survey were house sparrow, song thrush and hedge accenter (dunnock).

The glades provide nectar and pollen resources for bees and other pollinators and foraging opportunities for birds such as dunnock, starling and song thrush. The gravestones may be of importance for their lichen and moss communities although pollution may be a limiting factor in this respect (lichens are very sensitive to increased levels of atmospheric pollution typically found in urban areas).

Although none were recorded during the survey, the habitats found at the site have the potential to support reptiles such as viviparous lizard *Zootoca vivipara* and slow worm *Anguis fragilis*, mammals such as hedgehogs *Erinaceus europaeus* and bats (see below for more information).

### 4.2 Protected Species

A number of bird species use the cemetery for breeding. All species of bird whilst actively nesting are afforded legal protection under the Wildlife & Countryside Act 1981 (as amended).



Although no reptiles were recorded during the survey, the grassland and scrub habitat may potentially support viviparous lizard and or slow worm. Reptiles are protected against killing / injuring under Schedule 5 of the Wildlife & Countryside Act 1981 (as amended). They are also S41 Species of Principal Conservation Importance in England (formerly UK Biodiversity Action Plan priority species).

A local resident reported she had seen bats in the cemetery during a conversation with the surveyor. The older trees in the cemetery may potentially be used by bats for roosting. All species of bat are afforded full legal protection under Schedule 5 of the Wildlife & Countryside Act 1981 (as amended). They are also listed under Schedule 2 of the Conservation of Habitats and Species Regulations 2010 and are therefore a "European Protected Species" (EPS). The legislation makes it a criminal offence to: deliberately capture, injure or kill a bat; intentionally or recklessly disturb a bat in its roost or deliberately disturb a group of bats; damage or destroy a bat roosting place (even if bats are not occupying the roost at the time); intentionally or recklessly obstruct access to a bat roost.

Rare lichens and mosses are known to occur on gravestones and certain species are afforded legal protection. The services of a lichenologist would be required to determine if such species are present at Coombe Lane Cemetery.

## 5 RECOMMENDATIONS

### 5.1 Current Vegetation Management

Regular mowing has resulted in a series of grassy glades with wildflower meadow type conditions. Vegetation management is essential not only to maintain open areas for recreational use but also to maintain varied grassland and scrub habitats for wildlife. There is no risk of damaging bird nests, providing the mower operators keep to the confines of the grassland and do not encroach on the bramble and other woody vegetation. The cutting of individual bramble stems and overhanging branches may be acceptable if it is done carefully with due regard to nesting birds, bearing in mind nests can be difficult to spot. The cutting of bramble and other woody plants should generally be avoided during the bird nesting season (March to August) due to the risk of damaging or exposing bird nests which are protected by law.

Bramble and other scrub should be trimmed during the autumn/winter (September to February). This should obviate the need to undertake any such cutting during the nesting season. The aim should be to control woody plants and to maintain the existing habitat structure as far as possible, not to eliminate scrub, climbing and trailing plants completely, especially native species such as bramble, honeysuckle *Lonicera periclymenum*, ivy and hawthorn which are of much greater value to wildlife than introduced species such as rhododendron. The shrub layer is a key component of the site's ecological value because it provides shelter and food for nesting birds, mammals and insects.

The amount of cutting required will depend on the species and the growth rate. A degree of experimentation may be required in arriving at the appropriate level of cutting. For many shrubs, trimming back by about one metre may be sufficient to keep the paths and glades clear. Bramble



however can grow rapidly: cutting it back by about two metres may be more realistic. According to one source, up to 3 inches / 7.5 cm per day is possible *although such growth rates will be achieved only in optimal conditions by individual bramble stems, not the entire plant* (BBC Wildlife, 2007).

## 5.2 Options for Wildlife Enhancement

The basic habitat structure and ratio of open grassland to scrub, hedgerow and mature trees requires little or no adjustment. The key options for enhancing the biodiversity potential of the site are as follows:

1. Removing, or at least reducing the dominance of, non-native trees and shrubs such as rhododendron in favour of native species such as ash, hawthorn, elder, hazel, field maple and dogwood
2. Reducing the frequency of mowing to allow a greater number of plants to flower and set seed will result in increased biodiversity over time
3. Collecting and removing the cut material will reduce soil nutrient levels and also increase floristic diversity
4. Introducing 'green hay' or the sowing of wildflower seed
5. Increasing the dead wood content of the site

Experience has shown the public generally reacts positively to such changes in site management if they are made aware of the ecological benefits, preferably in advance of the work taking place. On-site explanatory notices or interpretation boards would assist greatly in this respect, as would leaflets or letters delivered to nearby residents.

### 5.2.1 Removal of Non-native Species

Shifting the emphasis from ornamental / introduced trees and shrubs to native species could be achieved simply by cutting the former and leaving the latter uncut. Native shrubs such as hazel, privet and elder are well represented and with the right management they will replace less ecologically desirable species in time. It is a case of giving them the space and light to grow without competition from aggressive species like rhododendron. This will also ensure local provenance. If it is considered necessary to speed up the process by planting, care should be taken in ensuring the trees and shrubs are obtained from a suitable source and advice on planting and aftercare may be beneficial. Adopting a phased approach to clearance is recommended to ensure the overall area of the shrub layer is not dramatically diminished. In selecting individual trees or shrubs to remove or leave uncut, it should be born in mind that certain non-native species bear more than a passing resemblance to their native counterparts e.g. Highclere holly *Ilex probablyi* *x* *ataclarenis* and garden privet *Ligustrum ovalifolium*.

Additional advice regarding the removal of rhododendron can be found on Kent Wildlife Trust's web site at:

[http://www.kentwildlifetrust.org.uk/sites/default/files/kwt\\_land\\_mgt\\_advice\\_sheet\\_9 -  
\\_woodland\\_management\\_-\\_control\\_of\\_rhododendron.pdf](http://www.kentwildlifetrust.org.uk/sites/default/files/kwt_land_mgt_advice_sheet_9_-_woodland_management_-_control_of_rhododendron.pdf)



### 5.2.2 Adjustment of the Mowing Regime

The site is currently mown eight times a year. Reducing the number of mowing cuts to no more than two a year is normally recommended to create and maintain wildflower meadow type habitat. The most important cut is in late summer (August / September) after flowering and seeding is completed. A second cut in late winter / early spring (March or April) is also often desirable, especially if the weather has been mild and autumn / winter growth significant.

A degree of experimentation may however be required in determining the optimal cutting regime for a particular site and or to come up with a recipe which represents a satisfactory compromise between amenity and ecological objectives. If short turf is considered to be an essential requirement for recreational reasons there are various ways to accommodate wildflowers:

1. Mowing the glades sequentially / in rotation to ensure there are uncut areas for flowers and insects at all times of the growing season
2. Leaving uncut borders around the margins of the glades or in other areas during the period April/May to July/August
3. A combination of the above

### 5.2.3 Collection of Cuttings

Collecting and removing the cut material after mowing decreases the nutrient level of the soil over time. This prevents more vigorous species dominating and allows a greater diversity of plant species to coexist thereby benefitting insects and other wildlife which depend on them. The cut material can be placed in compost piles away from the glades – hidden under shrubbery if tidiness is a consideration.

### 5.2.4 'Green Hay' and Wildflower Seeding

The introduction of 'green hay' from a local site such as a nature reserve containing an appropriate mix of plant species is another way of increasing botanical diversity. Kent Wildlife Trust may be able to advise on an appropriate source and assist with the process (their Turners Field Nature reserve, for example, an area of unimproved neutral grassland, is located only 300 m to the north east). If this is not possible sowing with an appropriate seed mix containing both shade tolerant / woodland and grassland / meadow wildflowers (not grasses) would be an alternative option. The provenance of the seed should be checked for suitability and advice sought regarding the right mix of species, timing and method of sowing. The seeds of shade-tolerant species are more likely to germinate successfully in the north of the site which receives less sunlight. The inclusion of yellow rattle *Rhinanthus minor* in seed mixes is often recommended because it is a hemi-parasitic species which has the ability to reduce grass growth, favouring greater floristic diversity.

### 5.2.5 Dead Wood Habitat

The dead wood content of the site is currently low. Piles of decomposing branches and logs (kept separate ideally) provide a habitat for insects, certain fungi and small mammals. The wood of native deciduous species generally supports a greater diversity of wildlife than the wood of non-native species such as rhododendron.

### 5.3 Further Survey Work

The following surveys are recommended:

1. A reptile survey is recommended if major works are planned. The grassland and scrub habitats could potentially support viviparous lizard and or slow worm which are protected by law.
2. A bat survey would be recommended before removing mature trees or their branches. Bat roosts are protected by law.
3. A lichen survey. Certain rare species of moss and lichen are known to occur on gravestones including legally protected species. The British Lichen Society may be able to offer advice.



## REFERENCES

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## Appendix A: Species recorded on 17<sup>th</sup> May 2017

### Vascular Plants

Scientific name	Common Name	Comments / Observations
<i>Ranunculus repens</i>	Creeping buttercup	
<i>Ranunculus acris</i>	Meadow buttercup	
<i>Ranunculus bulbosus</i>	Bulbous buttercup	
<i>Aquilegia vulgaris</i>	Columbine	East boundary, garden variety
<i>Urtica dioica</i>	Common nettle	
<i>Fagus sylvatica</i>	Beech	Plant in hedge, south boundary
<i>Corylus avellana</i>	Hazel	
<i>Cerastium fontanum</i>	Common mouse-ear	
<i>Rumex obtusifolius</i>	Broad-leaved dock	
<i>Rumex acetosa</i>	Common sorrel	
<i>Rumex acetosella</i>	Sheep's sorrel	
<i>Hypericum androsaemum</i>	Tutsan	One plant, likely garden escapee
<i>Tilia x europaea</i>	Hybrid lime	Principal species in boundary hedge
<i>Viola odorata</i>	Sweet violet	
<i>Cardamine pratensis</i>	Cuckooflower	
<i>Rhododendron ponticum</i>	Rhododendron	Introduced species, invasive
<i>Primula vulgaris</i>	Primrose	
<i>Crataegus monogyyna</i>	Hawthorn	
<i>Rosa spp.</i>	Rose spp.	
<i>Rubus fruticosus</i> agg.	Bramble	
<i>Potentilla repens</i>	Creeping cinquefoil	
<i>Geum urbanum</i>	Wood avens	
<i>Trifolium repens</i>	White clover	
<i>Cornus sanguinea</i>	Dogwood	
<i>Ilex aquifolium</i>	Holly	
<i>Ilex spp. probably Ilex x altaclarensis</i>	?Highclere holly	Introduced species; commonly planted in towns.
<i>Acer campestre</i>	Field maple	Planted, in hedge south end
<i>Geranium robertianum</i>	Herb robert	
<i>Geranium dissectum</i>	Cut-leaved crane's-bill	
<i>Geranium pyrenaicum</i>	Hedgerow crane's-bill	East boundary, introduced species
<i>Hedera helix</i>	Ivy	
<i>Anthriscus sylvestris</i>	Cow parsley	
<i>Smyrniium olusatrum</i>	Alexanders	Non-native, a few plants only, north end
<i>Pentaglottis sempervirens</i>	Green alkanet	
<i>Plantago lanceolata</i>	Ribwort plantain	
<i>Plantago major</i>	Greater plantain	
<i>Fraxinus excelsior</i>	Ash	Mature trees, unaffected by ash-dieback
<i>Ligustrum vulgare</i>	Wild privet	
<i>Ligustrum spp.</i> Probably <i>L. ovalifolium</i>	Garden privet	Planted, garden version of above species
Scientific name	Common Name	Comments / Observations
<i>Veronica chamaedrys</i>	Germander speedwell	



<i>Veronica persica</i>	Common field speedwell	
<i>Galium aparine</i>	Cleavers	
<i>Sambucus nigra</i>	Elder	
<i>Lonicera periclymenum</i>	Honeysuckle	
<i>Senecio jacobaea</i>	Common ragwort	
<i>Leucanthemum vulgare</i>	Oxeye daisy	Single clump only
<i>Bellis perennis</i>	Daisy	
<i>Archillea millefolium</i>	Yarrow	
<i>Cirsium vulgare</i>	Spear thistle	
<i>Cirsium arvense</i>	Creeping thistle	
<i>Sonchus oleraceus</i>	Smooth sow-thistle	
<i>Arum maculatum</i>	Lords-and-ladies	
<i>Hyacinthoides</i> spp.	Bluebell spp.	East boundary, showed characteristics of garden variety <i>H. x massartiana</i>
<i>Allium ursinum</i>	Ramsons (wild garlic)	Near east boundary / Coombe Lane
<i>Iris foetidissima</i>	Stinking iris	North end
<i>Pinus sylvestris</i>	Scots pine	Single large specimen; not native to Kent
<i>Anisantha sterilis</i>	Meadow foxtail	
<i>Hordeum murinum</i>	Yorkshire fog	
<i>Poa</i> spp.	Meadow-grass spp.	
<i>Festuca ovina</i>	Sheep's fescue	
<i>Carex pendula</i>	Pendulous sedge	Outside cemetery in Coombe Lane
<i>Luzula campestris</i>	Field wood rush	

## Birds

Scientific name	Common Name	Comments / Observations
<i>Buteo buteo</i>	Common buzzard	Single flying over
<i>Columba palumbus</i>	Wood pigeon	
<i>Streptopelia decaocto</i>	Collared dove	
<i>Apus apus</i>	Common swift	Two overhead
<i>Troglodytes troglodytes</i>	Wren	Single singing
<i>Prunella modularis</i>	Dunnock	Two singing
<i>Erithacus rubecula</i>	Robin	Single foraging
<i>Turdus merula</i>	Blackbird	One singing; two pairs using site
<i>Turdus philomelos</i>	Song thrush	One singing; gravestone used as 'anvil' (broken snail shells)
<i>Regulus regulus</i>	Goldcrest	One singing; one carrying food
<i>Parus ater</i>	Coal tit	One singing; adult feeding fledgling
<i>Parus caeruleus</i>	Blue tit	Pair
<i>Parus major</i>	Great tit	One singing and calling
<i>Corvus monedula</i>	Jackdaw	Up to 8
<i>Corvus corone</i>	Carrion crow	Singles
Scientific name	Common Name	Comments / Observations
<i>Sturnus vulgaris</i>	Common starling	Parties of up to c 15; foraging
<i>Passer domesticus</i>	House sparrow	Singles
<i>Fringilla coelebs</i>	Chaffinch	Single singing
<i>Carduelis chloris</i>	Greenfinch	Heard calling and singing

<i>Carduelis carduelis</i>	Goldfinch	Pair seen; singing heard
<i>Pyrrhula pyrrhula</i>	Bullfinch	Male seen; frequent calling
<i>Accipter nisus</i>	Sparrowhawk	Bird kill noted; likely to be by this species

### Butterflies

Scientific name	Common Name	Comments / Observations
<i>Celastrina argiolus</i>	Holly blue	
<i>Anthocharis cardamines</i>	Orange tip	
<i>Pararge aegeria</i>	Speckled wood	
<i>Vanessa atalanta</i>	Red admiral	
	White butterflies spp.	Probably Small white <i>Pieris Rapae</i>

### Bumblebees

Scientific name	Common Name	Comments / Observations
<i>Bombus lucorum</i>	White-tailed bumblebee	
<i>Bombus terrestris</i>	Buff-tailed bumblebee	



**External Committee 17<sup>th</sup> July 2017**  
**Service Contract for Vehicles**  
**Agenda Item 13**

A proposal for a maintenance contract on our John Deere vehicles has been made by Burden Bros the local dealers.

At the time of writing the full details were not to hand but are likely to be available in time for the meeting.

**Proposals: That the council should consider a service and maintenance contract to ensure safety and reliability of vehicles**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None.
Budgetary Impact	: Largely allocated to caretaker scheme

**External Committee 17<sup>th</sup> July 2017**

**Newsletter Design**

**Agenda Item 14**

A professional and consistent design has been suggested by our PR consultant for our newsletter, posters and a new mini-newsletter for distribution from the office and on the website.

Quotations were sought for the above work and are attached. A summary of these is below:

	<u>Newsletter</u>	<u>Mini-newsletter</u>	<u>Posters</u>	<u>Ad-hoc</u>
Colin Fielder	£480	£360	£360	£240hr
Lunar Works	£2400	£500	Incl	£800 per newsletter
Wow Factory	£427	£332	£190	£150 appr variable

Costs are quite difficult to assess on a like-for like basis so councillors may wish to view the following web-sites for an indication of style

<http://www.thewowfactory.co.uk>

<http://lunarworks.co.uk>

<http://creativepool.com/colinfielderdesign/about>

**Proposals: That a contractor should be selected from the above quotations**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder : None  
Impact on Bio-diversity : None.  
Budgetary Impact : Within budget



Phil Burgess  
Town Clerk  
Tenterden Town Council  
26 High Street  
Tenterden, Kent  
TN30 6AN

## ESTIMATE

27 May 2017

Dear Phil,

RE: Estimate for designing the TTC newsletters and poster

Thank you once again for being given the opportunity to quote for this exciting project.

My time/price estimate is as follows:

My daily rate is £240 per day.

---

a) Initial redesign of A4 four page newsletter - including design visuals and set-up of Adobe Indesign template, using style sheets, suitable for producing print ready pdf artwork.

Time estimate: 2 days

Total:

**2 days @ £240 per day = £480**

(Price includes layout/concepts and x2 sets of design amendments.)

---

a1) Layout of ongoing issues including amendments, preparation of high resolution images and production of print ready artwork - per issue:

**1 day @ £240 per day = £240**

---

b) Design and set-up of template of monthly A4 mini-newsletter (2 pages) - suitable for in-house production.

**1.5 days @ £240 per day = £360**

(Price includes layout/concepts and x2 sets of design amendments, set-up of template - and some initial ongoing support for production staff)

---

c) Design and set-up of template for A4 TTC Events poster - suitable for in-house production.

**1.5 days @ £240 per day = £360**

(Price includes layout/concepts and x2 sets of design amendments, set-up of template - and some initial ongoing support for production staff)

---

I hope this estimate meets your expectations. Feel free to contact me if you have any further questions. Either way I would appreciate your feedback. Many thanks.

Kind regards,

Colin



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

Wednesday 21 June, 2017

Dear Mr Burgess,

Following receipt of the brief from Councillor Justin Nelson regarding the design of a biannual newsletter, monthly newsletter and poster template for the Town Council, we enclose two project proposals for your consideration. These proposals provide an overview of the design solutions Lunar Works are offering, showcasing how we intend to approach the design tasks as well as outlining the project timeframe.

If you have any questions that were not addressed in the proposals or if you would like to arrange a meeting to discuss the matter further, you can contact me directly via email at [alex@lunarworks.co.uk](mailto:alex@lunarworks.co.uk). I would recommend a meeting to review the proposals ensuring both parties are happy with the solutions being offered.

We can also provide all the enclosed documents in a PDF format via email. Thank you for your consideration and we look forward to hearing from you.

Yours Faithfully,

Alex Huntly  
Design Director

Lunar Works, Bell House, Bell's Lane, Tenterden, Kent, TN30 6ES  
[launch@lunarworks.co.uk](mailto:launch@lunarworks.co.uk) // [lunarworks.co.uk](http://lunarworks.co.uk)

Lunar Works Lab Ltd - Registered in England: 10624837  
Registered Office: Bell House, Bell's Lane, Tenterden, Kent TN30 6ES





# **Tenterden Town Council**

## **Biannual Newsletter Project Proposal**

**v1.0**

This document is a draft and is subject to change without notice.  
It is not intended to be used as a legal document or to create a contract.

## Mission

Design a biannual newsletter for professional printing and distribution, in addition provide a PDF version for web use. Evolve the existing newsletter to a more professional design, accommodating for the increased article content as the number of issues per year will be reduced from four to two.

An ongoing professional newsletter that will require separate proposals and costing for each issue.

## Control

Authors	Alex Huntly (AH), Liam Thorpe-Young (LTY)
Created	13/06/17
Version	1.0
Last Modified	20/06/17

## Phases

Lunar Works splits projects into phases, this method is designed to illustrate the process taken and detail any requirements at each stage. Details of the project stages are outlined in the *Project Process: Printing* document, including time-frames and responsibilities.

### ○ Phase 0 - Discussion

The first step in developing the newsletter would be consulting with the client to confirm the details of the project. These would include:

- Number of articles
- Who is responsible for supplying imagery
- Who is responsible for article copy writing
- Deadlines for the newsletters
- Number of copies to be printed
- Confirm recurring content
- Supply existing branding material

Lunar Works may have questions for the client that were not addressed in the brief. When both parties agree to the design process and their responsibilities, Lunar Works will be able to produce a more accurate production schedule; detailing the various stages the project will undertake as well as a cost estimate.

This project will initially incur an extended Analysis Phase as design rules for the newsletter will need to be established, such as; number of pages, article word limit and more. Once this project is completed, the design schedule of future issues will be reduced as we will be working from the established template.



#### **CLIENT ACTIONS**

- Agree to party responsibilities discussed with Lunar Works.
- Answer questions Lunar Works may have regarding the project.
- Agree to production schedule.
- Agree to proposed brief.

### **Phase 1 - Develop**

During this Phase, the content for the newsletter will need to be developed, proofread, finalised and supplied to Lunar Works. The content will influence the structure of the newsletter therefore it must be completed prior to Phase 2.

Following the discussions in Phase 0, Lunar Works will have an understanding of the number of articles expected to be featured in the newsletter as well as regular recurring content, such as Council Meeting Dates.

The newsletter copy will need to be proofread and finalised before supplying to Lunar Works. It will also need to be in a state where the client accepts there will be no further significant changes, for example; adding of additional paragraphs.

#### **CLIENT ACTIONS**

- Produce copy for articles
- Establish and supply recurring content
- Proof-read newsletter copy
- Supply Lunar Works with Branding Assets (logos, colours etc.)
- Supply Lunar Works with final copy
- Supply Lunar Works with imagery accompanying articles

#### **TIMEFRAME**

This stage typically takes 4–5 working days, depending on the client's schedule.

### **Phase 2 - Design**

Lunar Works will begin designing the newsletter. Three proofs will be produced over the course of Phase 2 for the client to review. The proofs will be supplied in a PDF format. If multiple individuals are reviewing the proof, please ensure all comments are collected onto a single document or email.

This proposal allows for three proof stages – any further revisions after the third proof will incur charges based on our standard hourly rate. See *Fees* section for further details.

The third proof will be supplied to the client along with a *Written Approval Form* that will need to be completed by the client before Phase 3 can begin. Once the third proof has been approved by the client, Lunar Works will conduct a quality check. This will focus on typography and layout, not proofreading.

#### **CLIENT ACTIONS**

- Review and approve PDF proofs supplied by Lunar Works
- Compile all feedback comments into one document

#### **TIMEFRAME**

Phase 2 is usually completed in three weeks. Standard time-frames of the individual project stages are detailed in the Project Process: Printing Document. The time-frame is subject to change however, as details of the project are yet to be confirmed.

### **Phase 3 - Finalise**

Following the client's written approval, we will send the artwork to the printers and begin the pre-press stage; preparing the document for print. The printers will supply Lunar Works with a digital proof, this is normally checked on the client's behalf but, if requested, the client can be involved. Once Lunar Works has approved the digital proof, printing begins. We cannot always estimate on print and delivery costs at the beginning of a project, changes in pricing may occur.

Lunar Works will conduct a quality check on the final newsletter, once approved, the newsletter will be sent into full printing production. If you require the newsletter to be delivered on a certain date, please make this known in Phase 0.

Once the newsletter is in production at the printers, Lunar Works will supply the final design in a PDF format to client for use on the Tenterden Town Council website.

#### **CLIENT ACTIONS**

- Approve final proof with written confirmation
- Approve printing costs
- Confirm delivery details

#### **TIMEFRAME**

Please allow for 1-2 days to review and approve the final proof. We typically allow 10 days for printing and finishing, this accommodates any printing issues that could occur. Please allow an additional two days for delivery.

### **Phase 4 - Review**

The review phase is the opportunity for both parties to analyse the work produced. Following this review meeting, either party may suggest refinements for future issues as well as other projects that could be considered. Any such work will be considered as separate projects and will need to be treated as such.

This Phase is also the opportunity for the project to be 'closed-out', confirming both parties are happy with the work produced and whether certain aspects of the process can be altered for future projects.



## Fees

Overall project cost: £2,400

This project cost is accounting for the design and development of the first newsletter issue, the foundation of the ongoing biannual newsletter. Assets and styles from the first issue will be reused as well as the article structure (influenced by the copy supplied).

On-going issues project cost: £800 per issue

This cost is for future newsletter issues, the design schedule will be reduced, providing rules established in Phase 0 are adhered to, therefore taking less time to complete. Future issues will follow the same printing process and therefore adhere to same time-frames specified in Phase 3.

Additional changes not included in this proposal and the *Project Process: Printing* document will incur the cost of our hourly rate of £80 per hour.

The pricing accounts only for the design process, all printing costs will need to be supplied by the chosen printers. All prices featured in this proposal exclude VAT. Lunar Works is not currently VAT registered.

## Payment Terms

Fees for projects will be paid by monthly instalments, invoiced in advance and payable in 14 days, so Lunar Works is paid half in advance and half in arrears.

If payment is not made when due, Lunar Works may suspend work on the project until all fees are up to date, this will not suspend the payment of fees.

Please see *Terms of Business* for full terms.

## Agreement

Signed	Print	Date
1. _____	_____	_____
2. _____	_____	_____

## Contacts

Alex Huntly, Designer Director - [afex@lunarworks.co.uk](mailto:afex@lunarworks.co.uk)

Liam Thorpe-Young, Developer Director - [liam@lunarworks.co.uk](mailto:liam@lunarworks.co.uk)



# **Tenterden Town Council**

Monthly Newsletter & Poster Project Proposal

v1.0



## **Mission**

Design a monthly newsletter template for use by the client. In addition, design a poster template for promotion of various events, also for use by the client.

The files produced will be created for the client to implement on their own basis.

## **Control**

Authors	Alex Huntly (AH), Liam Thorpe-Young (LTY)
Created	13/06/17
Version	1.0
Last Modified	20/06/17

## **Phases**

Lunar Works splits projects into phases, this method is designed to illustrate the process taken and detail any requirements at each stage.

### **○ Phase 0 - Discussion**

During this Phase Lunar Works will need to discuss with the client the intent behind the material being created in order to provide the best design solution.

There are number of aspects that need to be clarified regarding the monthly newsletter template, including:

- How much content will be generated (written copy etc.)
- What software the client intends to use for composing the newsletter
- Who will be composing the monthly newsletter
- Confirm recurring content (contact information etc.)
- Application of the template (print/website/social media etc.)

These and other details will need to be clarified in a meeting with the client before producing an accurate project timeframe.

With regards to the poster template, similar aspects will need to be clarified by the client before the design commences. A series of rules will need to be established with the client to ensure a level of consistency, such as word limits and paragraph styles.

We understand the client wishes to have full responsibility of the final designs. This will restrict the amount of design creativity when composing these newsletters and posters as Lunar Works will need to develop the templates that can be used on the client's chosen editing software.

If the client plans to develop the newsletters and posters within Microsoft Word, Lunar Works can achieve this. However, the client must be aware Microsoft Word's primary function is as a word

processor and will have various restrictions when it comes to design flexibility.

Templates provided by Lunar Works will only fit the needs specified by the client prior to production and will not be suitable for other purposes.

#### **CLIENT ACTIONS**

- Agree to party responsibilities discussed with Lunar Works.
- Answer questions Lunar Works may have regarding the project.
- Agree to proposed brief.
- Confirm intended editing software and compatibility

### **○ Phase 1 - Develop**

During this Phase, draft content for the monthly newsletter template will need to be developed and supplied to Lunar Works. The content will influence the structure of the newsletter therefore it must be completed prior to Phase 2.

The content supplied will influence the template structure, particularly the word count and recurring content.

#### **CLIENT ACTIONS**

- Compose and supply draft newsletter content
- Compose and supply draft poster content
- Supply Lunar Works with brand assets

#### **TIMEFRAME**

This stage typically takes 4–5 working days, depending on the client's schedule.

### **● Phase 2 - Design**

Following receipt of the draft content, Lunar Works will begin designing the templates. Three proofs of each template will be produced over the course of Phase 2 for the client to review. All proofs will be supplied in a compatible PDF format. If multiple individuals are reviewing the proof, please ensure all comments are collected onto a single document.

This proposal allows for three proof stages, any further revisions after the third proof will incur charges based on our standard hourly rate.

Once the third proof has been approved by the client, Lunar Works will conduct a quality check. This will focus on typography and layout, not proofreading.

#### **CLIENT ACTIONS**

- Review and approve PDF proofs supplied by Lunar Works
- Compile all feedback comments into one document and supply to Lunar Works

#### **TIMEFRAME**

Phase 2 is estimated to be completed within 10 working days. However, the time-frame is subject to change as details for the project are yet to be confirmed.



### ● Phase 3 - Finalise

We will supply the client with the final proof in an email along with an Approval Form and instructions. We will require written approval from the client confirming they are happy with the third proof. Once approved, Lunar Works will supply the client with the final template documents.

#### *CLIENT ACTIONS*

- Approve final proof with written confirmation

#### *TIMEFRAME*

Please allow for 1-2 days to review and approve the final proof.

### ● Phase 4 - Review

The review Phase is the opportunity for both parties to analyse the work produced by Lunar Works, this is typically achieved through a project debrief meeting. Following this meeting, either party may suggest further work that could be considered. Any such work will be considered as separate projects and will need to be treated as such.

This Phase is also the opportunity for the project to be 'closed-out', confirming both parties are happy with the work produced and whether certain aspects of the process can be altered for future projects.

## **Fees**

Overall project cost: £500

Payment schedule to be determined. All prices exclude VAT. Lunar Works is not currently VAT registered.

## **Payment Terms**

Fees for projects will be paid by monthly instalments, invoiced in advance and payable in 14 days, so Lunar Works is paid half in advance and half in arrears.

If payment is not made when due, Lunar Works may suspend work on the project until all fees are up to date, this will not suspend the payment of fees.

Please see our *Terms of Business* document for full terms.

## **Agreement**

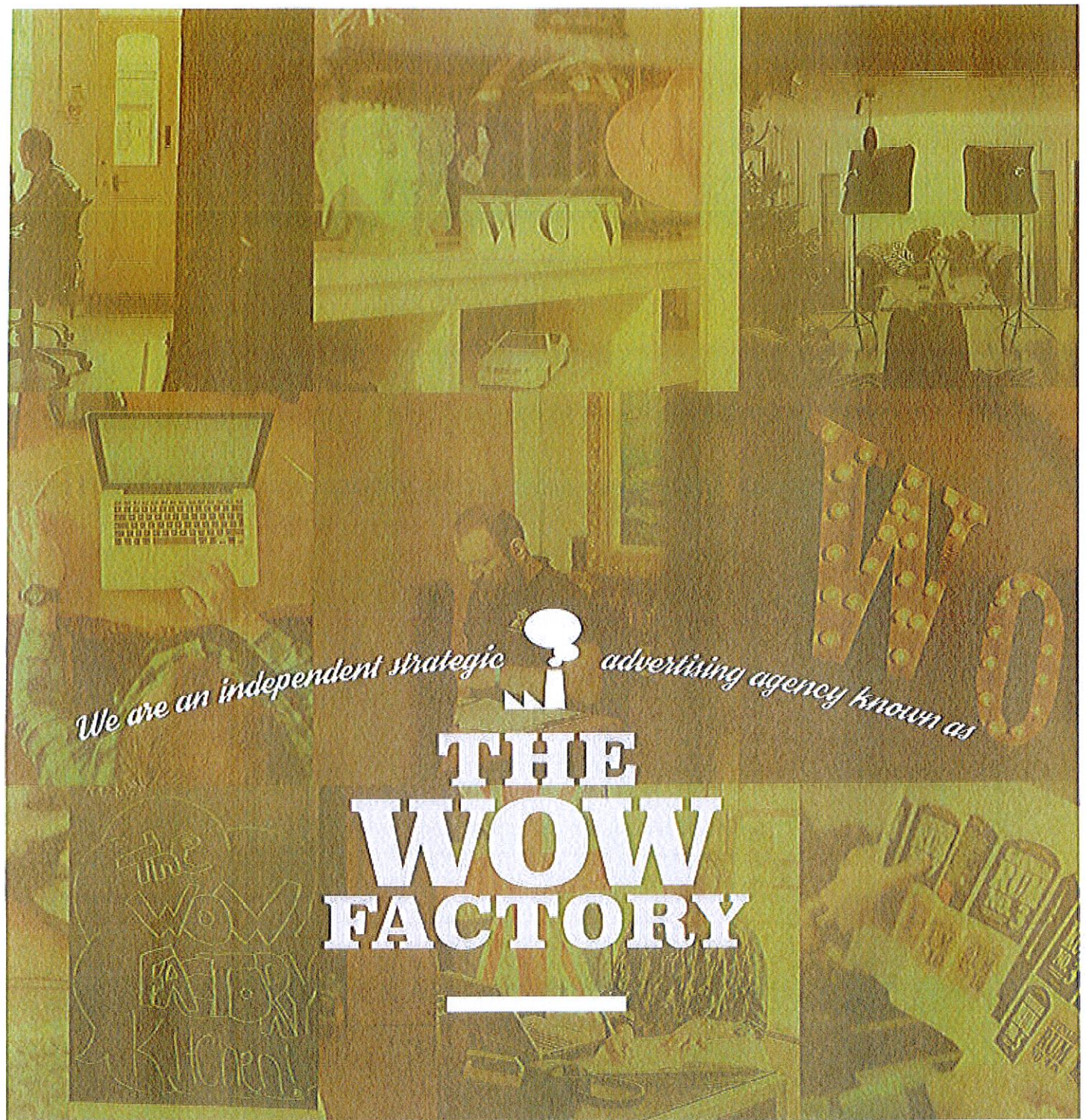
	<b>Signed</b>	<b>Print</b>	<b>Date</b>
1.	_____	_____	_____
2.	_____	_____	_____

## **Contacts**

Alex Huntly, *Designer Director* - [alex@lunarworks.co.uk](mailto:alex@lunarworks.co.uk)

Liam Thorpe-Young, *Developer Director* - [liam@lunarworks.co.uk](mailto:liam@lunarworks.co.uk)





# **Tenterden Town Council Design Quotation**

22<sup>nd</sup> May 2017



## Project Costings:

<b>Bi-Annual Resident's Newsletter:</b> Design an A4 four page resident newsletter template that can be updated with new images and copy for future editions. Artwork will be supplied as a high resolution PDF so it can be uploaded to the Tenterden Town Council website. We have assumed full copy will be supplied and a mix of supplied and stock images will be used. ----- Update four page resident's newsletter template with new content supplied to us (cost per version).	£427.50          £210.00
<b>Monthly Newsletter:</b> Design an A4 two page newsletter template that can be updated with new images and copy for future editions. Artwork will be supplied as a high resolution PDF so it can be uploaded to the Tenterden Town Council website. We have assumed full copy will be supplied and a mix of supplied and stock images will be used. ----- Update two page newsletter template with new content supplied to us (cost per version).	£332.50          £142.50
<b>Events Poster &amp; Flyer:</b> Design an A4 one page events poster template and A5 one page flyer template that can be updated with new images and copy for future editions. Artwork will be supplied as a high resolution PDF so it can be uploaded to the Tenterden Town Council website. We have assumed full copy will be supplied and a mix of supplied and stock images will be used. ----- Update one page A4 poster and one page A5 flyer with new content supplied to us (cost per version).	£190.00          £118.75

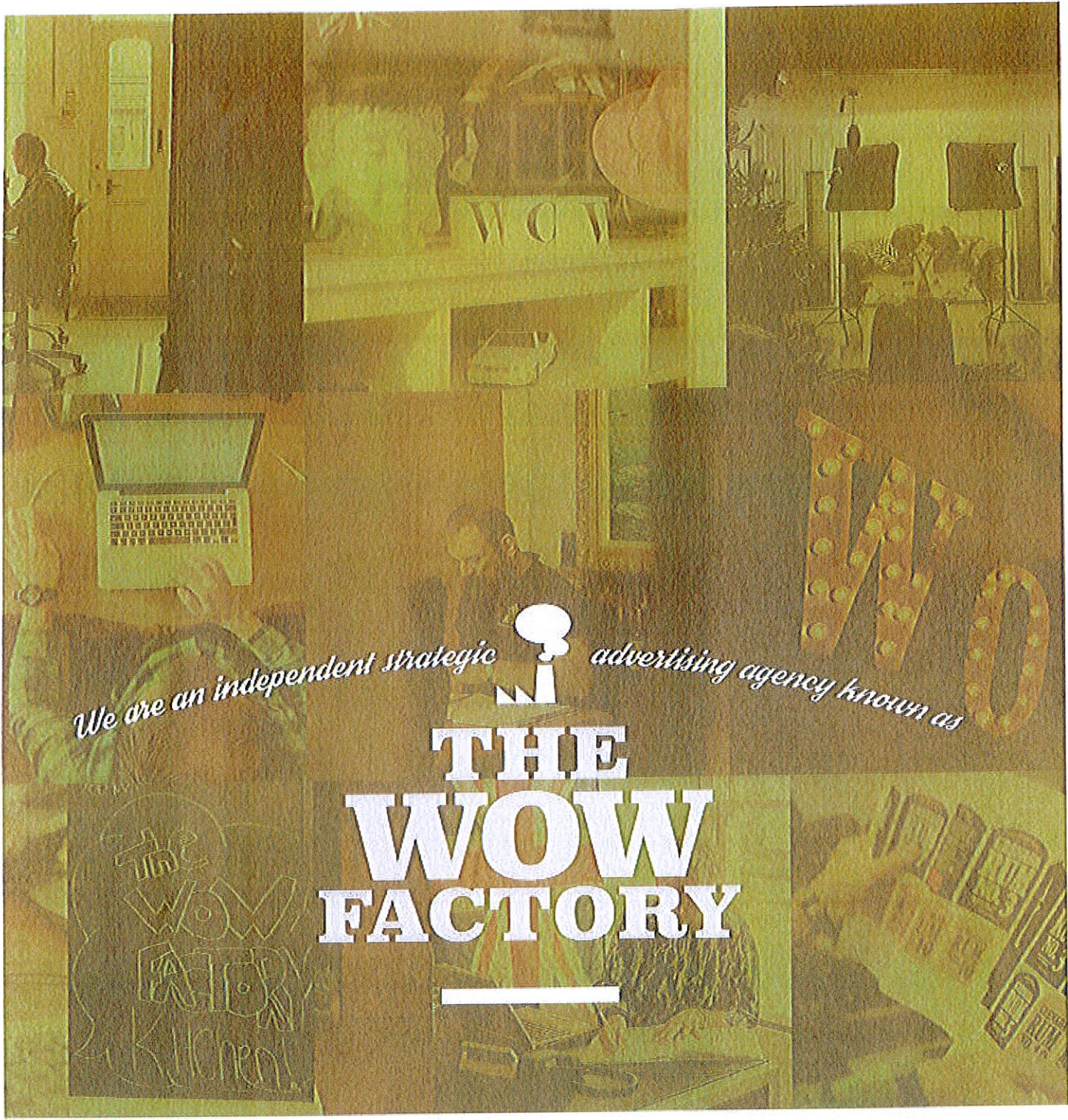
## Notes:

- All costs are subject to VAT (if applicable)
- A PO number will be required before work commences
- Additional costs outside of the above schedule (for example the development of graphics, animations or additional functionality required by you that may arise during the project period) will be invoiced immediately once agreed by you
- Any stock image used will be charged for as an additional cost: 1-9 images at £40 each, 10-49 images at £25 each, 50+ at £15 each. This ensures full legal commercial licensing
- Design and copy include one proof within the price agreed. Any new modifications / amendments will be quoted and charged for separately.
- All concepts, designs, web programming, illustrations, photograph or anything devised or created by TWF will remain the property of TWF, unless otherwise agreed in writing
- Our costs are valid for 3 months from the date of proposal.

The WOW Factory  
 45 High Street Charing  
 Kent  
 TN27 0HU  
[simon.clubley@thewowfactory.co.uk](mailto:simon.clubley@thewowfactory.co.uk)

Pick up the phone  
 01233 713852





# **Tenterden Town Council Design Quotation**

22<sup>nd</sup> May 2017



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The WOW Factory  
 45 High Street Charing  
 Kent  
 TN27 6HU  
[simon.clubley@thewowfactory.co.uk](mailto:simon.clubley@thewowfactory.co.uk)

Pick up the phone  
 01233 713852



Mr Phil Burgess  
Town Clerk  
Tenterden Town Council  
Town Hall  
Tenterden  
Kent

30<sup>th</sup> June 2017

**For consideration at Town Council Highways Committee – July 17<sup>th</sup> 2017**

Dear Mr Burgess

I am the Co-Ordinator for the Woodchurch Road Kent Community Speedwatch Scheme and despite the hard work and hours of commitment given by my team, speeding vehicles continue to be a serious problem along this road.

I have compiled documentation which I submit to you in support of an application for the Town Council to fund 'psychological traffic calming' measures at the top of Clay Hill, Woodchurch Road, Tenterden at an approximate cost of £6-7,000 + VAT.

Verbal agreement has been obtained from Christopher Cordrey-Moore, Schemes Project Engineer for Highways at KCC that there would be no objection from KCC to structures. KCC, however, will not themselves fund this work.

Would you please advise me whether this documentation will be put before The Highways Committee at the above meeting or whether further information is required. If The Town Council agree to take the matter forward, David Ward of Amey has confirmed that he would be happy to meet and discuss further.

Yours sincerely

**REQUEST TO TENTERDEN TOWN COUNCIL TO FUND PLACEMENT OF 'VILLAGE GATES' TOGETHER  
WITH A ROAD TRAFFIC SURVEY FOR THE WOODCHURCH ROAD, B2067 TENTERDEN**

A meeting was held at the Town Hall on 8<sup>th</sup> November 2016 which was attended by Mike Hill, KCC Councillor, Town Councillor Justin Nelson, Phil Burgess Town Clerk, Jennie Watson and Tara O'Shea of KCC Highways, Colin Evans KCC Safety Camera Partnership and Ros Debling, Woodchurch Road Speedwatch Co-Ordinator. **Appendix 1.**

KCC will only carry out work that complies with its Casualty Reduction Programme – with first point of detail using KSIs (Killed or Seriously Injured).

KCC will only consider funding traffic surveys on A roads.

Proposals suggested for the Woodchurch Road at this meeting were to

- 'Erect village gates' and add road markings at Woodchurch Road (Clay Hill)
- Introduce countdown signs to speed limited areas (KCC do not use these)
- TTC could buy a data-collecting SID to collect speeding data

Attendance at the Kent Community Speedwatch conference on 22nd April 2017 provided statistics of ranking for the Top 20 Schemes in 2016. Tenterden (Woodchurch Road) were listed as tenth with 704 motorists having been reported to Kent Police resulting in 33 letters being sent for second detection, 5 for third detection and a staggering 34 for 'High End – 45 mph and above' **Appendix 2**

At the 2016 conference Tenterden was ranked 9<sup>th</sup> for their observations in 2015 **Appendix 3**

A tally of every vehicle passing whilst a Speedwatch session is in progress is kept and then % calculated for number of vehicles that are above 35 mph. The % vary considerably depending on time of day, but without doubt the early morning and late evening produces the highest speeds and the highest percentages. The average was 23% but as of 25<sup>th</sup> May 2017 had dropped to 21%. **Appendix 4**

Since Speedwatch has been operating in the Woodchurch Road, after TCC purchased the SID in May 2015, the total number of drivers logged and reported to Kent Police is 2080. Out of those 96 instances of High End – over 45 mph speeding have been logged - 4.61% of those reported, I am advised that this is a slightly higher percentage than other Schemes in Kent.

Speedwatch is now on-line and with a new Manager in place there is a quicker turn round of letters of advice. Additionally the PCC has shown great support for Kent Speedwatch and uniformed Police officers are hand delivering letters for excessive and high end speeding. The Woodchurch Road has had its first Commercial vehicle logged three times, the last at 7.59 on May 11<sup>th</sup> resulting in a hand delivered letter soon after. **Appendix 5**

I have spoken with the Schemes Project Manager at KCC Highways and Transportation, Javelin Way, Ashford. He advised me that there would be 'no objection in principal' from KCC should the Town



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I have spoken with the Schemes Project Manager at KCC Highways and Transportation, Javelin Way, Ashford. He advised me that there would be 'no objection in principal' from KCC should the Town

Council agree to fund 'village gates' by the 30 mph road signs on Clay Hill. His estimate for this installation was £6-7,000. In order to access the TES Contract with KCC the relevant paperwork is included and contact has been made with Amey. Appendix 6

Ball park costs provided by David Ward of Amey – using the TES Contract with KCC

Cost of installing village gate feature at Clay Hill on one side of road as lack of space on other verge. Based on Glasdon ornamental gateway which includes 30 mph sign and Town nameplate. Also includes new 30 mph sign on opposite side of road to gateway feature;

Construction approx. £3,300

Design fee approx. £1,600

Possible additional costs – Construction (Design and Management) Regulations 2015 (CDM2015) is legislation Amey must comply with. Approx £800

<http://www.hse.gov.uk/construction/cdm/2015/summary.htm> - Addendum 1

There are duties for the client under this legislation

Public utility diversion costs not included (but may not be necessary)

A Road Safety Audit MAY be required approx. cost £1,200

All costs provided are estimated and exclude VAT

This is a saving of £800 by using the TES contract

Second request for a speed survey

Approximate costs for a traffic speed survey in the Woodchurch Road are £900 +VAT

Additional information

A document from the Road Safety Observatory detailing its findings on use of Psychological traffic calming measures. Appendix 7

Results produced by the Department for Transport giving a table of speeds in 9 villages before, one month after and 12 months after installation of 'Gateway' installation. Accompanied by a short explanation on some of those results. Appendix 8

30<sup>th</sup> June 2017



## Parish Speed Indicator Device Scheme

SID

We have been receiving an increased interest in the use of Speed Indicator Devices (SID) from Parish Councils looking for an alternative to the static Vehicle Activated Signs (VAS). As a result of this we have developed a scheme now used by several Parishes.

The arrangement comprises a single SID used at multiple locations on fixed poles in existing 30mph zones, offering a cost effective and simple device for the parish to address inappropriate speed.

The movement and management of the sign will be undertaken by local residents or parish volunteers. In order to comply with traffic signs regulations, the sign must not remain in one location for more than two months and therefore requires regular relocation.

These devices are supplied via our traffic systems maintenance contract at agreed rates and a specific quotation will be provided following a site visit. There are several other manufacturers of similar equipment available but many are not suitable for use on the public highway network.



### Sign equipment

We supply SID signs which are battery powered so they are able to be moved by a single person. Each is supplied with a spare battery and a charger to allow it to be swapped when necessary and both have the option of a data collection facility for a small additional cost. Delivery time will be 8-10 weeks from the order being placed.

There are two versions available; the Mini and Advanced type. Battery life is about four weeks for the Mini and about one week for the Advanced sign; although in either case this is traffic dependent. The Mini sign is relatively lightweight with an electronic display to show vehicle speed, which flashes above the 30mph limit. The Advanced sign has a larger display and includes a 'SLOW DOWN' legend but is significantly heavier. Either sign can easily be transferred between posts by a single person with the right training.

### Poles and brackets

Permanent poles will be installed at the agreed locations following the site visit but this does leave empty poles around the parish for much of the time. Each site will be assessed on an individual basis with due regard to speed limit boundaries, other existing signs and junctions; there are no fixed criteria. Each pole requires a bracket and although one is supplied with the sign, additional ones will be needed for the extra posts. It is possible at some sites to measure traffic speeds in either direction on a single pole but this will require two brackets. It is strongly recommended that a ratio of one SID per 3-5 locations is maintained to comply with movement requirements and retain effectiveness.

### Traffic management and site safety

Some post locations may require traffic management to enable their installation, although this must be avoided for relocating the SID. Basic traffic management using cones/barriers is included in the price but any extra safety measures will require a further site visit and add to the scheme cost, e.g. temporary traffic signals.



## Sign relocation

A small group of local volunteers need to be identified and be responsible for the relocation and battery charging/charging. No lifting equipment will be needed as the poles will be in place so the SID can just be attached to the bracket and secured using the supplied padlocks.

Initial training will be given on the device setup, with further support if needed. The use of hi-visibility vests and PPE are essential and the Parish Council must carry out a risk assessment for the movement of the signs.

A Memorandum of Understanding will need to be signed by the Parish which sets out the roles and responsibilities of each party.

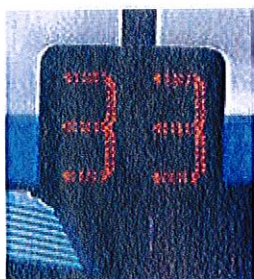
## Maintenance

The signs have a 12 month warranty from the manufacturer but any initial problems can be discussed with the KCC Traffic & Network Solutions team. However, the supplier will be dealt with any technical issues directly with the Parish Council.

Any replacement batteries or new brackets should be procured via KCC to ensure compatibility. It is strongly advised that the SID is covered by Parish Council insurance, as in the event of theft or third party damage we are unable to provide a replacement.

## Finance

Below are sample quotes for a complete SID package, although each will be priced based on the specific requirements following a site survey; quoted prices exclude VAT:



<b>Mini SID package: 8kg sign + 2kg battery (recommended option)</b>		
Mini sign	£3,445	inc. batteries, charger and padlocks
Data collection	£320	option to include software
Galvanised pole	£760	includes post, labour and installation
Mounting bracket	£85	one for each site and direction
Site visit/surveys	£185	includes delivery and training
<b>Typical cost</b>	<b>£6,400</b>	<b>based on three posts</b>



<b>Advanced SID package: 12kg sign + 12kg battery</b>		
Advanced sign	£3,670	inc. batteries, charger and padlocks
Data collection	£320	option to include software
Galvanised pole	£760	includes post, labour and installation
Mounting bracket	£85	one for each site and direction
Site visit/surveys	£185	includes delivery and training
<b>Typical cost</b>	<b>£6,625</b>	<b>based on three posts</b>



# TENTERDEN TOWN COUNCIL

## HIGHWAYS & AMENITIES COMMITTEE AGENDA ITEM NO. 16

17<sup>th</sup> July 2017  
ADMIN LIST NO. 174

REPORT DATE	FAULT LOCATION	FAULT DESCRIPTION	REFERENCE
20.01.2017	No5 Ashford Rd	Usual pavement damage- cracked slabs	260222
25.01.2017	Ashford Road, opposite fire station	Incorrect speed sign (40 instead of 30)	261193
26.01.2017	Admirals Walk	Request for new cul-de-sac signs	261387
09.02.2017	The Pavement	Overgrown hedging/vegetation	264690
10.02.2017	1 Ashford Road	Street light not working	264986
17.02.2017	St. Benets Way	Blocked drain	266402
08.03.2017	75 Ashford Road	Flytipping (skip emptied on grass)	2017/00648
10.03.2017	St Michaels Post Office	Yellow back boards requested	270812
24.04.17	Oaks Road	No street lights working at night	277526
17.05.17	Wayside Avenue	Salt bin broken	280764
02.06.17	Hales Place	Overhanging hedge and nettles	283440
06.06.17	Old Railway Track	Low hanging branches	PROW373082
08.06.17	Oaks Road	Plane Trees epicormic growth	284643
12.06.17	Chestnut Close	Overgrown vegetation at start of Knockwood public footpath	PROW649047
12.06.17	Appledore Rd	Epicormic growth. All trees along Appledore	285215
12.06.17	18-20 High Street	Street light continually on	285258
14.06.17	Oaks Road	Street light not working opposite Hales Close <i>KCC phoned on 30.6.17 - this was passed to the contractor on 15/6.</i>	285523
15.06.17	Path from Leisure Centre to Shrubcote	Severely overgrown vegetation	PROW294904
23.06.17	New build next to 2 Willow Tree TN30 6LD	Overgrown vegetation encroaching on parking bays	287269
26.06.17	7-11 East Cross	Wobbly paving slabs causing trip hazard	287565
27.06.17	Silver Hill	Hedging encroaching on footpath	287754
29.06.17	Beachy Path	Overgrown shrubs/brambles, etc.	288284

03.07.17	Ashford Road, Near Highlands	Overgrown hedge causing single file	288817
03.07.17	Old Railway Track	Tree low/down	Reported to K. Cullen & KCC via email
03.07.17	Orchard Road	Branch hanging down and brambles	288875
03.07.17	The Pavement	Overgrown vegetation	288882
29.06.17	Hales Place	Street light not working	288424



**External Committee 17<sup>th</sup> July 2017**  
**ABC Policy on lettings for new developments**  
**Agenda Item 17**

ABC has given advice regarding allocation of rental properties on new developments in Tenterden.

I have attached extracts of the e-mail correspondence with the Senior Property Manager below:

"I have checked for both of the development sites in Tenterden and have been advised that when letting the rented properties we will be using the Local Lettings Plan that is incorporated in our Lettings Policy.

For rural sites this means that, on first let, we will aim to let 100% to applicants with a proven local connection to the Parish (Tenterden & St Michaels in this case), and a housing need for the type and size of available property. These are not local need properties, therefore we will not offer to people who are adequately housed, and will not under occupy properties. If there are not sufficient applicants with a local connection, we will then let to those without a local connection, but in line with the local lettings plan.

We don't have a leaflet regarding application to the housing register unfortunately. All applications are made on line at [www.kenthomechoice.org.uk](http://www.kenthomechoice.org.uk). "

**Proposals: Information item only. To be included in next newsletter & published on out notice boards.**



Phil Burgess  
Town Clerk

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

**External Committee 17<sup>th</sup> July 2017**

**Kiln Field**

**Agenda Item 18**

Some time ago, following a council resolution, a request was made to ABC to consider transfer of the above land to TTC. The land is situated off Abbott Way and is currently maintained by TTC as a meadow with pathways cut through. The council has agreed to commission a wildlife survey from Kent Wildlife Trust with a view to using the area as a wildlife reserve and a facility for schools to use to learn more about wildlife.

Initially the request was postponed because of the potential link with the Tilden Gill development although ABC did not oppose the transfer in principle. I have enquired again recently and Len Mayatt of ABC will visit TTC and the site at a date to be arranged in August. There is not likely to be any opposition to the transfer

**Proposals: Information Item.**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: Beneficial
Budgetary Impact	: On transfer – legal fees only



[illegible]



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>External</b>							
<b>130 Events &amp; Donations</b>							
4305 Town Events	0	9,000	9,000		9,000	0.0%	
4325 Ad-hoc Donations	0	2,150	2,150		2,150	0.0%	
Events & Donations :- Indirect Expenditure	0	11,150	11,150	0	11,150		0
Movement to/(from) Gen Reserve	0						
<b>190 Capital Projects - Tent 1</b>							
4205 Consultant/Architect/Surveyors	378	0	(378)		(378)	0.0%	
Capital Projects - Tent 1 :- Indirect Expenditure	378	0	(378)	0	(378)		0
Movement to/(from) Gen Reserve	(378)						
<b>310 Caretaker Scheme</b>							
1275 ABC Revenue Income	0	26,000	26,000			0.0%	
1285 KCC Revenue Income	0	8,000	8,000			0.0%	
Caretaker Scheme :- Income	0	34,000	34,000				0
4170 ABC Capital Expenditure	17,425	0	(17,425)		(17,425)	0.0%	
Caretaker Scheme :- Indirect Expenditure	17,425	0	(17,425)	0	(17,425)		0
Movement to/(from) Gen Reserve	(17,425)						
<b>320 Highways &amp; Amenities External</b>							
1340 Allotment Income	(600)	0	600			0.0%	
1380 Bench Donations	(355)	0	355			0.0%	
Highways & Amenities External :- Income	(955)	0	955				0
4705 Vehicle/Mach. Purchases	2,306	0	(2,306)		(2,306)	0.0%	
4710 Fuel	620	0	(620)		(620)	0.0%	
4715 General Grounds Maintenance	1,470	0	(1,470)		(1,470)	0.0%	
4720 Vehicle Insurance	1,101	0	(1,101)		(1,101)	0.0%	
4725 Bench Expenditure	325	0	(325)		(325)	0.0%	
4735 Tools & Sundries	21	0	(21)		(21)	0.0%	
4750 Christmas Lights	45	0	(45)		(45)	0.0%	
Highways & Amenities External :- Indirect Expenditure	5,887	0	(5,887)	0	(5,887)		0
Movement to/(from) Gen Reserve	(6,842)						



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>330 General-External</b>							
4155 Participatory Budgeting	0	1,500	1,500		1,500	0.0%	
4160 Community Involvement	0	2,500	2,500		2,500	0.0%	
4725 Bench Expenditure	0	1,000	1,000		1,000	0.0%	
4750 Christmas Lights	0	11,000	11,000		11,000	0.0%	
General-External :- Indirect Expenditure	0	16,000	16,000	0	16,000		0
Movement to/(from) Gen Reserve	0						
External :- Income	(955)	34,000	34,955			(2.8%)	
Expenditure	23,691	27,150	3,459	0	3,459	87.3%	
Movement to/(from) Gen Reserve	(24,646)						
Grand Totals:- Income	(955)	34,000	34,955			(2.8%)	
Expenditure	23,691	27,150	3,459	0	3,459	87.3%	
Net Income over Expenditure	(24,646)	6,850	31,496				
Movement to/(from) Gen Reserve	(24,646)						

