

09/04/2019

Tenterden Town Council

Page 1

12:17

Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
External							
130 Events & Donations							
4305 QE1190 Events	7,150	10,500	3,350		3,350	68.1%	
4310 Community Chest Grants	114,416	165,000	50,584		50,584	69.3%	
4315 War Memorial	1,236	4,500	3,264		3,264	27.5%	
4325 Grants to Organisations	6,121	5,000	(1,121)		(1,121)	122.4%	
4335 One off Grants	3,430	0	(3,430)		(3,430)	0.0%	
Events & Donations :- Indirect Expenditure	132,353	185,000	52,647	0	52,647	71.5%	0
Movement to/(from) Gen Reserve	(132,353)						
190 Capital Projects - Tent 1							
1190 Sale of Land	84,743	0	(84,743)			0.0%	
Capital Projects - Tent 1 :- Income	84,743	0	(84,743)				0
Movement to/(from) Gen Reserve	84,743						
310 Caretaker Scheme							
1275 ABC Revenue Income	22,876	22,876	0			100.0%	
1285 KCC Revenue Income	15,110	15,000	(110)			100.7%	
Caretaker Scheme :- Income	37,986	37,876	(110)			100.3%	0
4000 Staff Costs	43,847	55,000	11,153		11,153	79.7%	
4245 PPE & Clothing	1,276	1,000	(276)		(276)	127.6%	
4700 Vehicle/Mach. Repairs & Maint	5,340	3,600	(1,740)		(1,740)	148.3%	
4705 Vehicle/Mach. Purchases	3,843	10,000	6,157		6,157	38.4%	
4710 Fuel	1,730	2,500	770		770	69.2%	
4715 General Grounds Maintenance	6,180	6,000	(180)		(180)	103.0%	
4720 Vehicle Insurance	565	1,000	435		435	56.5%	
4735 Tools & Sundries	304	500	196		196	60.9%	
Caretaker Scheme :- Indirect Expenditure	63,085	79,600	16,515	0	16,515	79.3%	0
Movement to/(from) Gen Reserve	(25,099)						
320 Highways & Amenities External							
1330 Bowling Green	167	200	33			83.3%	
1340 Allotment Income	143	100	(43)			142.5%	
1370 Friday Market	4,570	0	(4,570)			0.0%	
1380 Bench Donations	946	0	(946)			0.0%	
Highways & Amenities External :- Income	5,825	300	(5,525)			1941.6%	0
4110 VSW Contribution	0	10,000	10,000		10,000	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4375 Friday Market	2,339	0	(2,339)		(2,339)	0.0%	
4675 Speed Indicator Device	6,138	0	(6,138)		(6,138)	0.0%	
4680 3G Pitch Hire	500	0	(500)		(500)	0.0%	
4715 General Grounds Maintenance	188	0	(188)		(188)	0.0%	
4725 Bench Expenditure	1,753	500	(1,253)		(1,253)	350.6%	
4750 Christmas Lights	27,336	40,000	12,664		12,664	68.3%	
Highways & Amenities External :- Indirect Expenditure	38,255	50,500	12,245	0	12,245	75.8%	0
Movement to/(from) Gen Reserve	(32,430)						
External :- Income	128,554	38,176	(90,378)			336.7%	
Expenditure	233,693	315,100	81,407	0	81,407	74.2%	
Movement to/(from) Gen Reserve	(105,138)						
Grand Totals:- Income	128,554	38,176	(90,378)			336.7%	
Expenditure	233,693	315,100	81,407	0	81,407	74.2%	
Net Income over Expenditure	(105,138)	(276,924)	(171,786)				
Movement to/(from) Gen Reserve	(105,138)						

TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

KILN FIELDS RESERVE AND WILDLIFE VENUES SUB-COMMITTEE

NOTES OF A MEETING HELD ON 20.05.19

PRESENT:

Town Councillors: Mrs. J. Curteis (Chair), Mr C. Knowles, Dr. L. Lovelidge

Non-Councillors: Vicki Bance, Tracy Burdett, John Burnell, Jean Sugden

Tenterden Town Council Staff: Lesley Owers taking notes.

1. **APOLOGIES FOR ABSENCE.** J. Crawford, Mrs N. Gooch, Mrs. P. Smith and Mrs. C Walder.
2. **CO-OPTION OF NIKKI GOOCH AND JEAN SUGDEN AS RESIDENT MEMBERS.** Callum Knowles and Lisa Lovelidge proposed that Jean Sugden and Nikki Gooch join the Kiln Field Sub-Committee as resident members. As Nikki Gooch was absent it was agreed to defer her co-option until she was present at the next meeting.
3. **INTRODUCTION TO TRACY BURDETT FROM THE SCHOOLS TRUST.** Callum Knowles welcomed Tracy Burdett from the Schools Trust to the meeting and gave her a brief introduction on the history and future plans for Kiln Field. The Schools Trust would take a consultative role and as Kent Wildlife Trust put proposals forward, things could be constructed around it and children from both the infants and the juniors would be included. It would be like having a living classroom. It would be good for the children to get involved and take ownership of the countryside and to learn about wildlife and form a bond with green spaces. Tracy said she attends TST meetings at Homewood and will try to bring Homewood in on this. Callum advised Tracy that the Committee meets once every 6 weeks and suggested that a meeting on site would be a good idea.
4. **MINUTES OF MEETING ON MARCH 18TH.** The minutes of the last meeting held on 18th March were agreed.
5. **MATTERS ARISING.** None.
6. **UPDATE ON NATURE CONSERVATION MANAGEMENT PLAN.** An email had been received from Camilla Blackburn at KWT advising that she was working on the first draft of the management plan but had put forward some points for discussion at the meeting:

- A tree safety survey needs to be carried out as a priority. This will be included with the Tree Management Plan.

Action: TTC will organise.

- The pond will need some clearance work if it is to retain its function as a balancing pond, as great crested newts are known to have used this pond and it was recommended that an eDNA test is carried out between 15th April and 30th June. KWT could provide us with a quote for this work. Silt from the pond would have to be disposed of in an appropriate way. KWT would like to know what Planning Conditions were put on the site in relation to the Nature Reserve as the silt could be spread on to the grassland. Callum advised that there is a Covenant on the Lease that the land is solely used for recreational use and in the Master Lease that there is a suitable Management Plan. There is a Covenant on a water pipe inside the gate to Kiln Field and the land cannot be built on.

Action: To obtain some quotes from contractors for the pond clearance work.

- There are some invasive species present on the site, notably Himalayan balsam.

Action: The maintenance team at TTC will remove the Himalayan balsam from the site.

- KWT asked for confirmation of how the main grassland/meadow is being managed as a hay cut is needed. Advised the maintenance team cut the grass once a year (in October) and the pathways every 3-4 weeks.
- KWT asked how the hedgerows were being managed. The hedges either side of the gate are maintained by the residents and the rest of the hedges on the righthand side are maintained by the maintenance team.

KWT advised they had found 18 early purple orchids spikes on the southern boundary.

7. **UPDATE ON GRANT FUNDING:** Callum Knowles reported that he can give grants from Ashford Borough Council and that there are larger grants to go for. Guy Day has given a couple of thousand pounds. There is about £800

from the Redrow Section 106 Agreement and Callum will give £500. Vincent Ganley had made an application for a Sussex Lund grant but there was no update on this.

- 8. WILDFLOWERS ON VERGES.** It was agreed that the verges to be left to wildflowers should be identified, signs should be put up as soon as possible so that people know why the verges have been left and there should be a press release advising the public. It was decided that the first selection of verges would be between the football field in the Appledore Road, down the left hand side to the Belgar trackway and also the verge at the back of St. Michael's Recreation Ground. It was suggested to trim the edges of the verges so they looked tidier and it was clear they were being managed. The verges in front of people's houses would not be included. If the maintenance team have any problems or suggestions they should let us know.

Action: The maintenance team would start this as soon as possible and signs would be ordered and placed on the verges as soon as possible.

- 9. WILDLIFE AND PLANT LIFE LISTS PROVIDED BY JON BURNELL.** Jon Burnell's Wildlife and Plant Life Lists were shown to the group. Jon has many more species to add and lots of photos and he will email these to the Town Hall for circulation to the group.

Action: Lesley to email the current Wildlife and Plant Life list to the group. Jon Burnell will continue to send his lists through and will email his wildlife photographs too.

- 10. ANY OTHER BUSINESS.** Jean Sugden asked what her role was to be in the group. Callum suggested that Jean should bring her knowledge to the group.

It was suggested that we enquire about adoption of the land at the entrance to Chalk Avenue on the righthand side to leave to nature and to create a wildlife area. Callum asked if TTC could email Mike Hill at KCC to enquire whether this would be possible.

Action: Lesley would send an email to Mike Hill at KCC.

- 11. DATE OF NEXT MEETING:** Friday 31st May at 5.30 p.m.

TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

KILN FIELDS RESERVE AND WILDLIFE VENUES SUB-COMMITTEE

NOTES OF A MEETING HELD ON 31.05.19

PRESENT:

Town Councillors: Mrs. J. Curteis (Chair), Dr. L. Lovelidge, Mrs C Walder

Non-Councillors: Vicki Bance, John Burnell, Roger Finniss, Jean Sugden

Tenterden Town Council Staff: Lesley Owers taking notes.

1. **APOLOGIES FOR ABSENCE.** J. Crawford, C Knowles, Mrs N. Gooch, Mrs. P. Smith.
2. **BUDGET DISCUSSIONS.** The Committee would like to request a budget of £5,000 from Council for the costs associated with the development of Kiln Field Nature Reserve.
3. **SUGGESTIONS FOR MAINTENANCE OF GRASS VERGES FROM ROGER FINNISS.** Roger Finniss suggested and it was agreed that the verges that would be left to wildlife would be Appledore Road (along Homewood Playing Field from East Hill to the Shrubcote entrance, at Beacon Oak crossroads in Woodchurch Road, Ashford Road/St .Michael's, Opposite Fat Ox public house in Ox Lane, the entrance to Leslie Crescent, St. Michael's Rec (4 metres along Denne fence), Rolvenden Road – Westwell on both sides of the road, Coombe Lane Cemetery, The Millennium Garden and Kiln Field.
4. **SIGNAGE FOR GRASS VERGES.** It was agreed that the public should be made aware of the decision to leave some grass verges to wildlife and that a press release should be sent out from Richard Harvey advising the public of this. Once this has been done then the signage can be displayed on the grass verges.
5. **GREAT CRESTED NEWTS EDNA SAMPLING SURVEY.** The quote from KWT for the Great Crested Newt eDNA Sampling Survey was accepted.
6. **ANY OTHER BUSINESS.** It was suggested that the public should be kept informed of the progress at Kiln Field and that information should be put in the notice boards in the town advising them of the work in progress and that a press release should also be sent by Richard Harvey.
7. **DATE OF NEXT MEETING:** Friday 5th July at 5.30 p.m.

External Committee 10th June 2019

Cinema Illustrations

Agenda Item 9b

At the presentation of the new plans for the cinema (a pdf of the presentation is attached), the architects (Burrell Foley Fischer) were asked for illustrative artist's impression drawings to accompany the plans.

I have since heard from BFF and the two illustrations will be provided for £1000.

Following a presentation to the Green Spaces Group and councillors, additional illustrative requirements were suggested and seem sensible:

- a) An overlaid plan of the site showing
 - 1. The existing footprint
 - 2. Alternative option 1
 - 3. Alternative option 2
 - 4. The full extent of the garden to the south
- b) The "section" diagrams of alternative option 2. I.e. the profile drawing of the plan and the rear elevation

I will contact the architect's regarding a price on the latter requirements

Proposal: That consideration be given to:

- 1. The commissioning of illustrative drawings/sketches to accompany the plans
- 2. That a budget be agreed for the additional diagrams.



Phil Burgess
Town Clerk

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



**Presentation to Tenterden Town Council and the Cinema Focus Group on
Pre-Application for the conversion of the Pebbles Building into a 2 screen
digital cinema with a cafe/bar**

by Stefanie Fischer of Burrell Foley Fischer LLP

21 May 2019

BURRELL FOLEY FISCHER
ARCHITECTS AND URBAN DESIGNERS

Resume of Site Options Appraisal: confirmation of the Pebbles Building as the preferred option for developing a 2 screen cinema with a café bar

1

The Site Options Appraisal for a Town Cinema in Tenterden, examined the relative merits of four buildings and sites identified by Tenterden Town Council against agreed assessment criteria.

Based on this high level assessment, the Pebbles Building was confirmed as the preferred option. Key criteria that weighed in its favour were:

- Deliverability; it is owned by Tenterden Town Council and currently leased to White Stuff on a lease that expires in 2021;
- Capital contribution required by Tenterden Town Council; as it is in the ownership of Tenterden Town Council there would be no acquisition costs and the capital costs for the refurbishment options were significantly lower than for the new build options assessed as part of the Site Options Appraisal;
- Capacity to provide a 2 screen digital cinema venue with a cafe bar that would meet the expectations of a cinema operator and audience;
- Positive contribution, through increased footfalls on the High Street, to the trading of local businesses;
- Opportunity to meet the objectives of the legacy of 55 High Street by Alice Wood to Tenterden Town Council that the Pebbles Building, together with Memorial Garden, should provide amenity to the residents of Tenterden.

Key risks of developing the Pebbles Building as a cinema identified in the Site Options Appraisal – Advice to make a Pre-Application

2

A key risk identified in the Site Options Appraisal of developing the Pebbles Building as a two screen cinema was the impact on the fabric of a building Listed Grade II.

Tenterden Town Council have acted on the recommendation in the Site Options Appraisal to make a Pre-Application to Ashford Borough Council to establish the acceptability, in principle of the proposals.

As Ashford Borough Council no longer provide Pre-Application advice on developments requiring Listed Building Consent, Pre-Application advice was sought from Historic England South East.

Desk top research to inform the Pre-Application

3

As part of the preparation of the Pre-Application, desk top research on the Pebbles Building and site has been carried out.

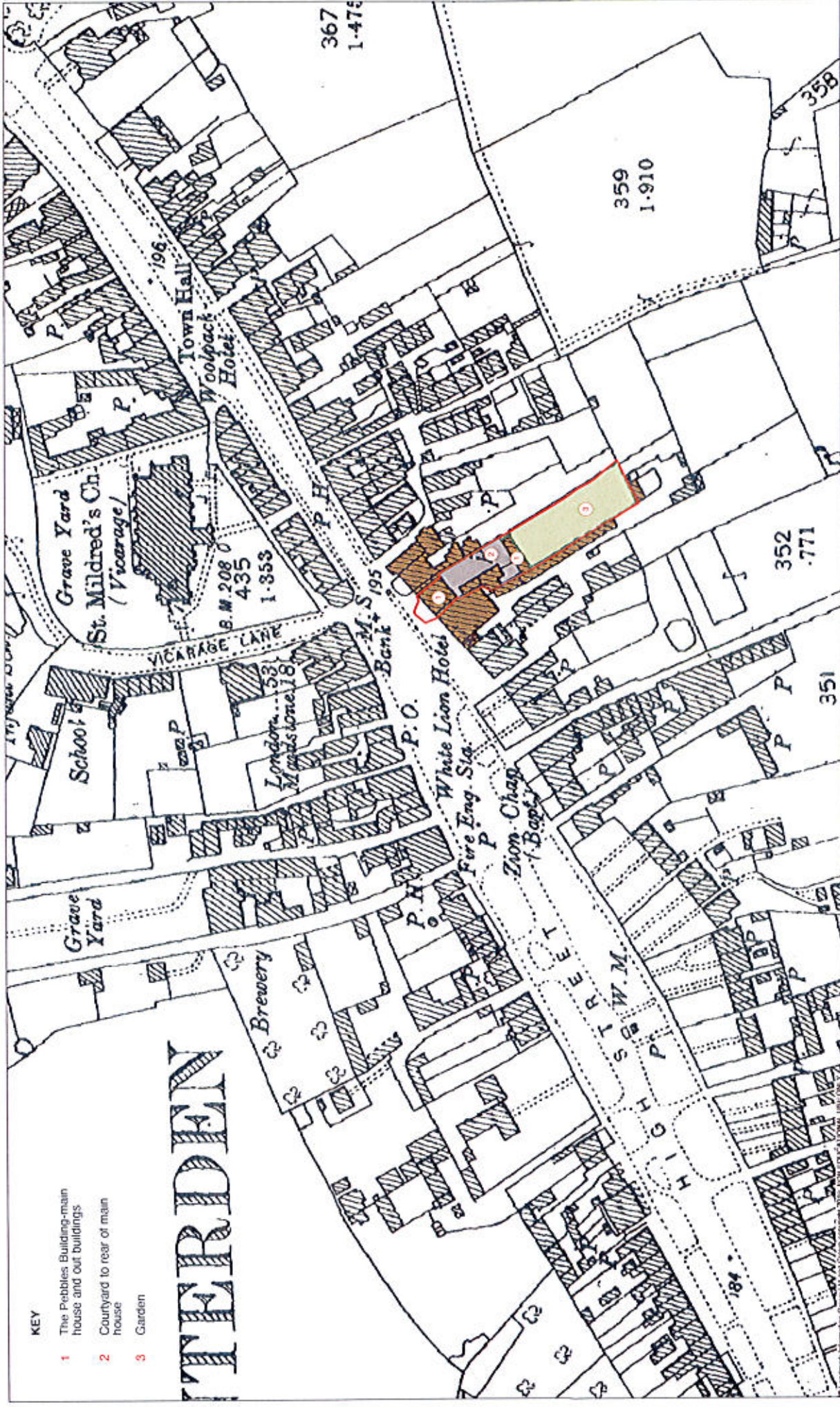
This has informed a Heritage Impact Assessment of the high level proposals illustrated in the Site Options Appraisal.

In the light of the findings of the desk top research and Heritage Impact Assessment, alternative approaches have been considered that deliver the brief for a two screen digital cinema and cafe bar, while reducing the impact on the heritage asset.

In addition, opportunities to establish a better visual and physical connection between the foyer and cafe bar in the ground floor of the Pebbles Building and Memorial Garden have been considered.

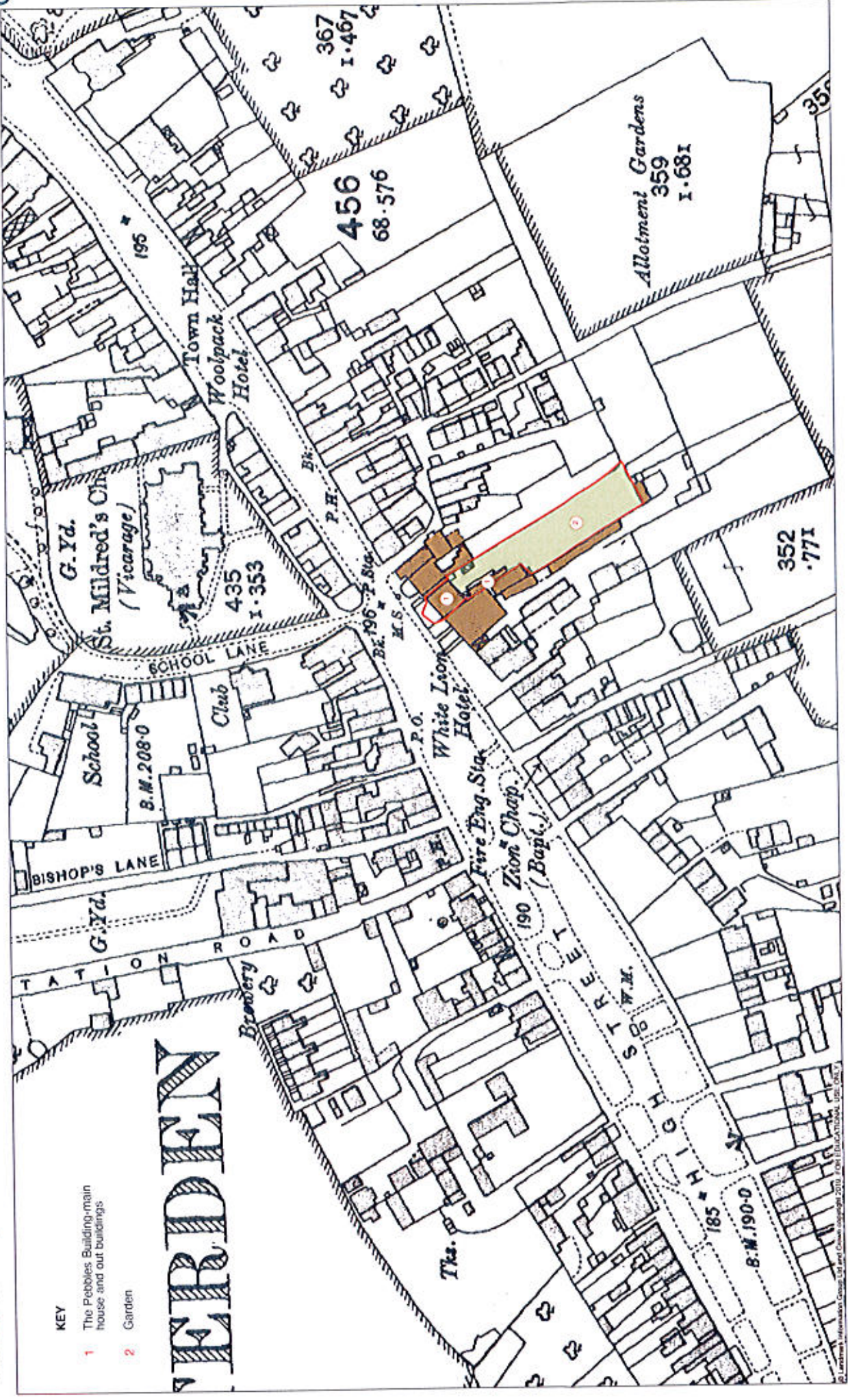
Historic Map of Site – 1870s

4



Historic Map of Site – 1900s

6



Map of the Site – Current

7

- KEY**
- Site boundary The Pebbles Building
 - 1 The Pebbles Building-main house
 - 2 Late 20th Century extension
 - 3 Garden



The Story of The Pebbles

8

- Dates from 1777
- Replaced a large 15th century house of which a small part remains
- Exterior of the main 3 storey building is largely of wood, though built to appear as if of stone
- Timber-framed structure
- Ground floor faced with wooden panels chamfered to imitate masonry blocks
- Upper storeys are tile-hung
- Quoins and moulded eaves cornice are of wood
- The Pebbles (No 55 High Street) is Grade II listed as part of a group of buildings that extends from No 53 to No 67 High Street

- The Pebbles was presented to the town on 29 March 1945 by Alice Wood
- The Deed of Gift was:
 - “To perpetuate the memory of those inhabitants of the Ancient Borough of Tenterden who have fallen in the service of their Country during the present War solely for the benefit of the inhabitants of and visitors to the said Borough”*
- Uses since 1945 include:
 - County library on ground floor
 - Offices on upper floors
 - ‘White Stuff’ shop
- The development of a Town Cinema with a café/bar and improvements to Memorial Garden would respect the objectives of the Deed of Gift.

Site Options Appraisal – High level review of The Pebbles Building Site Plan

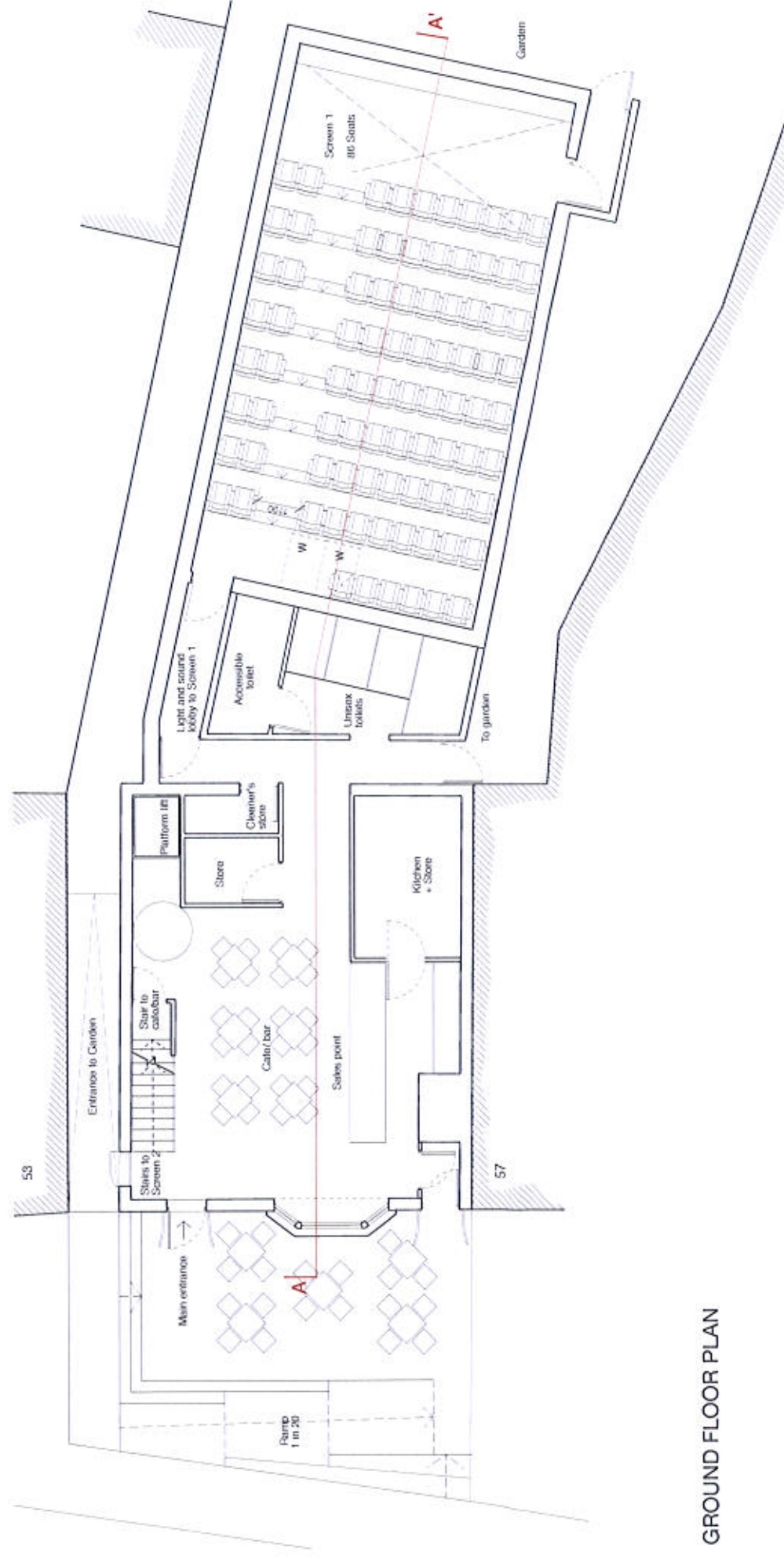
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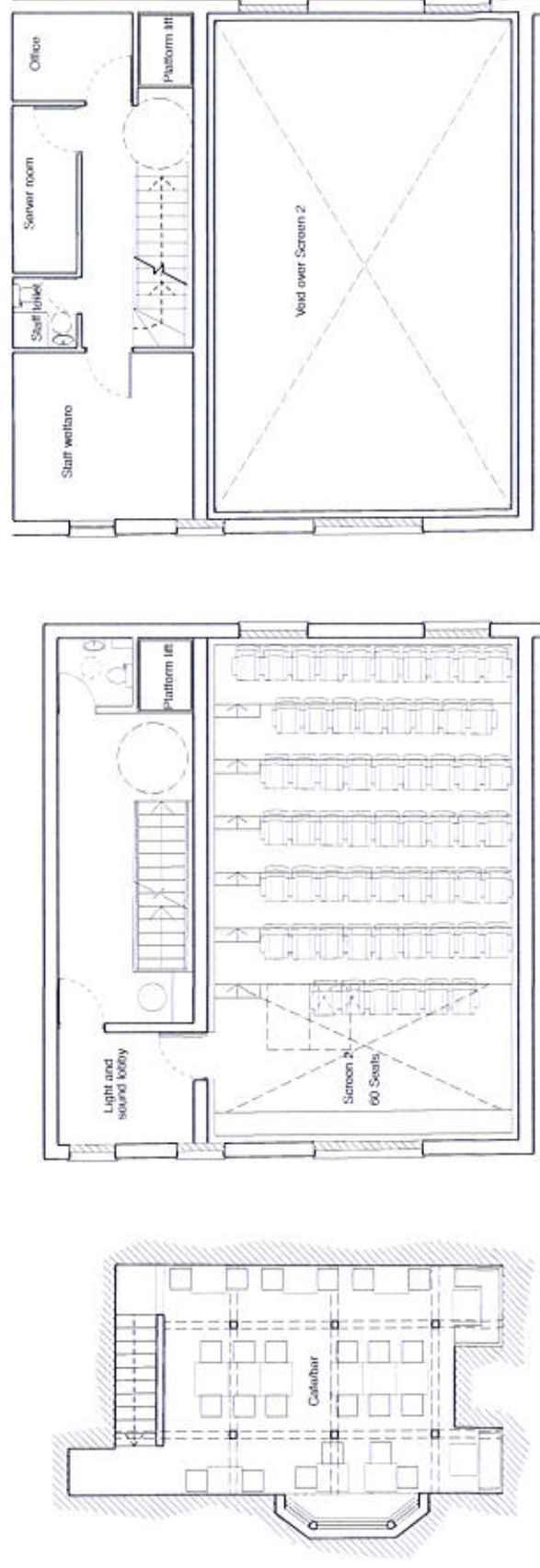
Site Options Appraisal – High level review of The Pebbles Building

Indicative Ground Floor Plan

10



Site Options Appraisal – High level review of The Pebbles Building Indicative Basement, First and Second Floor Plans



SECOND FLOOR

FIRST FLOOR

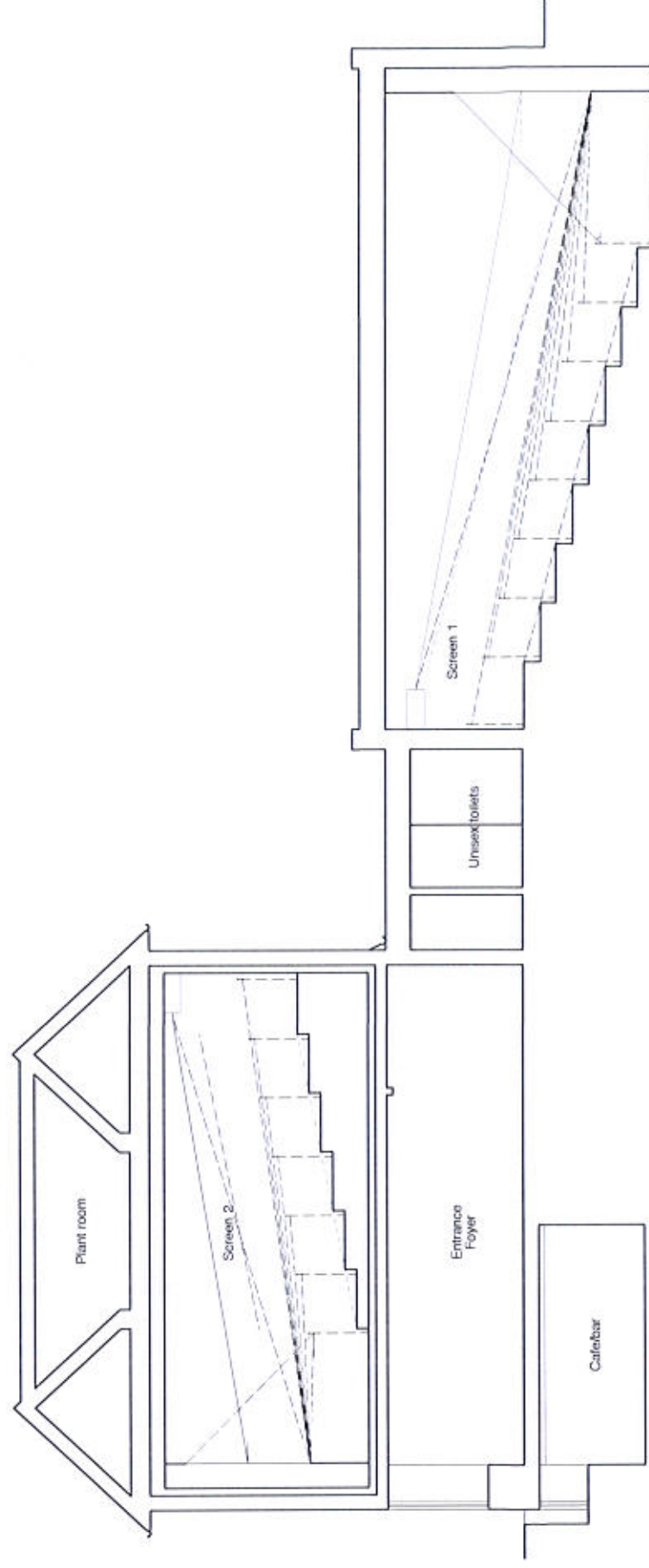
BASEMENT

NOT TO SCALE

Site Options Appraisal – High level review of The Pebbles Building

Indicative Longitudinal Section

12



SECTION

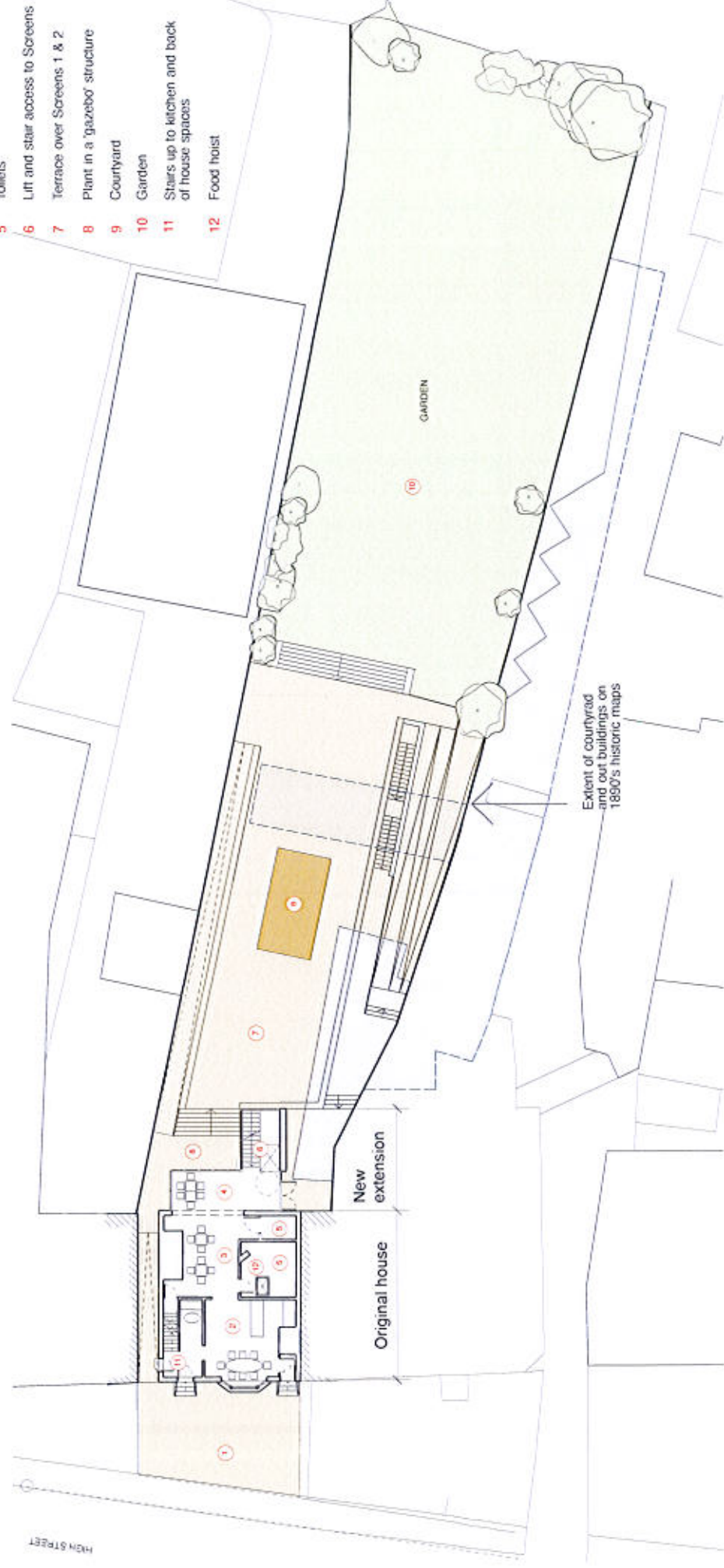
NOT TO SCALE

Tenterden Cinema

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ARCHITECTS AND URBAN DESIGNERS

(Screen 1 & 2 in new 2/3 basement to rear of original house with terrace over the Screens)

- 1 Forecourt
- 2 Entrance foyer and cafe
- 3 Cafe
- 4 Glazed extension with cafe tables
- 5 Toilets
- 6 Lift and stair access to Screens
- 7 Terrace over Screens 1 & 2
- 8 Plant in a 'gazebo' structure
- 9 Courtyard
- 10 Garden
- 11 Stairs up to kitchen and back of house spaces
- 12 Food hoist

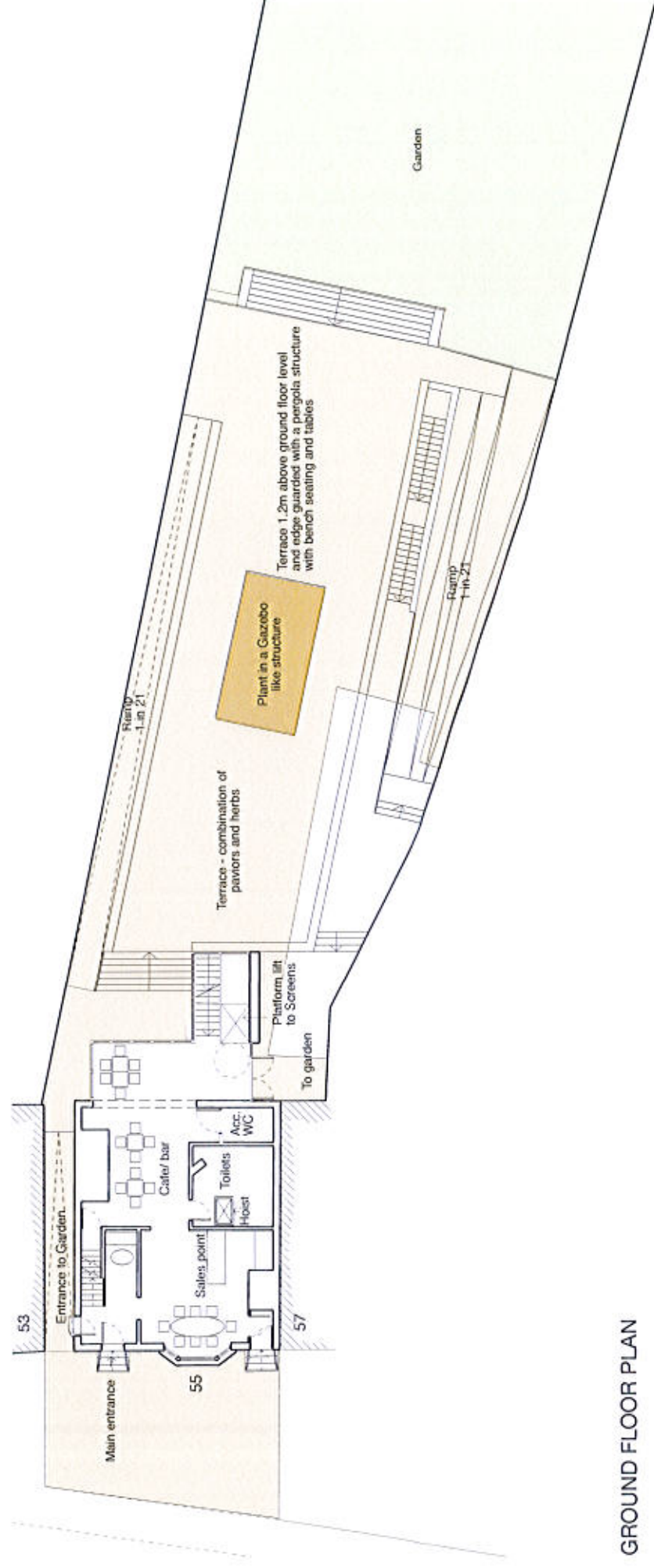


GROUND FLOOR PLAN

NOT TO SCALE

Pre-Application – Alternative Approach 1

(Screen 1 & 2 in new 2/3 basement to rear of original house with terrace over the Screens)
Indicative Ground Floor Plan

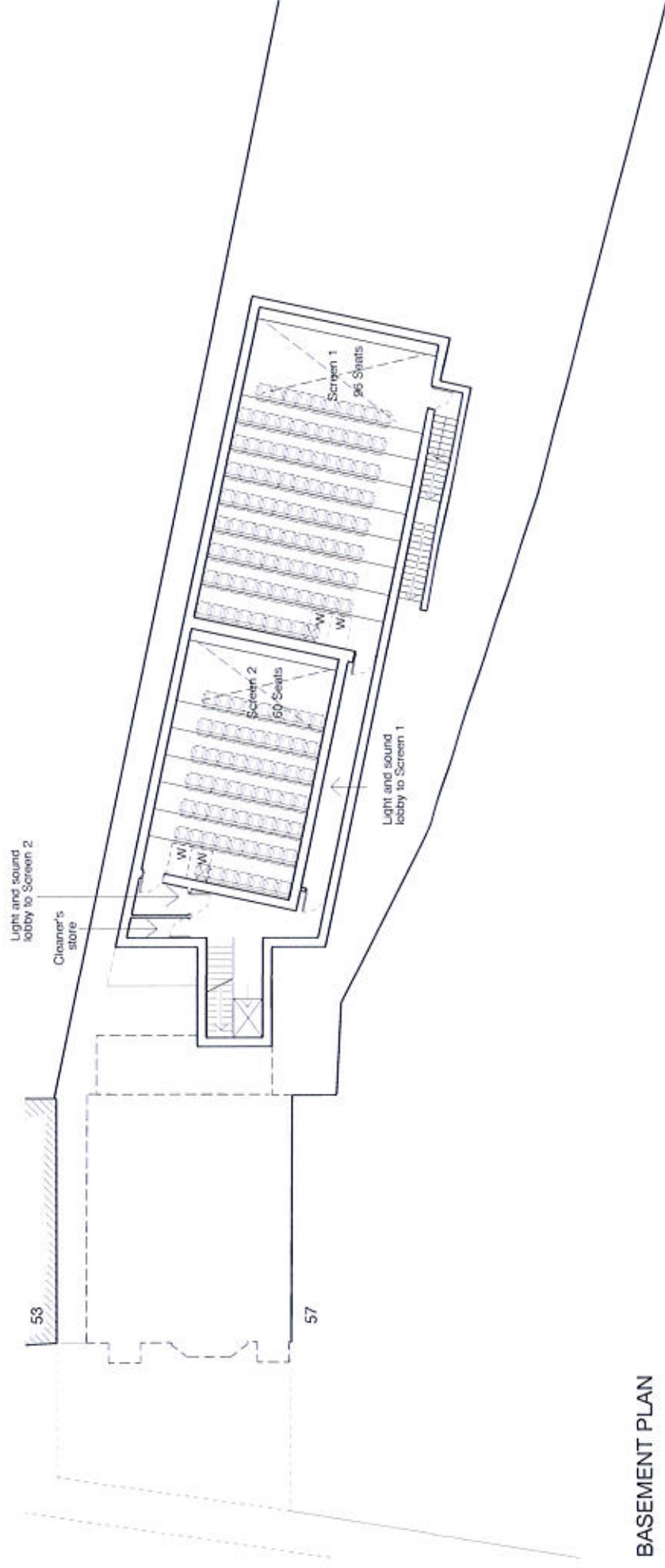


GROUND FLOOR PLAN

NOT TO SCALE

Pre-Application – Alternative Approach 1

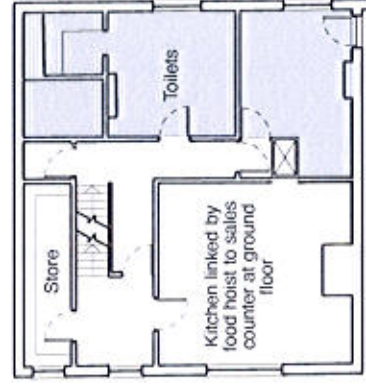
(Screen 1 & 2 in new 2/3 basement to rear of original house with terrace over the Screens)
Indicative Basement Plan



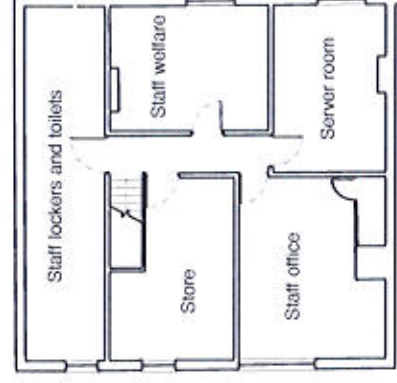
NOT TO SCALE

Pre-Application – Alternative Approach 1

(Screen 1 & 2 in new 2/3 basement to rear of original house with terrace over the Screens)
Indicative First and Second Floor Plans



FIRST FLOOR PLAN



SECOND FLOOR PLAN

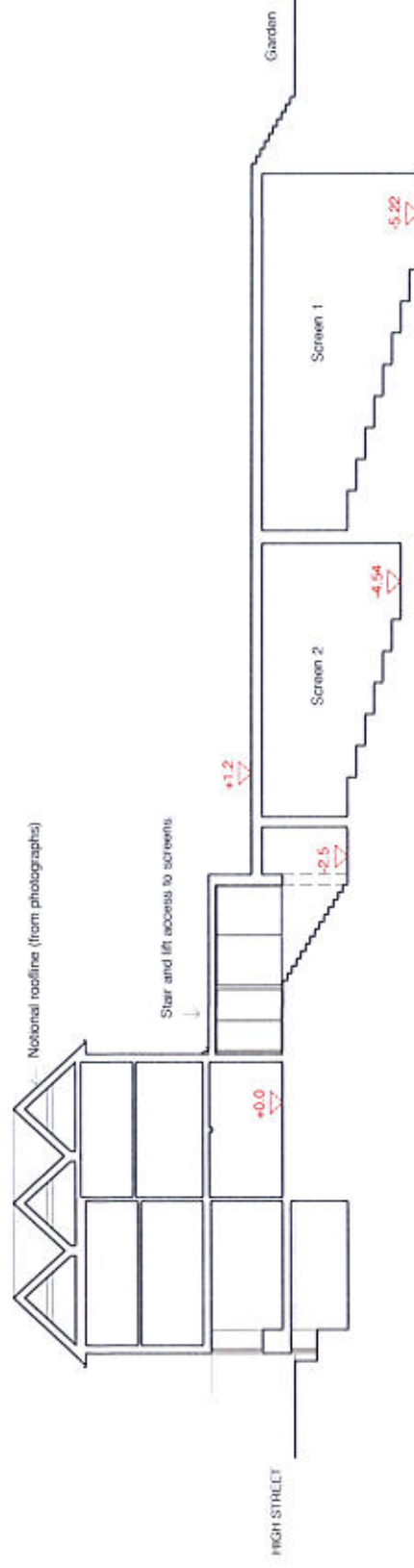
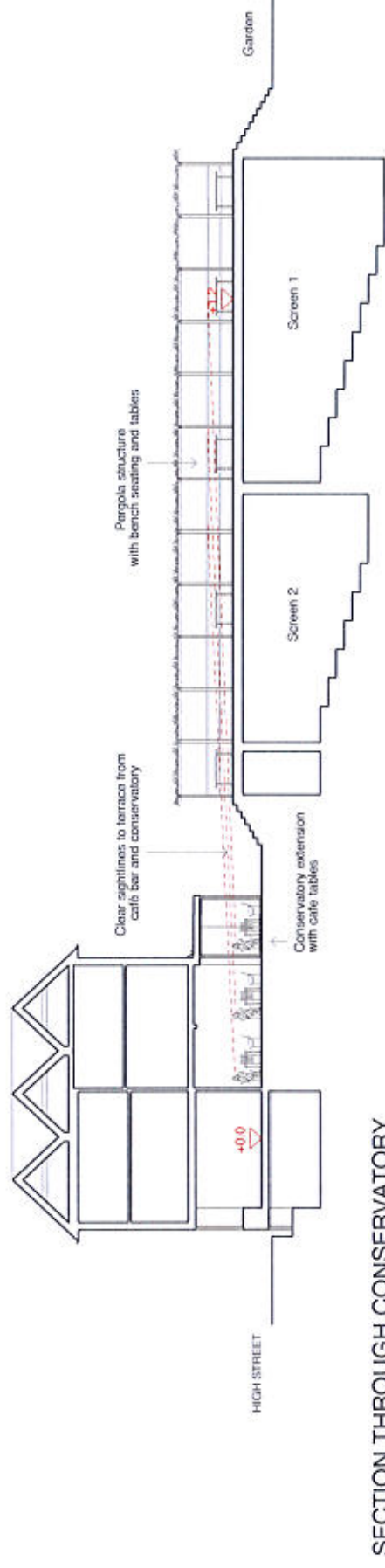
Note, the Basement could be brought into use as a bar, as proposed in the Site Options Appraisal

NOT TO SCALE

Pre-Application – Alternative Approach 1

(Screen 1 & 2 in new 2/3 basement to rear of original house with terrace over the Screens)
Indicative Sections

17



SECTION THROUGH ACCESS TO SCREENS

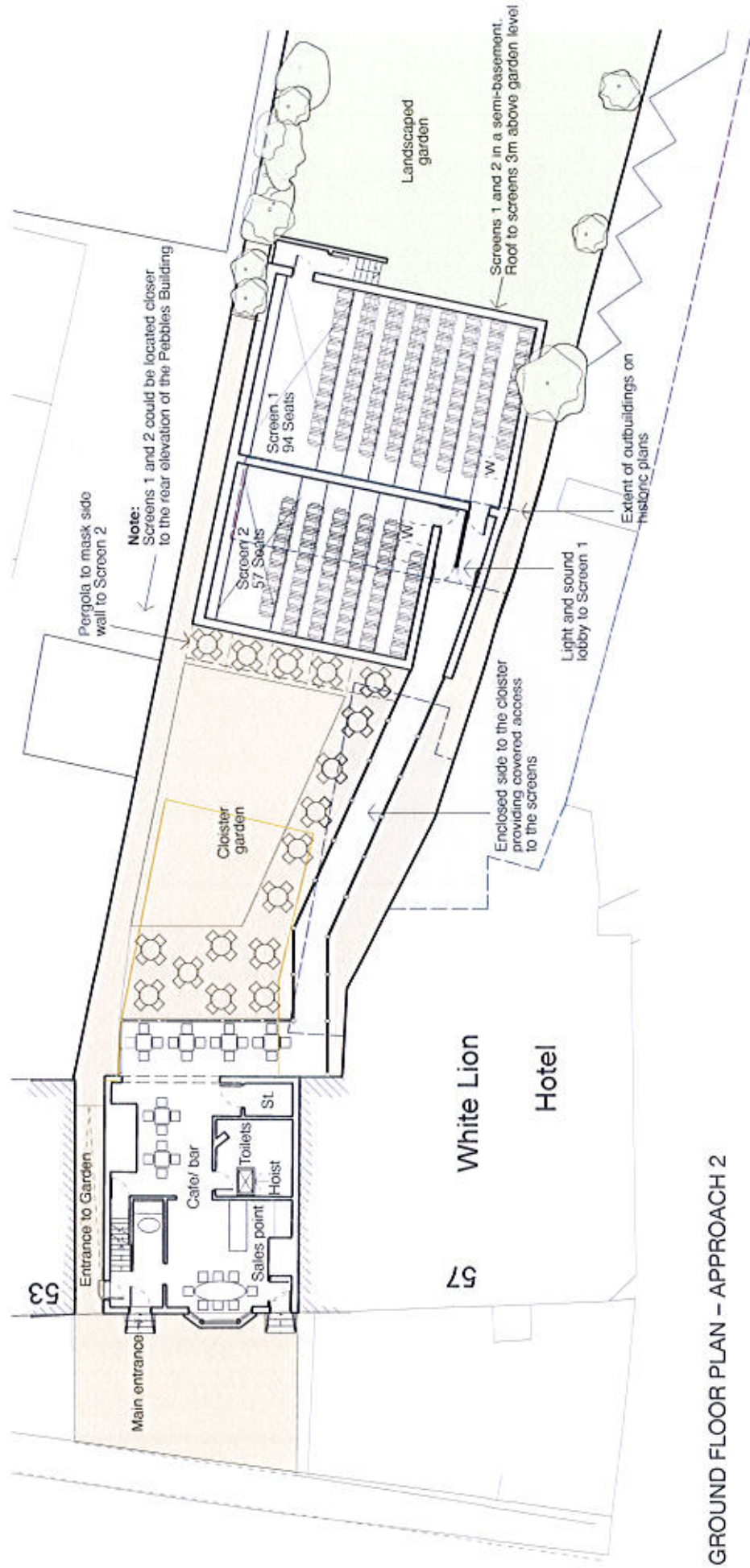
NOT TO SCALE

Tenterden Cinema

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ARCHITECTS AND URBAN DESIGNERS

Pre-Application – Alternative Approach 2

(Screen 1 & 2 in new 1/3 basement with a cloister garden between the original house and Screens)
Indicative plan showing Ground Floor of Main House and Screens 1 & 2 in 1/3 basement



Note, the Basement, First Floor and Second Floor would be as for Alternative Approach 1

NOT TO SCALE

GROUND FLOOR PLAN – APPROACH 2

Site Options Appraisal – high level review

- Agree with the findings of the Heritage Impact Assessment carried out by Burrell Foley Fischer LLP, that the proposals at Site Options Appraisal Stage would have a high impact on the architectural and historic significance of the Pebbles Building.

Pre-Application – alternative approaches 1 and 2

- Consider that the alternative approaches represent an opportunity to enhance the setting of the Pebbles Building, with the removal of the unattractive late 20th century extension and the re-creation of a courtyard and ancillary accommodation, which historic mapping suggests once existed to the rear of the main house.
- Overall, expressed a slight preferences for Alternative Approach 2. While the new building in Alternative Approach 1 would be lower, Alternative Approach 2 requires less excavation and thus reduces potential archaeological impact.

Generally

- The project presents an opportunity to enhance historic joinery throughout the main building with the removal of modern joinery and partitions where they exist, thus revealing more of the building's historic appearance.
- Supported exploration of the potential use of the basement to the main building as a bar, and the potential impacts this could have on the significance of the listed building.
- Supported the design and construction of new buildings to the rear of the main buildings, in a contemporary idiom provided the detailing and materials are all of high quality.

Archaeology

- Recommended early engagement with Ashford Borough Council's archaeological advisors at Kent County Council.

Development Control

- Recommended early engagement with the Planning Department as Ashford Borough Council.

Note a Pre-Application is ready to lodge, if instructed by Tenterden Town Council



Historic England

Ms Stefanie Fischer
Burrell Foley Fischer LLP
Studio 9
Southgate Road
LONDON
N1 3LY

Direct Dial: 0207 973 3700

Our ref: PA00944345

26 April 2019

Dear Ms Fischer

Pre-application Advice

PEBBLES BUILDING, 55 HIGH STREET, TENTERDEN

Thank you for consulting Historic England on proposals for a new two screen cinema building in the grade II listed Pebbles building in Tenterden. I very much enjoyed our recent site visit which was helpful in understanding the proposed options. I hope the following is therefore useful as you continue refining proposals for a cinema here.

The Pebbles building (53 and 55 High Street) is significant as a good example of a pair of 18th century town houses. Constructed in timber, the building was detailed to appear grander than it really was by using timber blocks to imitate masonry on the ground floor and the quoins with tile hanging on the upper floors. All of this adds to its characterful appearance. No 55 - the subject of this pre-application - is now used as a shop while the rooms above are largely unused. These uses neatly fit the existing domestic plan form which survives, with the exception of the ground floor which has altered, largely intact.

An initial option for a cinema included locating one of two cinemas in the upper floors of No 55. This entailed the removal all of internal partitions on the first and second floor and the second floor structure, as well as surviving ground floor partitions to create a café. We assess this would cause a high level of harm to heritage significance as evidence of the building's domestic use, including the plan form and a good collection of historic joinery would be seriously compromised. We therefore endorse the decision to consider alternatives. Those alternatives includes low key uses in No 55 with a foyer on the ground floor and office use and possibly toilets on the building's upper floors while a detached cinema building would be constructed in the garden at the rear of No 55.

Two options for the cinema building are proposed. Both require the demolition of an



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unattractive rear extension which probably dates to the late 20th century. Option 1 is for a linear semi-subterranean building with a rooftop terrace for a café, at a height of 1.2m above ground. A small courtyard between the rear elevation of No 55 and the new building would also be created. Option 2 has a much more generous area between the new building and the rear elevation of No 55 which is consequently used as a café area and the roof of the new building would be 3m above ground.

In historic buildings terms both represent an opportunity to enhance the setting of No 55 with the removal of the unattractive extension and the re-creation of a courtyard to its rear, which historic mapping suggests once existed here. Although the new building in Option 1 would be lower, the roof top terrace would likely enhance its visibility in the garden. Overall, we express a slight preference for option 2 noting that this also requires less excavation and thus reduces the archaeological impact. I noted much evidence of historic joinery throughout the building and suggest there is an opportunity to enhance this with the removal of modern joinery and partitions where they exist, thus revealing more of the building's historic appearance. We also briefly discussed works to the basement of No 55 which is well lit to allow for its possible conversion to a bar. We think such a use is worth exploring to understand the extent of work required for its conversion to a bar, and the possible impacts this could have on the significance of the listed building.

In terms of the architectural language of a new building no elevations were provided because the plans are a high level, but in discussions on site a contemporary idiom was suggested. We think this could work well here provided the detailing and materials were all very high quality. Beyond the new building, it is desirable to reinstate a garden area which helps connect the building to domestic origins and allows the Town Council to sustain its use as a memorial garden which likely holds communal value for local residents. As the garden is very generous, it's feasible to sustain a large garden area even with the development proposed.

Understanding the archaeological implications of the proposal early in the development of your scheme and ideally before a final option is selected, is critical given the amount of excavation proposed. We therefore suggest early engagement with Ashford BC's archaeological advisors at KCC who will be able to give advice on the proposal including the level of detail (such as reports etc.) required to support any future application. We also suggest early engagement with the Planning Department at Ashford BC.

For any application you will also need to provide a heritage statement setting out the significance of the assets affected and the impact of your proposal on that significance as required by Paragraph 189 of the National Planning Policy Framework. In this



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case, the designated heritage affected includes the grade II No 55, along with any nearby listed buildings and the conservation area. You will also need to demonstrate that harm has been avoided or minimised in line with Paragraph 190 and that any remaining harm has clear and convincing justification as required by Paragraph 194. The Local Authority will then weigh the harm against the public benefits in the manner set out in Paragraph 196.

I hope this advice is helpful as you continue to refine your proposal. If you have any questions, please do not hesitate to contact me. This advice and my recent site visit represent the one round of free pre-application advice that I am able to give. Any further advice would need to be charged for on a cost recovery basis. This is available through our extended pre-application service, details of which can be found at the following link: <https://historicengland.org.uk/services-skills/our-planning-services/enhanced-advisory-services/extended-pre-application-advice/>

Next Steps

We suggest you continue refining your proposal and seek pre-application advice from Ashford BC and their archaeological advisors at KCC. If you would like further pre-application advice from Historic England please contact me to discuss our extended pre-application service.

Yours sincerely

Alice Brockway
Inspector of Historic Buildings and Areas
E-mail: alice.brockway@HistoricEngland.org.uk

PEBBLES BUILDING, 55 HIGH STREET, TENTERDEN Pre-application Advice

Information Provided

Report for Pre-application - The conversion of the Pebbles Building, No 55 High Street, Tenterden into a 2 screen digital cinema with a cafe/bar



4TH FLOOR, CANNON BRIDGE HOUSE, 25 DOWGATE HILL, LONDON EC4R 2YA

Telephone 020 7973 3700
HistoricEngland.org.uk



TENTERDEN TOWN COUNCIL

MAY FAYRE SUB-COMMITTEE

MINUTES OF THE MEETING HELD 17th April 2019 at 6pm

PRESENT:

Town Councillors: H. Edwards, Miss N. Gooch, M. Hickmott

Non-Councillors: Mr. C. Marsh and Mr. J. Mills

Tenterden Town Council Staff: Ms. S. Ratcliffe

Others: Cllr. Mrs. J. Curteis (not a committee member)

1. **APOLOGIES FOR ABSENCE.** Cllr. Mrs. P. Smith
2. **MINUTES.** The minutes of the last meeting held on 20th March 2019 were agreed.
3. **MATTERS ARISING FROM THE MINUTES.**
 - John enquired whether Danny Darko, the ice cream vendor will be in attendance, Harry confirmed that he will be.
 - Forrest Fairs have confirmed that they will be joining us.
 - Harry will contact The Wealden Advertiser to arrange an advert in the What's On section.
 - The Vintage Vehicle request poster will be advertised locally to try to increase the display.
4. **CORRESPONDENCE.**
 - Harry reported that 7 exhibitors have not responded but that there are 8 new stands, including a lady that makes ceramic art.
 - There were several applications for catering which were turned away as we have enough.
 - Two more enquiries were received about the dog show which will not be occurring this year. An announcement will be made on the day that The Spirit of Tenterden will be running one on Sunday 11th July at 11am. An announcement will also be made to advertise St. Michael's Tributes.
5. **FINANCIAL REPORT.** Henry advised that he has the receipts for the materials used to build the 20th anniversary advert.
6. **FINAL ARRANGEMENT FOR 2019 EVENT.**
 - The procession will meet at Morph's Field at 11.30am with the intention of moving off at 11.40am.
 - On Sunday 5th May Andy Corcoran from the TTC maintenance team will meet Nikki at Highbury Hall at 10am to collect tables and chairs.
 - The maintenance team will be asked to confirm that the power cables have been returned to the Kiosk after last years St. Michael's Tributes.
 - Harry has organised the two way radio comms.
 - Nikki will collect the hi-vis vests from the Town Hall office.
 - Sharon will organise lanyards for the committee to wear on the day and Nikki will collect them.
 - Sharon will arrange for a cheque to be donated to the Ashford Sea Cadets on the day.

- The Army Cadets will help set up on the morning of the event.
- The Maypole has new been put together by the committee and will be on the trailer for the cavalcade. Sandbags will be placed on the base and the ribbons will be secured. The Maypole will be placed in one corner of the arena and volunteer dancers will be called for on the day, as no response has been received from local schools. Nikki will safely keep the Maypole instructions.
- Henry has designed and made the 20th anniversary advert which will be attached to the Town Beacon one week before the event.
- Harry will liaise with the Doctors Surgery shortly before the event as their car park may be clear to be used on the day.
- This was the last meeting before the event.

7. ANY OTHER BUSINESS. None

8. DATE OF NEXT MEETING. Wednesday 18th September at 6pm in the Councillors Room.

The meeting closed at 6.55pm.

TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

YOUTH POLICY WORKING GROUP

NOTES OF A MEETING ON 28th May 2019

Councillors Present: Nelson Mrs Smith & Sugden

The Town Clerk, Phil Burgess was present and took notes.

- 1. APOLOGIES FOR ABSENCE.** None (Jim Winter not present)
- 2. ELECTION OF CHAIR.** Cllr Sugden was elected chair.
- 3. MINUTES OF THE LAST MEETING.** Were agreed.
- 4. MATTERS ARISING.** None.
- 5. YOUTH CAFÉ POSITION.** Background to the meeting was as follows:
 - The new youth worker/co-ordinator would be involved in grant sourcing, the move from Highbury to the recreation ground, the facilities to be provided there and supervision of the youth club and skate park.
 - KCC should be asked to provide some funding to ensure continuation of the youth provision until the new contract with outside specialists is in place
 - Jim Winter was confident that a contract could be negotiated which would include Sheila and Jennie
 - The current year's budget would cover both the employment of the current youth workers and the remainder of the financial year for a new youth worker (although if funding available from KCC all well and good)

Since Jim Winter did not attend, the next actions were agreed for the Clerk to pursue.

- "Needs analysis" to be chased with assistance from the office if need be.
- Contact Jim Winter to check on any KCC interim funding and to clarify that KCC will arrange the contract and not Zion (as was implied by their letter to the Youth Club committee, which also confirmed their funding would end at the end of July).
- KCC should invite tenders once they are satisfied with the "needs analysis".
- New worker and current youth workers to be included in contract if possible.

6. NEXT MEETING. TBA once progress has been made.

7. AOB. None



Sports Review – Minutes

Meeting at 10.00 a.m. Thursday 11th April 2019 in the Mayor's Parlour, Town Hall, Tenterden.

Attendees:

Tenterden Town Council: Cllrs Mike Carter, Alan Sugden, & Justin Nelson.

Football Representatives: Steve Parker.

Ashford Borough Council: Cllr Paul Clokie (Chair) & Ben Moyle

Tenterden Schools Trust: Mark Seymour and Vincent Reidy

Kent County Council: Cllr Mike Hill

In attendance: Town Clerk, Phil Burgess (Minute taker).

1. Apologies for absence. Kevin Day (KCC), Graham Smith & Stuart Saunders (Football), Cllrs Roy Isworth and Ken Mulholland (TTC), Cllr Mike Bennett and Len Mayatt (ABC).

2. Minutes of the last meeting. Minutes of the 18th January were agreed.

3. Matters Arising. None

4. TLC report. Cllr Nelson (a Trustee of TLCT) reported that the trust was in the process of procuring a new contractor to act as operator/manager. They will appoint a consultant soon to help with the procurement process which should include investigating how the Leisure Centre can have a co-ordinated approach to the Recreation Ground facilities. The current contract with Serco ends March 2021 and the trust will be looking to the new contractor to put cash into the renovation and extension project.

Steve Parker declared an interest as he works for a leisure operator (though of course the Sports Review meetings have no control over who the Tenterden Leisure Centre Trust appoints as a result of their procurement process).

5. Football Provision

3G Usage

Mark Seymour reported that usage was in line with projections. They are pleased with the number of teams now using the 3G including Rolvenden men's, Tenterden Veterans, Biddenden men's, Headcorn youth etc. They also have a number of loose groups of friends using the pitch. Over time the sinking fund (for maintenance, carpet replacement etc) should build up satisfactorily. They currently host 2 league matches per weekend. Usage is expected to rise as the pitch is still in its early months.

In response to a question regarding complaints from residents, Vincent Reidy responded that early complaints had been received about lighting being on for too long and the additional traffic movement caused by usage of the 3G, but these have been resolved. The

lights are on until 9pm during Mon-Fri and 6pm Saturday and Sunday. Section 106 (Note TTC has already agreed to the early tranches to be paid to Homewood)

Mark Seymour asked why there was a delay on S106 payment to the school as he was aware that the first tranche, at least, had already been paid to ABC. Ben Moyle responded that the S106 officer had left at ABC and not been replaced and the officer now responsible had been off sick for some time but had now returned and progress was expected very soon.

The issue is the link between the Community Use Agreement and the S106 agreement. Mark and Ben would discuss the way forward after the meeting.

Mark Seymour also raised the issue of the S106 secondary school payment, currently held by KCC but not passed to the school. This is subject to a legal agreement between KCC and the school. Cllr Mike Hill agreed to pursue this with the legal department at KCC.

Pitch drainage – Homewood Grass pitch

Two quotes had been received for drainage improvements. Vincent Riedy said the better quote was the more expensive which included a drainage system and came in around £15,500. Cllr Clokie asked why the school hadn't undertaken this work earlier. Vincent Reidy responded that they could now set the pitch aside as the 3G was available. It was a sufficient standard for school football but wouldn't support league football in its current state. Cllr Carter encouraged the group to support the work. Steve Parker, however, expressed the view that the Seniors would not go to Homewood to play for any significant period. He felt the Homewood pitch was still very wet and even with the work may still not be usable in December/January.

It was agreed that the pitch renovation at Homewood would not be taken up since the school doesn't need it and it is unpopular with the footballers.

TTC would prefer to remain in their present location and needed only one pitch. However, the footballers accepted that change needed to happen and the Smallhythe plan was acceptable. He supported the facilities for Juniors there which would feed in to the senior team later improving the long-term club prospects.

3G Shelters

TST had received quotations for two "bus-shelter" style shelters each costing £5,045 plus £900 to erect, a total of around £12,000. TST had rejected a "sail" option as this was less practical and was visually unappealing. Steve Parker agreed that a shelter would encourage more involvement from the parents at youth games and more spectators generally. There was support for TTC funding of these items, but this could not be approved by TTC until the new council session owing to election Purdah.

Smallhythe Project

Cllr Clokie reported that Graham Smith was doing more checking and measuring. The intention was to accommodate one full size pitch, one middle sized and a pitch for young players. The owner was in agreement, as long as a bund can be placed between the pitches and his house.

A topographical measured survey needs to be commissioned, costing around £1600. TTC, ABC and the owner may adopt a 3-way split on the funding for this.

The planners at present don't see an issue with the development. The football pitches should be delivered in advance of the houses.

The owner will meet the pre-application fee. The pre-app principles and proof of concept should include both pitches and houses. The full planning application will be detailed and again include pitches.

6. Recommendations to Council. No recommendations during election Purdah. The cost of shelters and a share of the topographical survey would be put forward to council for consideration in the new term.

7. AOB. None

8. Date of Next Meeting. TBA.

External Committee 10th June 2019

BMX Track

Agenda Item 9f

I have attached the minutes of the Tent1 steering group and a letter from Alan Bates (chair of TDRA) in support of the BMX track which Dandara propose to remove.

This facility has clearly seen a lot of hard work go into it in recent years and the young do derive a lot of pleasure from its existence. It is apparent, however, from the Dandara comments in the minutes that attempts to stop associated anti-social behaviour have failed.

The land is, of course, privately owned by Dandara.

Proposal: That council should consider whether to support the retention of the BMX track by writing to Dandara



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: Anti-social behaviour issue
Impact on Bio-diversity	: None
Budgetary Impact	: None

TENT 1 JOINT STEERING GROUP



MINUTES OF A MEETING HELD ON 23RD APRIL 2019

PRESENT:

For Ashford Borough Council: Cllr. Paul Clokie, and David Harrison (Building Control and Quality Placemaking Manager)

For KCC: None.

For Dandara: Ciaran Downey

For Taylor Wimpey: Paul Gibson

For Tenterden Town Council: Cllr. Mrs. Jean Curteis

TDRA: None.

Cllr Clokie was in the Chair. Deputy Town Clerk Mrs. Claire Gilbert was present and took notes.

1. **APOLOGIES FOR ABSENCE:** Apologies had been received from Colin Kinloch (WKPS), Cllr. Mike Hill (KCC), Cllr. Mike Bennett and Katy Magnall (ABC), Cllr. Ken Mulholland, Cllr. John Crawford and Town Clerk Phil Burgess (TTC).
2. **NOTES OF THE MEETING HELD ON 7TH MARCH 2019:** The notes were agreed as a true record.
3. **MATTERS ARISING.**
 - 3.1 **Footpath Access to Tesco.** Paul Gibson reported that he was waiting for Katy Magnall to check with Tesco if the access could be opened up. The access is complete Taylor Wimpey's side; however, Tesco would need to install steps and possibly a zebra crossing on their side.
 - 3.2 With regard to Tesco selling the strip of land next to Taylor Wimpey, Cllr. Clokie reported that further investigation was required of the 2010 application to expand the Store and the conditions that imposed. David Harrison agreed to check the access from Tesco's side.

Paul Gibson commented that if there were issues over access from Tesco's side, there would need to be a review of the condition imposed on Taylor Wimpey.
4. **UPDATE FROM DEVELOPERS:** To be read in conjunction with written updates provided.
 - 4.1 **Dandara:** Most of the 44 dwellings in Phase A are now complete. A third of the 26 houses in Phase B are also complete; the balance will be completed on a rolling basis between now and June. Work on Phase D is progressing well. These 39 dwellings will be substantially complete by Autumn. The first new residents will begin moving in shortly thereafter.

The 25 'Affordable Housing' units in Phase A have been handed over to MOAT Housing Association. Of the 16 shared ownership dwellings, 5 have been

sold/occupied to date and a further 5 sales are currently being processed. A further 11 Affordable homes will be handed over to MOAT late Autumn when Phase D is complete.

A new 5-bed show home was opened last weekend. Dandara would welcome an opportunity to show Members around it. All of the private houses in Phase A completed to date have been sold. In Phase B, 4 residents have moved; others are due to move in shortly. Phase B consists predominantly of 4 & 5 Bed detached homes. Most purchasers of these larger homes are local people with homes to sell. Dandara are currently waiting on 11 more to exchange contracts. It is proposed to launch Phase D later this spring; this will greatly expand the range of homes Dandara have on offer. Being close to the centre of Tenterden we anticipate the seven 2 & 3 Bed cottages facing onto Six Fields Path will prove popular. The launch will also include fourteen 1&2-bedroom Apartments and seven 3-Bed cottages.

The upgrading works between the end of Bells Lane and the junction with Three Fields path have had to be rescheduled. To avoid digging up the newly laid surface, Dandara need to complete all the modifications and connections to the underground services first. Work on the lane will therefore not commence until late spring. The section of roadway fronting Plots 76 to 80 has been blocked paved. Dandara hope to re-open this by the end of this week.

Ciaran Downey mentioned that the Three Fields path diversion expires in June so they will be requesting an extension to this. You can only apply to PROW for up to six months at each time.

Despite posting notices appealing to users of the BMX track to keep the area tidy and to refrain from anti-social behaviour, the problems persist. Of greater concern is kids breaking onto the adjacent construction site (Phase D). Despite deploying 24-hour security, kids climb over the fencing when the guard is patrolling elsewhere. In light of the risks involved, Dandara propose to level the BMX track and fence off the Woodland until Phase D is substantially complete and residents are about to move in. Ciaran Downey reported that Dandara's insurers were strongly encouraging them to remove the track as there were issues as to who would be responsible in the case of an accident/incident.

Cllr. Clokie commented that a schedule of works needs to be completed of when the fencing will go up and the woodland work will start. Ciaran reported that the work needs actioning as soon as possible; they will erect the fencing and flatten the track at the same time. The fencing would not be removed from the area until the residents in Phase D have moved in. The Steering Group understood the reasons for Dandara taking these steps and Cllr. Clokie suggested that the Police are informed and the Town Council are kept updated.

- 4.2 Taylor Wimpey (TW):** The construction of the new access roads on site is complete to base course. The footpath linking the development to Tesco's on the Smallhythe Road is complete. 100% of the plot foundation are complete, 75% of the roofs are now on, 75% of the plots are first fixed and 55% of the units are now second fixed & 45% of the carports are complete. The first 10 housing association plots will be handed over on the 25 April 2019. Foul rising main is 100% complete.

The attenuation basin is formed and fully functional, hard landscaping is 80% complete, the soft planting will commence in the Summer. The first spray to kill back the existing weeds was undertaken this week with further to follow as the weather begins to warm up.

The road links between Taylor Wimpey's site and Dandara's are now in place. The gas, electric and water main serving the development are complete. The existing pond within the open space has been temporarily diverted; work on forming the new pond will commence in the summer. The re-plan to retain the open space and feature oak tree has been formalised and work is now under way on the revised layout. Work is under way to formalise the art commissioned to be located in the open space; the intention is to install the installations later this summer.

The development will take approximately 2½ years to complete, with overall completion of the scheme being targeted for December 2019. The first of these new homes is complete and TW now have 26 units occupied with a projected target of 112 units by the end of the year. Negotiations with the adjoining land owner have been agreed to extend the diversion of the Three Field footpath until September 2019, by which time TW hope to have the new public footpath route in place.

In acknowledgement of feedback from the local community, TW have made the decision to retract the planning application to remove the oak tree located within the boundary of our Three Fields development in Tenterden. A revised planning application has now been approved for the re-plan of plot 60-63.

There are 39 affordable homes; a mix of 1 & 2 bedroom houses and apartments. 17 of the units are for public rental, the others will be shared ownership. We anticipate handing the first of the units in October 2018 to West Kent Housing Association with the remainder being handed over in September 2019.

5. CURRENT ASHFORD BOROUGH COUNCIL POSITION.

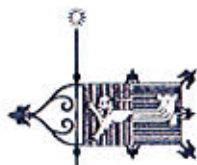
- 5.1** Katy Magnall had given her apologies, however, Claire Gilbert did report on her behalf that in terms of planning, it has been quiet and there is little to report. There has been some correspondence with the Public Art representative. Katy has advised the representative to submit details of the artwork under the relevant condition in order to discharge the condition; it will not therefore require a new planning application.
- 5.2** Cllr. Clokie reported that Ashford Officers need to be better briefed for what information is expected to be reported on at this meeting.

6. MEMBERS QUESTIONS.

- 6.1** Ciaran reported that they were still chasing up the Restricted Parking Zones and had been liaising with Jo Fox. Paul Gibson had been warning new residents of the restrictions that will be put in place, however, he would like these in place as soon as possible.

- 6.2** Premier Estates are the possibly management company who will look after both developments in all aspects, from the greens to parking.
- 6.3** Cllr. Clokie suggested that he spoke to Jo Fox regarding the RPZs, however Ciaran advised that Jo was mainly involved in the extension of the Leisure Centre car park. Paul Gibson reported that Kieron Leader at ABC deals with the CPZs and RPZs and he had reported that until the regulations are in force, it is hard to deal with unauthorised or inconsiderate parking.
- 7. ANY OTHER BUSINESS.** Cllr. Clokie asked when both developments would be completed. Taylor Wimpey would be finished by December 2019 and Dandara around October/November 2020.
- 8. DATE OF NEXT MEETING:** Tuesday, 25th June 2019 at 1.00 pm at the Dandara Show Home. Steering Group members are requested to let Claire Gilbert know if they are attending as Dandara will be providing lunch before a tour of the site, followed by the regularly Steering Group meeting.

The meeting opened at 2.00pm and closed at 2.55 pm



TDRA

Registered Charity No 1121579

www.TDRA.org.uk

Date

27 May 2019

The Directors,
Dandara Group,
Isle of Man Business Park,
Cooil Road,
Braddan,
Isle of Man
IM2 2SA

Dear Sirs,

BMX track at Church View Development, Tenterden, Kent

I am writing to you in my capacity as Chairman of the Tenterden and District Residents Association and also as an immediate neighbour to your Church View development. My house lies adjacent to the woodland/open space along Six Fields Path which has been used by youngsters in the town for some 20 years as a site for riding BMX bikes. The youngsters have moved well over 100 tonnes of soil over the years to create a series of jumps for their riding activities.

Over the last year there have been discussions at various of the TENT1 Steering Committee meetings seeking, amongst other things, to secure continued use of part of the woodland for the BMX bike riders. I understand that the Directors of Dandara have concluded that the use of this area for continued BMX riding would present difficulties in respect of insurance against potential liabilities. This decision, and the consequence of flattening out the jumps, will be met with dismay by hundreds of children (and former children) who have over the years used the area for their fun. Some will soon be bringing their own children here as we move on to the next generation. When I mentioned to some of the 11 - 12 year old children that there was the possibility of the jumps being flattened they came back, on their own initiative with a petition signed by 55 of their friends. I passed this on to Ciaran Downey for his information.

I am writing to request you to reconsider your decision. The woodland area alongside Six Fields Path has developed as an exciting informal activity area which draws youngsters over a wide age range from 5-6 year olds up to late teens and beyond. There are so few opportunities these days for children to enjoy informal outdoor activity in a relatively safe environment such as this. The freedom to build their own track – and they have often spent many more hours digging and building the jumps rather than riding – is an opportunity which is seldom available. They have spent time planning new jumps and banked corners and then set out to build and ride on their own creations. Please do not take away their pleasure.

What I am asking therefore is for you all, as directors of Dandara, to have the same vision as I do of the benefit of informal outdoor activity for the development of our children. Tenterden already has a formal playground with slides, swings roundabouts etc that caters for smaller children under parental supervision but we need to have space for children to develop a sense of independence and challenge. I believe that this can be done by allowing part of the woodland area at Six Fields Path to be allocated as an informal activity space. The area could be delineated by simple post and rail fencing with a simple notice advising parents and children of any conditions of use and limitation of liability. Youngsters can learn from managing their own space.

I have spoken with many of my neighbours along Six Fields Path who, almost without exception, are supportive of the continued use of the woodland for BMX bikers.



Alan Bates,
Chairman,
Tenterden and District Residents Association
Townland
Six Fields Path
Tenterden,
TN30 6EX

CC:
Ciaran Downey, Dandara
Tenterden Town Council
Katy Magnall, Ashford Borough Council

External Committee 10th June 2019

Market Barriers

Agenda Item 12

Market traders have remarked that they have no protection for the back of the stalls on the road side of the market – either from traffic or pedestrians approaching their stall. The appearance of the market from the south side of the High Street is also still a cause for concern, particularly as more traders serve direct from vans or trailers. Traders maintain that backing material for stalls is impractical

One potential solution to this is to purchase linked pedestrian control fencing to go along the back of the market. This is 2.3m long by 1.3m high. This would give a consistent appearance to the rear of the market and could be used to display long banners to advertise the market to passing cars and pedestrians as well as providing security for traders

Cost of linked barriers is approximately £40 per barrier and 25 would be required. Associated banners could be purchased to display along the length of the barrier.

The barriers could be used for other events in the town. Storage can be made available in the sheds to the rear of the Town Hall

Proposal: That a maximum budget of £1500 should be set for purchase of the above equipment.



Phil Burgess
Town Clerk

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

External Committee 10th June 2019

Tenterden Festival

Agenda Item 13

I have attached details of proposals for a Tenterden Festival and a draft programme for the period concerned. *Note these issues were deferred by the April meeting.*

Maurice Dalton has outlined proposals on the second page of the document, and I have added my comments to the proposals as below as appropriate.

It is my understanding that Tributes in the Park regard their event as a mainly local promotion and would prefer it to be excluded from the festival programme.

Time is very tight for this year and the council is, of course, in election Purdah which removes our ability to make any financial commitments.

Proposals from the festival organisers with *Clerk comments*. TTC should:

1. Give the festival proposals its wholehearted support. *(Agreed by April committee)*
2. Agree the dates of the Festival as 21st June to Sunday 14th July. *TTC agreement is not required for outside organisations, however, agreement to the inclusion of the Civic Service in the programme should be debated- see also 4 below.*
3. Agree the use of the Town Hall on Friday 21st June. *Assembly room currently free for the afternoon and evening. Decision in principle only. The Internal committee cannot consider the costing (if appropriate) until the new term.*
4. Agree that the closing event should be the Civic Service on Sunday 14th. *The principle here is that the mayor's speech at the Civic Service should include reference to the Festival. If this is the case, reference should also be made to all other Town Events. The decision regarding the speech should be at the Mayor's discretion.*
5. Nominate a representative to join the festival organising team. *(Done at the annual council meeting)*
6. Request the festival organising team to move ahead with the preparing the final festival program and an estimate of costs such as printing the programme. *Again, not an issue which requires council agreement.*
7. Earmark Funds of up to £2,000 to underwrite any costs that cannot be covered by sponsorship or other sources.
8. *Additional request for forward funding for printing costs. See attached proposal.*



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: Any forward funding and underwriting

TENTERDEN TOWN COUNCIL

External Committee - background for agenda item 13 on 10 June 2019

FUNDING FOR TENTERDEN FESTIVAL 21 June – 14 July 2019

Background

Tenterden is reputed to have over 70 clubs, societies and other interest groups ranging from art through to craft, dance, heritage, music, photography, singing, to theatre – and more in between – but this contribution to the life of the town goes largely unrecognised

The Tenterden Festival is a 3-week mix of events organised by a selection of interest groups and by other local organisations. It illustrates the breadth of the available activities and provides the Town with an opportunity to acknowledge and celebrate the riches that are brought to the community. The festival is also most grateful to businesses in Tenterden who support these interest groups and activities.

The Tenterden Festival team hopes that from this small beginning the Festival will evolve year by year into a firm feature in the life of Tenterden.

A Tenterden Festival programme has been prepared listing all the events from Friday 21 June through to the finale on Sunday 14 July which is the Town Council Annual Civic Service. The Festival organisers (Maurice Dalton and Tony Pearlman) would very much welcome a small amount of funding to pay for 2,500 copies of the programme to distribute in Tenterden, as well as two banners to promote the event. It would also be very helpful if the Town Hall would be able to do a small amount of photocopying for the Festival

Tenterden Festival Estimated Costs

Banner x 2 £137.05

Printing of programme x 2,500 £112.50 actual cost

Proposal

1. That the Tenterden Festival organisers be allocated up to £250 to pay for the printing of the programmes and banners, on production of receipts
2. That the Town Hall be asked to photocopy the festival poster, say 100 copies

Crime and disorder reduction impact: None

Biodiversity conservation impact: None

Suggested budget: £250

Cllr Sue Ferguson – 29 May 2019

A Festival for Tenterden

1. At their meeting on 11 March, the External Committee deferred consideration of the paper that I submitted to the Council about the possibility of organising a Tenterden Festival. The main reason – apart from shortage of time – was that they wished to be aware of the outcome of my meeting two days later (13 March) with the group organising the Spirit of Tenterden weekend on 5, 6, 7 July.
2. The Spirit of Tenterden group welcomed my proposal for a Tenterden Festival and said that, assuming that the dates of a Festival coincided with the dates for their event, they would be happy for their event to be incorporated in a Festival programme as a key element. In further discussion we provisionally agreed that the Tenterden Festival dates should be 21 June to 14 July.
3. I also agreed to approach a sample of local clubs and groups for their views on a Tenterden Festival on these dates, in particular whether they would be willing to bring existing or new events under the umbrella of a Festival. The responses to my approaches so far have been unanimously positive, as the following indicate:
 1. Tenterden Singers are very keen. Do not have a booking during the provisional dates and are discussing whether they could put on a concert at this time
 2. Tenterden Camera Club is very keen and have agreed to put on a photographic exhibition during the Festival period
 3. Smallhythe Studio are very keen and have offered to arrange an exhibition of work by local artists as well as a one-day workshop, both at Smallhythe Studio on Smallhythe Road
 4. Tenterden and District Operatic and Dramatic Society (TODS) is very keen and considering whether it could put on a concert of popular songs.
 5. Weald of Kent Art Society's informal response was very positive and I am awaiting their considered comments
 6. The National Trust at Smallhythe Place have agreed that suitable elements of their programme of events in the Barn Theatre may be included in the Festival programme
 7. The Friends of St Mildred's have expressed interest in participating in a Tenterden Festival in 2020.
4. These responses are very encouraging and I am now approaching more local organisations to canvass their views and, if positive, to help them to devise events for inclusion in a Festival programme. In particular, I have suggested to the St. Michael's Village Community Group that their "Tributes in the Park" event on Saturday 13 July would make an excellent grand finale to a Tenterden Festival. I await their response.
5. I think that the responses to date indicate that a Tenterden Festival beginning in 2019 is a feasible proposition and that bringing this to fruition should now be our aim. I attach a first outline draft programme based on the responses from the organisations mentioned above.
6. I propose that the Town Council should agree that an event should be held at the Town Hall on Friday 21 June to launch the festival and that the final event should be the Civic Service on Sunday 14 July, at which some acknowledgement of the success of the Festival could be given.

Community Involvement

7. I have asked Homewood School if it would like to set some of their design students the challenge of developing a Festival logo. Again the response has been positive and I am taking this forward with the Graphics teacher.

Organising Team

8. I am currently working alone on this proposal. I need one or two additional pairs of hands to assist with developing the Festival programme and with preparing publicity material, designing posters and banners etc. I have identified one person but he is not available for three weeks. It would be enormously helpful if Tenterden Town Council were to nominate a representative, preferably someone with relevant skills or experience, to join us as a member of the Festival organising team, to help with developing the Festival programme and publicity materials, press releases etc.

Festival Costs

9. Each festival event will be funded by that event's organiser. On present plans it is not envisaged that the festival organising team will incur expenditure other than for the printing of the festival programme, advertising posters and banner and the like. An assurance from the Council of help with these costs would be most welcome. At this stage it is not possible precisely to estimate such costs but they might be in the order of;

Programme	£1,000
Posters	£ 500
Street banners	£ 200
Total	£1,700

The festival organising tem will attempt to cover these costs through sponsorship. However, in case this should not be possible, it would be reassuring if the Town Council were to agree in principal to make up to £2,000 available as a grant towards the cost of organising the festival.

Announcement of Festival

10. Assuming the Town Council agrees the foregoing, I suggest that the organising team should aim to announce the Festival no later than the end of April.

Recommendations

11. I recommend that the Town Council should:

1. give the festival proposals its wholehearted support
2. agree that the dates of the festival should be Friday 21 June to Sunday 14 July
3. agree that an Opening Event should be held at the Town Hall on Friday 21 June
4. agree that the Closing Event should be the Civic Service on Sunday 14 July.
5. nominate a representative to join the Festival organising team
6. request the festival organising team quickly to move ahead with preparing the festival programme and with preparing an estimate of essential costs not attributable to individual event organisers such as printing the Festival programme
7. earmark funds of up to £2,000 to underwrite any essential costs incurred by the festival organising team that cannot be funded by sponsorship or from other sources.

Maurice Dalton
29 March 2019

<p>Friday, 21 June Opening Event Time Place Details awaited</p> <p>Comedy <i>Hancock and Co.</i> 7.30 pm Barn Theatre, Smallhythe Place Smallhythe, Tenterden</p> <p>James Hurn in <i>Hancock and Co.</i>, a one-man celebration of the classic radio comedy series "Hancock's Half Hour"</p> <p>Saturday 22 June Art Exhibition <i>Talking Trees</i> 11.00 - 4.00 pm Smallhythe Studio, Smallhythe Road, Tenterden</p> <p>Exhibition of work by artists from Tenterden and beyond inspired by trees and poetry Continues daily to Saturday 13 July 11.00 am - 4.00 pm, except Sundays and Mondays (closed)</p> <p>Sunday 23 June</p> <p>Monday 24 June</p> <p>Tuesday 25 June</p> <p>Wednesday 26 June</p> <p>Thursday 27 June</p> <p>Friday 28 June Art Workshop 10.00 am to 1.00 pm Smallhythe Studio, Smallhythe Road, Tenterden</p> <p>Art workshop inspired by trees including watercolours, printing techniques and mixed media, £10 per technique.</p>	<p>Saturday 29 June Theatre <i>Clean</i> 7.30 pm Barn Theatre, Smallhythe Place, Smallhythe, Tenterden</p> <p>Exploring themes of sexuality, suffrage and the sistership of working women, <i>Clean</i> highlights how much has changed - and how much hasn't - in 150 years.</p> <p>Sunday 30 June</p> <p>Monday 1 July</p> <p>Tuesday 2 July Lectures Arts Society of Tenterden 10.00 am Tenterden Leisure Centre, Recreation Ground Road, Tenterden</p> <p>Wednesday 3 July</p> <p>Thursday 4 July</p> <p>Friday 5 July Spirit of Tenterden Festival time Recreation Ground, Tenterden</p> <p>Saturday 6 July Tour of Ellen Terry's theatrical costumes 2.00 pm Smallhythe Place, Smallhythe, Tenterden</p> <p>Spirit of Tenterden Festival Time Recreation Ground, Tenterden</p> <p>Sunday 7 July Time Spirit of Tenterden Festival Recreation Ground, Tenterden</p> <p>Monday 8 July</p> <p>Tuesday 9 July Music Tenterden Folk Club Time William Caxton, West Cross, Tenterden</p>	<p>Wednesday 10 July</p> <p>Thursday 11 July Talk <i>Churchill's Secret Army.</i> Tenterden and District National Trust Association 7.30 pm St Mildred's Church Hall, Church Road, Tenterden</p> <p>Talk by Peter Mellor about the formation and activities of Auxiliary Units in the Tenterden area in WWII</p> <p>Friday 12 July Craft Market 10.00 am to 4.00 pm Highbury Hall, Highbury Lane, Tenterden</p> <p>Theatre <i>The Winter's Tale</i> 6.30 pm Barn Theatre, Smallhythe Place, Smallhythe, Tenterden</p> <p>Shakespeare's collision of tragedy and comedy with all the crazy antics of the Changeling Theatre Company's magic.</p> <p>Saturday 13 July Music <i>Tributes in the Park</i> 6.30 pm St Michael's Recreation Ground, Tenterden Festival Grand Finale event. Live tribute bands in the Park tbc</p> <p>Sunday 14 July Civic Service 11.40 am St Mildred's Church, Tenterden</p>
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External Committee 10th June 2019

Footpaths Map

Agenda Item 14

I now (finally!) have back the original Footpaths Map that was located between Phase 8 and M&Co. The map was originally presented to the Parish Council back in 1992, but was situated on private land.

A new home is needed for the Map which measures 55" x 36" (140 cm x 92 cm). A frame and protective screen would need to be made for the map and the only sensible location would be on the Recreation Ground; this would require planning permission. The sensible location on the Recreation Ground would be on the side of the current tractor shed, however, it needs to be borne in mind that in future the map might need to be relocated. It is worth noting that the map contains a 'you are here' pointer which is now inaccurate and cannot be removed.

Whilst awaiting the return of the original footpath map, I had investigated alternative maps and have been liaising with a company called Centre Maps. We would be able to purchase a PDF footpath map for the price of £25.00 plus VAT and up to 10 copies could be printed in any size from this at our expense; this map may well be more up to date. My proposal, which I put to the Footpaths Group, was that a new map could be printed to fit one of the Noticeboards on the High Street, possibly the one outside WH Smith.

The Footpaths Group Committee's feedback was that they would prefer the original map to be installed as the large size map is also the type displayed in all of the other towns and villages in Kent and they all use the same symbols and explanation of the Rights of Way.

Proposal: That the Council should decide on the best location for either the original footpaths map or the purchase of a new smaller footpaths map.

C. Guiser

Claire Gilbert
Deputy Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: Original map – cost of planning permission and new frame New map - £25.00 plus printing cost.

TENTERDEN TOWN COUNCIL

External Committee - background for agenda item 15 on 10 June 2019

HIGH STREET HEALTH CHECK

Background

The Destination Management Plan (DMP) for Tenterden has (amongst other things) highlighted the need for improvements to the High Street of various sorts – relatively minor maintenance/housekeeping, improvements to encourage footfall, and improvements to the public realm, for instance.

I suggest that a good starting point would be to carry out a “High Street Health Check”, similar to the health check that formed the basis for the Tenterden Improved actions some years ago, but particularly focussed on the High Street – in particular, enabling High Street businesses and other attractions to thrive and improving the visitors’ (and residents’) experience of the High Street generally.

It has been made clear that it would be counter-productive to distract from the work currently being undertaken in relation to the DMP – that is a significant project in its own right and should not be detracted from. I therefore suggest that another consultant be commissioned to carry out a High Street Health Check and report on improvements that could usefully be carried out.

To that end, Cllr Mrs Ferguson and I have spoken to Jo Wynne-Carter of *Retail Inspired*, who has carried out a similar health check for Canterbury City Council (in tandem with Seren Welch drafting and implementing their DMP as she is doing for Tenterden). I attach a copy of her suggested brief for this work

Proposal

I propose that Jo Wynne-Carter (or another suitable consultant) be commissioned by the town council to carry out a High Street Health Check for Tenterden in line with the attached brief, with a budget of up to £5,000 plus VAT being allocated for this

Crime and disorder reduction impact: Probably no direct impact

Biodiversity conservation impact: No impact expected

Suggested budget: Up to £5,000 plus VAT

Cllr Justin Nelson – 12 May 2019



20th March 2019

Tenterden Town Council

Town Hall,

24 High Street

Tenterden

Kent TN30 6AN

Dear Cllr Nelson and Cllr Ferguson,

Following our meeting on the 13th March 2019, I have put together a brief with the intention of undertaking a 'Health Check' for the town centre, supporting the work you are already delivering in terms of a destination plan. A health check report would help inform decisions on the type of uses that would complement the current town centre offer.

Retail Inspired

Please find below my submission to undertake a 'Tenterden Town Centre Health Check'.

Relevant Experience

Retail Inspired has recently carried out similar town centre projects for local authorities in Kent, including a City, Borough and District council. This followed the successful delivery of projects in Ashford, Kent for Ashford Borough council, including for example the regeneration of Park Mall, a shopping centre purchased by Ashford Borough Council in direct response to public calls to support the town. This acquisition followed the decline of the shopping centre under private ownership and contributed to an overall 20% vacancy rate in the town centre in 2014. The centre had many empty units, so a strategy was formulated, then delivered to invigorate the space, including a number of projects to support the businesses and community. I identified new tenants and worked with existing businesses to create a centre with increased footfall and a redefined customer experience, thus supporting the businesses and the aspirations for the wider town centre, encouraging major inward investment. In 2017 the overall vacancy rate reduced to 7%.

September 2018

Retail Inspired was commissioned by Folkestone & Hythe District Council to undertake an evaluation of Folkestone Town Centre, providing support and advice to the Economic

Development team to enable the development of a strategic approach towards identifying new development opportunities and innovative ways of enhancing the town centre, including initiatives to improve the townscape, retail and leisure offer.

The consultancy was for 3 months from September to November 2018 and the report was delivered with recommendations and content as detailed in the consultancy brief including assessing the identified overall effectiveness, coordination and ability to deliver the initiatives of the organisations and partnerships currently operating within the town centre.

Following the completion of the report, I was advised that my expertise would be deployed as the council started the process to work closely with other stakeholders in the town centre. I have since been commissioned to assist with their application to the Future High Street Fund EOI, along with several other local authorities including Tunbridge Wells Borough Council.

September 2018

Retail Inspired was commissioned by Canterbury City Council to undertake an evaluation of Herne Bay Town Centre Businesses on behalf of the Local Economy Manager for Canterbury Council, identifying a programme of initiatives and business support including digital/social media training, enhanced customer service and visual merchandising to assist the evolution of the town as a visitor destination, improving the overall customer experience.

The report included recommendations and feedback regarding Herne Bay as a visitor destination, and the support required to mitigate the potential impact of the opening of a Sainsbury's superstore nearby - ultimately helping businesses to remain viable, thrive and contribute to the future success of the town centre.

Following the submission of the report my recommendations are being taken forward and I will deliver the next stage of this project from April 2019.

Tenterden Town Health Check

The proposal sets out how I will deliver the brief with the intent of supporting Tenterden Town Council undertaking a 'health check' and evaluation of Tenterden Town Centre to enable the Town Council to inform future regeneration projects.

The proposal has been designed following our meeting on the 13th March 2019.

Areas of focus to deliver the brief:

- a) Analysis of Tenterden Town Centre uses, including A2, A3 - 5, alongside vacant property.
- b) Retailer representation and structural changes that might change the current representation in the future.
- c) Analysis of current commercial rents both in terms of retail and office space.
- d) Undertake a business survey to identify business operators' perceptions of the town centre, future improvements required to ensure businesses remain and thrive, new businesses opening, including location of competition.
- e) Suggestions of uses for current vacant units, enhancing public realm and future aspirations.
- g) Recommendations from experience of delivering town centre projects.

Methodology

My approach to this brief will be to consider and identify the current issues affecting the vitality of Tenterden as a retail/leisure centre.

There are a number of businesses, groups and initiatives operating either independently or in partnership with Tenterden Town Council. The main focus of the first the first part of this consultancy brief will be to identify businesses/operators in the town centre through visits to the town, survey of business owners and stakeholders including, councillors, The Chamber of Commerce and other groups operating within the town centre.

Feedback to include what type of events and activities would encourage customers to the town, including weekends and on Sundays when many independent businesses are currently closed.

Customer feedback to include perception of safety within the town and what could be done to improve how they feel about the ambience of the town centre both during the day and night time economy. The environmental quality from my own visits and customer feedback.

Once the above has been completed the next stage of this consultancy would be to assess the impact of the key findings and produce a concise summary in the form of a report that can be used internally by TTC to share with stakeholders, elected members and the wider public.

The final part of this consultancy would be to include a clear set of recommendations which will be based on evidence and experience and will include the following:

1. How Tenterden Town Centre compares with towns of a similar size locally and across the UK.
2. Consider the hierarchy of other retail centres in the area and recommendations of Tenterden's USP 'offer' and how this should be promoted to the wider public.
3. Recommendations on the type of businesses, events and activities Tenterden should be focusing on and seek to attract based on what has or is working elsewhere in similar size towns.
4. Consider the impact of high street banks and other businesses reviewing their strategies and accordingly.
5. A clear strategy to enable TTC to support the town centre and interventions to reduce the vacancy rate and increase footfall.

Meeting with you at the beginning of the consultancy will ensure that I have a clear understanding of the wider aspirations and plans for the future, which will ensure the work undertaken supports TTC and their aspirations for the town centre and able to consider the findings from the report when seeking to apply for funding opportunities.

Timeline

The Tenterden Town Centre Health Check Project would be carried out over 12 days, 2 days each week for a period of 6 weeks and availability from May 2019.

Visual Output

The final report will include data collated, relevant maps to support the evidence presented. All surveys will be presented in a clear and concise way including all the information outlined within this brief.

The total cost is £4,800 (inclusive)

I look forward to hearing from you, but in the meantime please do not hesitate to let me know if you have any questions relating to my submission.

Yours sincerely

Jo Wynn-Carter
Retail Inspired

www.retailinspired.org

WHEELIE BINS AND RUBBISH BAGS IN THE HIGH STREET

Background

Following complaints from residents in/just off the High Street, it seems clear that some residents – particularly tenants of flats above shops – can tend to leave their wheelie bins and rubbish bags in the High Street or in the lanes just off the High Street, rather than putting them in storage and only bringing them out for rubbish collection days.

It seems this is in large part due to some residents not realising that they should only put their rubbish out the night before a rubbish collection is due and should take their wheelie bins back into storage once they have been emptied. I suggest therefore that the town council should engage in as gentle programme of informing residents:

- 1 Preparing a polite note for residents, advising them of the appropriate procedure and confirming the normal rubbish collection day (Monday each week) and asking them to adhere to the recommended arrangements
- 2 Delivering these notes to residents who leave their wheelie bins out longer than needed (or put rubbish bags out earlier than appropriate)
- 3 Contacting the local letting agents with copies of the note, asking them to let their clients' tenants have a copy and pointing out that keeping the High Street in good condition benefits residents and landlords alike

Proposal

I propose that the town council authorises the Town Hall office to prepare and deliver notes along the above lines

Town clerk's note – see attached flyer produced by Cllr Mrs Ferguson (which has approval from ABC)

Crime and disorder reduction impact: Minor

Biodiversity conservation impact: None

Suggested budget: None needed: incidental office expenditure

Cllr Justin Nelson – 12 May 2019

WHEELIE BINS & BIN BAGS MUST BE NOT BE
STORED ON THE PUBLIC HIGHWAY. PLEASE
MOVE EMPTY WHEELIE BINS BACK ONTO YOUR
PROPERTY AS SOON AS POSSIBLE AFTER
COLLECTION *Thank you !*

PLEASE DON'T PUT WHEELIE BINS OR RUBBISH
OUT UNTIL 6PM THE DAY BEFORE COLLECTION

*Please
keep our
town
tidy*

TENTERDEN TOWN COUNCIL

www.tenterdentowncouncil.gov.uk

Tel: 01580 762271

