



Sports Review – Minutes

Meeting at 10.00 a.m. Wednesday 25th October 2017 in the Mayor's Parlour, Town Hall, Tenterden.

Present:

TTC: Cllrs Mike Carter, Alan Sugden, Ken Mulholland & Justin Nelson.

Tenterden Leisure Centre (TLC): Craig King.

Sport Tenterden: Graham Smith

Ashford Borough Council: Cllr Paul Clokie (Chair), Cllr Mike Bennett & Ben Moyle (Facility Development Mgr)

KCC Sports Development Unit: Chris Metherell

Kestrels Gymnastics: Gary Crawford, Kloe Crawford.

Residents: Robyn Reeves

Community Warden & director at Tenterden Schools Trust: Jo Vos

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

1. Apologies for absence.

TTC: Cllr Roy Isworth

KCC: Cllr Mike Hill

Tenterden FC: Stuart Saunders

TLC: Chris Cheesman

Homewood School: Mark seymour

Tennis: Tom Carlton

2. Minutes of the last meeting. Agreed.

3. Matters Arising from the minutes. All issues covered later in the minutes.

4. Football provision. Currently both the ATP and the Recreation ground pitch are a suitable size for local league football. The size of the recreation ground pitch is sufficient for their current league status and they would need to gain 3 promotions to require a higher level pitch *currently*. TTC advice has indicated that Sport England would insist on a larger *grass* pitch as a replacement for the recreation ground pitch. The ATP may be considered as a replacement but there is no guarantee of that until the case is put to Sport England.

Paul Clokie stated that the original question facing us was the ATP and the provision of grass pitches on the Appledore Rd site under a 25-year lease from Homewood. This lease offer has now been retracted by Homewood as they have signed an agreement with Wates as per their letter to the Town Council.

The Sports review should recommend to TTC that land should be procured in or near the town to allow the required grass pitch provision and replace the pitch on the Recreation ground if the ATP is not acceptable to Sport England as a replacement. Once the Borough Local Plan is agreed, land will be easier to acquire. Graham Smith pointed out that pitches further out of town would hit more planning obstacles. The Appledore Rd option should still however be pursued in tandem with the land search.

No 'break clause' of any kind would not be acceptable to the Football Foundation as a funder. As such the only way the FF would fund Appledore Rd is if the landowner Homewood were the applicant for the FF grant. Were future development to occur then the FF would expect clawback of their funding or seamless replacement to an equal or better standard. A community use agreement would be a minimum requirement with a football development plan and these options can be discussed with Homewood School.

Jo Vos felt there was still scope to explore a resolution with Homewood. Cllrs Nelson and Carter agreed that this should be pursued in a further meeting with Homewood with a sub-group of the Sports Review.

The meeting delegated responsibility for discussions with Homewood to Cllrs Carter, Nelson, & Sugden. The Town Clerk and Graham Smith would also attend. Paul Clokie was keen to point out that no commitments should be made to Homewood.

Graham Smith advised that the proposal to build pavilion on the right-hand field has already been put to Homewood and was not agreed at that time but should be revisited.

In the long term, more land is likely to be needed as the Wates proposals (even if this development is built out) are only likely to satisfy the need generated by TENT1. The advice received from the Head of Planning at ABC was that the Wates planning application was likely to be rejected and there limited chances of it succeeding on appeal.

Ben Moyle stated that the ATP is in the playing pitch strategy and ABC would like to deliver it. However, ABC members would be unlikely to approve the use of all the S106 monies towards the ATP and TTC would similarly oppose this since the main requirement for both the footballers and the Town Council is for further grass pitches and a clubhouse. The ATP in isolation is of limited interest to the footballers and therefore TTC. Since Homewood is likely to enjoy around 40% of the ATP pitch usage they would be expected to contribute *at least* 40% of the cost.

Graham Smith pointed out that the original requirement from the footballers had been for grass pitches only.

Chris Metherell requested some planning guidance in writing to Homewood for their consideration. He also felt that Sport England would be likely to agree that the ATP would be acceptable as a replacement for the recreation ground pitch.

Should the ATP go ahead, the responsibility for maintenance must remain with Homewood School, as manager of the site and beneficiary of income derived and not pass to TTC. The maintenance fees being shared between Homewood and the sinking fund derived from user fees.

Paul Clokie re-iterated the ABC position that the Wates application would not be considered before 2030.

5. Plans at the Leisure Centre.

- The plans for the proposed development have been the subject of pre-application advice
- Discussions are in hand with Serco re proposals for managing the operation during and after the proposed development
- Discussions are in hand with ABC regarding funding of the proposed development
- Supporting grants are being sought to make the project viable - £75K from Trust with match funding from ABC and TTC and an external grant fund possibly providing up to £40K.
- Much to be finalised. Assuming viability the project would require approval at Trust's November meeting and ABC's December Council meeting.
- Trust members attend the Recreation Ground focus group meetings
- Work would ideally start in 2018 subject to all parties agreeing terms.

6. Gymnastics Provision. Gary Crawford reported that the Kestrels had a waiting list of 300. If the proper facility were available with a full height roof for trampolining, an extra 600 people would be attracted to Tenterden with the consequent secondary spend. He is also hoping to introduce parkour (free running) and a climbing wall.

7. Tennis. Mike Carter raised the Tennis club's request for 4 courts (2 dedicated and 2 within a large MUGA). Chris Metherell advised that the LTA will not contribute as much to MUGAs as dedicated tennis courts. The MUGA surface needs to be porous tarmacadam for Tennis purposes.

8. AOB. The Boxing Club now secured a lease at the property to the rear of the old "Your Move" premises (to the side of the Millennium Gardens).

9. Date of Next Meeting. Weds 29th November at 10 a.m. to report back on the Homewood situation. The next meeting would be dedicated to the football situation.

External Committee 9th October 2017

Machine for leaf collection

Agenda Item 8

Attached is a quotation for a leaf collector which would fit to the back of the small trailer and greatly reduce the time required for leaf collection. Manual leaf collection is very time consuming.

Currently leaf collection is part of the litter contract performed by Biffa on behalf of ABC. The visits are approximately once a month and in between these times the leaf accumulation, particularly from the London Plane Trees on the High Street greens, is a problem. The machine would also be useful on other sites including the recreation grounds.

The attached quotation also shows details of the equipment and how it can be used.



Proposal: That the leaf-collecting machine should be purchased.

Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None in comparison with manual leaf collection
Budgetary Impact	: Not budgeted



Billy Goat DL1801V Leaf & Debris Truck Loader

[Be the first to review this product](#)

R.R.P: £3,539.99

MowDirect Price Only

£3,299.99

If you want to clear large amounts of leaves, twigs, pine-cones or any other kind of debris, the go-to manufacturer is Billy Goat. Producers of premium professional blowers and loaders, their name is synonymous with quality, and this heavy-duty truck-loader offers great functionality and a raft of user-friendly features.

The Billy Goat DL1801V has been designed and built for commercial and large-scale domestic use. It vacuums detritus, reduces it to a manageable size and then ejects it through a discharge chute that can be adjusted through 360° for precision dumping into a truck or container.

This model is driven by an immensely powerful 570cc Briggs & Stratton Vanguard engine that combines a V-Twin cylinder-configuration with OHV technology for high-torque performance with reduced vibration, emissions and fuel-costs.

The Billy Goat DL1801V has a patented shredding-system that comprises an unforgiving Piranha™ blade and an armour-plated six-bladed impellor - even cans and glass bottles will be pulverised without problem.

The intake-hose on the DL1801V measures 25cm in diameter and three-metres in length; and is transparent for quick and easy progress- blockage-checking.

When work has finished and it comes to packing away, the hose has a handy hook for integrated storage.

Included with the Billy Goat DL1801V is a hanger-kit for tailgate mounting.

If the hose is removed during operation, a kill-switch kicks-in and immediately cuts the engine for optimum operator-safety.

External Committee 9th October 2017
Remembrance Day PA system
Agenda Item 9

Attached is a request from the Royal British Legion for grant assistance with the cost of the PA system on Remembrance Day. This generally costs in the region of £100 to £120.

The Town Council currently grants the RBL £400 p.a. but this includes the wreaths for the War Memorial and surrounding churches. Use of Town Council facilities for preparation of the poppy-sellers' boxes etc. is offered free of charge. Funding, however, as a town event is comparatively low.

Should the council decide to meet this cost, it would be offered on an annual basis.



Proposal: That the council should consider meeting PA system fees for Remembrance Sunday each year.

Phil Burgess
Town Clerk

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



Patron HM The Queen

Tenterden Branch
c/o 6 Adams Close
Tenterden TN30 6LY

20th October 2017

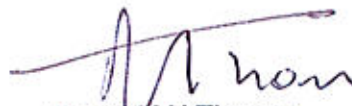
Mr Philip Burgess, Town Clerk
Tenterden Town Council
Town Hall, 24 High Street
Tenterden TN30 6AN

Dear Mr Burgess

REMEMBRANCE SUNDAY PA SYSTEM

As discussed, we need to employ Andrew Bantock and his PA system for the Remembrance Sunday Service on 12th November. In the past, the Branch has funded this but, as our resources are now somewhat depleted and since this is in the civic interest, we would like to make a formal request that the Town Council takes over this funding. We anticipate the cost will be in the region of £100.00.

Thank you for your consideration of this request and we look forward to your reply.


Roger M H Thomas
Secretary

17/10/2017

Tenterden Town Council

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Detailed Income & Expenditure by Budget Heading 01/10/2017

Month No: 6

Committee Report

External

130 Events & Donations

4305 Town Events	5,600	9,000	3,400		3,400	62.2%	
4325 Ad-hoc Donations	3,373	2,150	(1,223)		(1,223)	156.9%	
Events & Donations :- Indirect Expenditure	8,973	11,150	2,177	0	2,177	80.5%	0
Movement to/(from) Gen Reserve	(8,973)						

190 Capital Projects - Tent 1

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)						

310 Caretaker Scheme

1275 ABC Revenue Income	0	26,000	26,000			0.0%	
1280 KCC Capital Income	5,000	0	(5,000)			0.0%	
1285 KCC Revenue Income	8,000	8,000	0			100.0%	
Caretaker Scheme :- Income	13,000	34,000	21,000			38.2%	0
4170 Capital Expenditure	17,425	0	(17,425)		(17,425)	0.0%	
4175 Revenue Expenditure	2,841	0	(2,841)		(2,841)	0.0%	
Caretaker Scheme :- Indirect Expenditure	20,266	0	(20,266)	0	(20,266)		0
Movement to/(from) Gen Reserve	(7,266)						

320 Highways & Amenities External

1340 Allotment Income	(600)	0	600			0.0%	
1380 Bench Donations	(355)	0	355			0.0%	
Highways & Amenities External :- Income	(955)	0	955				0
4245 PPE & Clothing	241	0	(241)		(241)	0.0%	
4700 Vehicle/Mach. Repairs & Maint	636	0	(636)		(636)	0.0%	
4705 Vehicle/Mach. Purchases	3,405	0	(3,405)		(3,405)	0.0%	
4710 Fuel	1,331	0	(1,331)		(1,331)	0.0%	
4715 General Grounds Maintenance	2,250	0	(2,250)		(2,250)	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	9,355	0	(9,355)	0	(9,355)		0
Movement to/(from) Gen Reserve	(10,310)						

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330 General-External							
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	12,045	34,000	21,955			35.4%	
Expenditure	38,973	27,150	(11,822)	0	(11,822)	143.5%	
Movement to/(from) Gen Reserve	(26,927)						
Grand Totals:- Income	12,045	34,000	21,955			35.4%	
Expenditure	38,973	27,150	(11,822)	0	(11,822)	143.5%	
Net Income over Expenditure	(26,927)	6,850	33,777				
Movement to/(from) Gen Reserve	(26,927)						

Tent1 Affordable Housing

Taylor Wimpey: Three Fields, Smallhythe Road, Tenterden
 Dandara: Church View, Recreation Ground Road, Tenterden
 October 2017 Update

35% of the Tent1 development is classified as affordable housing. Of this 35% some homes will be shared ownership, and some homes will be for social renting. If you would like to be considered for an affordable home please get your name on the list NOW; either on the shared ownership list (see Option 1 below) OR on Ashford Borough Council's housing list (see Option 2 below)

Please start the process now. Do not wait until the homes are released. NOTE: none of the affordable homes have been released yet and no prices are known (October 2017)



Option One Affordable Homes - Shared Ownership

Shared Ownership (used to be called Part Buy Part Rent).

- How does it work?
- Am I eligible?
- How do I apply?

START HERE

Are you eligible for Shared Ownership

<https://www.helptobuyese.org.uk/help-to-buy>

Next Step: Register here

<https://www.helptobuyese.org.uk/apply-online>

Next Step: Search for a property

<https://www.helptobuyese.org.uk/property-search>

Please note as at October 2017 the Tent1 shared ownership homes have not been released yet, but please register now

Option Two

Affordable Homes - Social Rented Housing

If you live or work within the borough and you have a housing need that you cannot meet from your own resources or if your current home does not meet your housing requirements, then you may apply to join Ashford Borough Council's housing register. People who are already adequately housed will not be offered a property. To apply for social rented housing in Tent1 you must first be accepted onto the housing register, please see the Kent Homechoice website. Ashford Borough Council reported in July 2017 "it has been agreed that, on first let only, we will prioritise those applicants with a local connection to Tenterden and St Michaels, subsequent lets will be made using our Lettings Policy criteria, meaning that no priority will be given"

START HERE

Pre-Assessment questionnaire

Find out if you qualify to join the housing register <https://www.kenthomechoice.org.uk/assess> if you qualify you will be asked to fill in an application form for social housing

Next Step: Search for a property

http://www.kenthomechoice.org.uk/choice/PdfFiles/KentPublicFreesheet_ABC.pdf

Please note as at October 2017 the Tent1 homes for social renting have not been released yet, but please register now

DIFFERENT HOUSING ASSOCIATIONS USED BY THE BUILDERS

Taylor Wimpey: West Kent Housing Association <http://www.westkent.org>

Dandara: Moat Housing Association <https://www.moathomes.co.uk>

FURTHER HELP

Housing Lettings Policy

<https://www.ashford.gov.uk/media/2884/abc-lettings-policy-revision-2017.pdf>

Ashford Borough Council

Tel: 01233 330688

Email: housing@ashford.gov.uk

HOMES FOR PRIVATE SALE

[mentioned here for information purposes only]

65% of the Tent1 development is for private sale at full market value

Taylor Wimpey : pre-show homes & information available at Repton Park in Ashford, the Tenterden show home will be open soon

Dandara : the Marketing Suite is open; Recreation Ground Road, Tenterden

Prepared by:

Cllr Sue Ferguson, Tenterden Town Council, October 2017

External Committee 20th November 2017

Friday Market
Agenda Item 12

Earlier this year council agreed in principle to investigate the feasibility of taking over responsibility of the Friday Market.

A meeting has been held between TTC and Mandy Vear (the representative of the traders) and the response was positive.

A further meeting was held involving Cllrs Knowles and Mrs Smith, Trevor Ford and Ali Simmonds (ABC Licensing) and Cllr Graham Galpin to cover the detail of the potential transfer (which is planned for the new financial year April 2018). Details provided by Trevor Ford are attached for reference and these show the planning authorisation (which still includes the area outside NatWest should the market need to expand) and details of administrative issues which need to be undertaken.

The traders would gain financially as their annual street trading consent licence would be transferred to the Town Council, and the fee of £73 would therefore be payable only once rather than by each trader.

Further improvements to the Market would be under the control of the Town Council and liaison with the traders (difficult for ABC owing to the distance involved) would be greatly improved.

The financial gain for the council is not great (around £3000 per annum which will be offset by additional administrative expenses) but the level of control is greatly enhanced. Once in force the Tourism and Business sub-committee will recommend ways the Market can be enhanced and expanded.

Once the transfer has been agreed Trevor Ford will write to traders to invite them to an explanatory meeting (TTC will agree the letter beforehand) at the Town Hall so they are fully aware how this will affect them. *Note this actually happened in advance of this meeting on 10th November and the traders are very keen for TTC to take the reins. Minutes of that meeting from Trevor Ford are attached.*

Proposal: That the Friday Market administration should be transferred from ABC to TTC from the new financial year.



Phil Burgess
Town Clerk

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

Attendees:

ABC; Graham Galpin (Cllr)
Trevor Ford (Licensing Team Leader)

TTC: Phil Burgess (Town Clerk)
Pamela Smith (Cllr)

Tenterden Market Traders

ABC current position

1. TF outlined the position from the perspective of the Licensing Team at Ashford Borough Council, and the fact that Tenterden Town Council had expressed an interest in taking on the day-to-day operation of the Friday market. Key areas discussed included:-
 - At current the licensing team process the consents, but have very little in terms of day to day involvement in the market
 - At current there is not the resource or capacity for the Licensing Team to conduct much in the way of marketing to promote the markets offering, and we were conscious of this fact.
 - In addition to the marketing the Licensing Team have historically not have the time to link with the tourism, Tenterden events, and business promotion elements
 - TTC could hold a consent to be the market operator, which would save the need for individual traders to submit individual consents. It could be phased in that on X date the traders' consents are revoked and the following day they will operate under TTCs consent.
 - If ABC continued to operate the market, there would be a need to move towards direct debit payments, which we felt would further reduce flexibility of the market and affect traders who do not want to trade each week.

TTC outline

2. PB outlined the desire for TTC to take on the market operation with a view to link the market to the other work carried out by TTC (events, tourism, retail promotion). PB also advised:-
 - TTC would aim to keep cash payments for traders to enable greater flexibility
 - TTC would look to take on market and run for perhaps 12 months and then take a view on what changes would help support the market.
 - Medium term promotion of the market was a particular desire.

Issues raised/discussed

3. TF outlined that at this stage no decision has been made but we wanted to invite the traders in to seek views and any concerns to ensure any change best supports the continuation of a market. The following issues/concerns were discussed:-

4. Flexibility – A common theme in the discussions was the need for the market to be more flexible, which is difficult under the current consent process. The traders highlighted a need to allow less frequent traders i.e. once a month an opportunity to join the market.
5. Car parking – TF clarified that we would continue the free parking permits for market traders
6. Street trading consents – TF clarified that TTC would hold the market consent to effectively operate the market, and this would allow them to authorise traders to sell under their consent.
7. Shop based retailers – traders highlighted a desire to work with the shop based retailers so all can support each other. PB
8. Trading hours – traders highlighted the limited cut off times for the market 1500hrs, and a desire to extend this as they often feel that they cut off too early. TF confirmed this should be possible within the existing consent.
9. Coach days – traders highlighted that tourism coaches come on a Tuesday and not Friday. There was some discussion about alternate days, but in the end the result was a desire to see whether it was possible to encourage tourist coaches to come on a market day when there was a greater offering in the town (including the other market).
10. Planning restrictions/variation – TF outlined the limitation of the current planning consent, but advised there was scope to vary should TTC want to do so in future. Cllr GG advised that he would support any change to promote the town and retail offering.
11. Tourism and Business meetings – PB and Cllr PS outlined this meeting, and proposed that representatives from the market attend.
12. Signage for parking and enforcement 6-10am on Fridays – traders highlighted an issue with persons parking in the market spaces blocking trading area. TF advised he would get the signage looked into and ask CEOs whether they could enforce at this location.
13. Gazebos for new traders – Traders highlighted a desire to have a gazebo for new traders to help them get into trading. TF highlighted a cost of around £450-500. PB and Cllr PS advised this was a possibility, but they would need to sort out storage arrangements.
14. TF/PB advised that ultimately the next stage is for TTC to determine whether they want to take on this role, and if so TF will work with PB to sort the process to be as streamlined as possible.

Current position

Days/time

Market operates Fridays only

Market opens 0830 (all stalls should have unloaded, vehicles moved, and setup)

Market closes 1430 (all stalls should back up ASAP)

Licensing

The traders apply for Street Trading Consent (£73.00) to Ashford Borough Council annually and provide evidence of £2m public liability insurance.

Rent collection

The daily rent is collected by the market 'Toby' in cash on trading days. At the same time the 'Toby' completes an attendance sheet. This is then paid into the ABC bank account the same day. As part of their voluntarily role the market Toby receives 50% off their rent.

Finances

Income	16/17	Projected 17/18	Projected 18/19
Consents	686	530	530
Rents	5135	4500	4500
	5821	5030	5030
Costs			
Electricity	674	525	674
Business Rates	1331	1350	1350
Insurance contribution	126	130	130
	2131	2005	2154
Total income	3690	3025	2876

The above figures do not include management, officer costs, admin etc. associated with market operations.

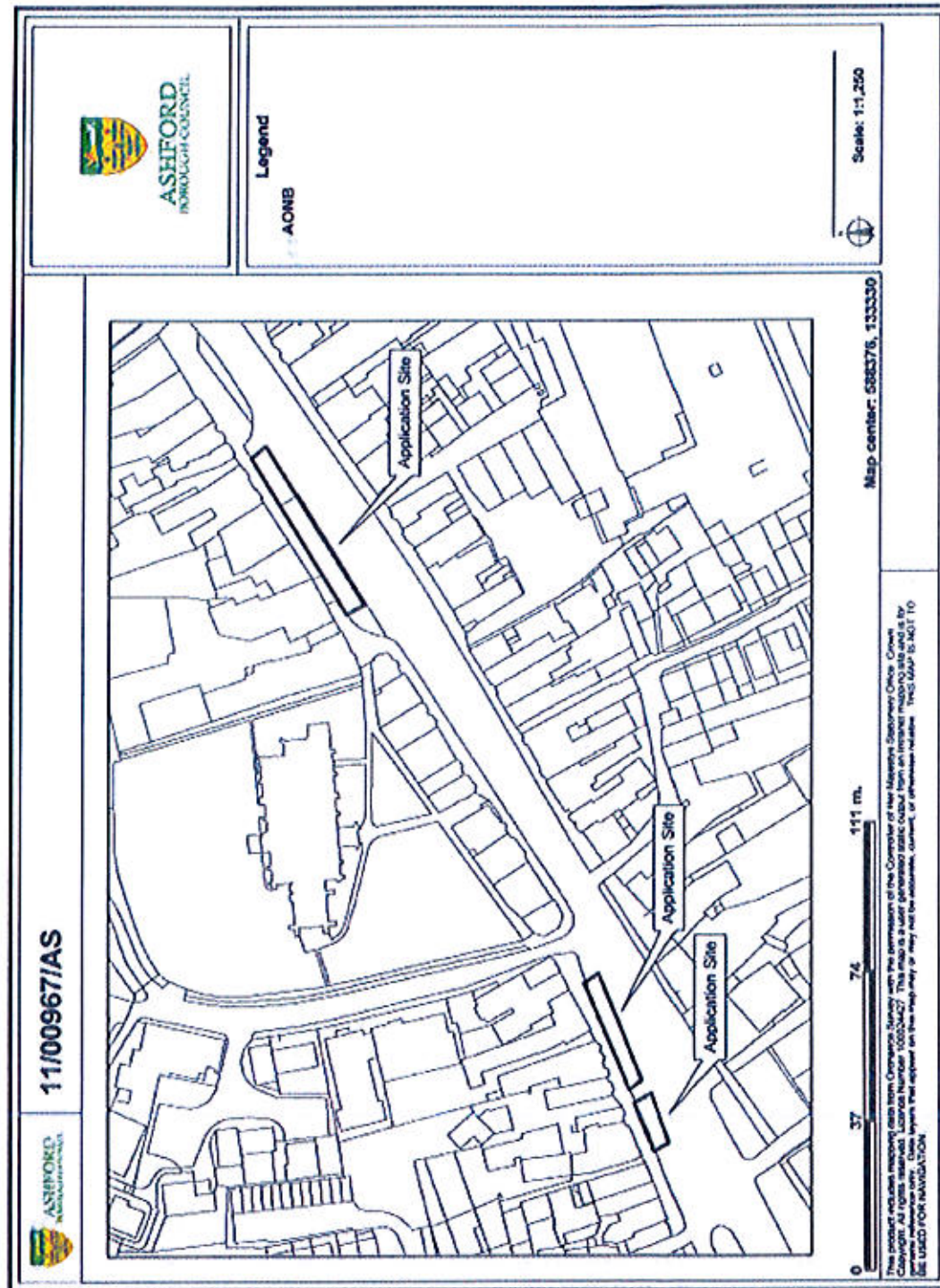
It does however include 50% discount to Market Toby for their stall in exchange for their day-to-day role.

Current rent is based upon £2.00 per foot of frontage.

Proposal

For Tenterden Town Council (TTC), should they so wish, to take on the day-to-day operations of the market, by holding an overall consent to enable trading. Stallholders would then no longer need to hold individual consent with ABC, but may operate under TTC consent.

Area consented under Town and Country Planning Act



Current Planning Conditions/Restrictions

- 1 The development hereby permitted shall be begun before the expiration of 3 years from the date of this decision.

Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

- 2 The site shall not be used as a Market other than between the hours of 0600 to 1600 hours on Fridays unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interests of the amenity of the area.

- 3 The market stalls shall be erected in accordance with the details of the market stall canopies received by the Local Planning Authority on 6 September 2004 and approved under application reference 04/01009/AS.

Reason: In the interests of the amenity of the area.

- 4 All rubbish resulting from the use of the land as a Street Market shall be removed from the site and the adjoining highway at the end of the Market on each occasion of use.

Reason: To protect the character and appearance of the Conservation Area.

*Cond 3 refers to standard 'pop-up' type market-weight gazebos.

Suggested street trading consent conditions (for a TTC consent)

In these conditions:

"The Council" means Ashford Borough Council.

"You" means the holder of the consent to trade.

1. The consent is personal to the trader and is not transferable.
2. Trading may only occur in the area edged red on the attached plan highlighting the extent of the consented area.
3. A copy of the consent, and list of authorised traders, shall be made available to an authorised officer of the Council or Police Constable upon request.
4. The consent holder may only trade on the approved day(s) and between the approved times as indicated on the street trading consent.
5. The consent holder shall write to the Council giving full details of any offence(s), caution(s) or fixed penalty notice(s) imposed on them within seven days of the imposition of the offence(s), caution(s) or fixed penalty notice(s).
6. The holder shall indemnify the Borough Council against any claims in respect of injury damage or loss arising out of the grant of this consent (except insofar as any claim in respect of injury damage or loss is attributable to the negligence of the Council) and shall maintain a public liability insurance policy with a limit of indemnity of up to £10 million for any one incident. The holder shall produce the certificate of insurance and any renewal thereof within 24 hours of the original expiry date.
7. No person under the age of 17 years shall engage or be employed in street trading.
8. The consent holder must ensure that staff who prepare open high risk foods, or handle food and have a supervisory role, have training to the level equivalent to the Chartered Institute of Environmental Health (CIEH) Level 2 Award in Food Safety in Catering within three months of the consent being issued.
9. The consent holder shall take all reasonable and proper precautions for the safety of all other persons using the street(s) and to prevent danger to persons using the street(s).
10. The consent holder shall not cause any obstruction of the highway.
11. No article or thing shall be caused or allowed to project beyond the front of the stall or be placed alongside it in such a way as to cause any obstruction to users of the highway.
12. The consent holder shall ensure that trading is conducted in a manner which avoids any nuisance or annoyance to the occupiers of neighbouring premises. In particular the holder shall ensure that any power driven equipment (including generators) are sited to minimise noise and attenuated where necessary.
13. The consent holder shall comply with the reasonable requests of a duly authorised officer of the Council to take such action as is considered necessary to abate any nuisance or obstruction.
14. Public highways shall be maintained in a clean condition during each day's trading and all rubbish and waste paper accumulated throughout the daily operation of this consent shall be removed at the end of each day's trading. Suitable refuse facilities shall be

provided to encourage customers to dispose of rubbish and waste paper so as to avoid causing a nuisance by the littering of the highway and private land bordering the approved location.

15. The consent holder shall observe, perform and comply with all relevant statute law, common law and byelaw provisions, including Road Traffic Regulation Orders made by the Highway Authority.
16. All vehicles that are traded from will have a valid certificate of motor insurance, where appropriate, a valid MOT Certificate and be fit for purpose.
17. A consent may be surrendered at any time.
18. The consent holder shall, where applicable, at all times when trading comply with all "Codes of Practice" relating to noise in particular the "Codes of Practice on Noise from Ice Cream Vans Chimes etc 1982".
19. No animal shall be present on any stall or vehicle.
20. The consent holder shall ensure that, where applicable, has written permission of the landholder from whose land they intend to trade from before a consent will be given.
21. In addition to these conditions, the Council may also impose conditions which are specific to individual consents to trade.
22. Trading consents for Tenterden market will be conditional on the design of the stalls.
23. Traders wishing to use generators whilst trading at Tenterden market will require permission from the licensing authority.

Other issues

Parking permits

Traders get free 12 month parking permit for one vehicle from ABC Parking Services.

If transferred TTC would need to forward any applications for permits to ABC, confirming that the person is a current/valid trader.

Waste

All waste generated from each stall should be removed from site by the stallholder at the end of the trading day.

Business Rates

Account need to be transferred to TTC.

It may be a review could be requested based on current size of market

Electricity

Account would need to be transferred to TTC

Enforcement

TTC would need to enforce their T&Cs, and if need be remove the authorisation to trade under the TTC consent in writing to the trader.

Traders not operating with TTCs consent will be operating without a street trading consent, and thereby may be enforced by Ashford Borough Council as illegal street traders.

We would expect that TTC report any illegal traders.

Agreement between TTC and individual traders – suggestions

See current application form for suggestions.

Insurance – Normally £2 million for individual traders

Waste removal – Ensure traders remove own waste, otherwise lands with TTC

Design of stalls (see planning condition)

Dress code

Rental charge amounts
fixed or variable stall size
payment method

Charge for agreement

Proposal for Skate Park Research

Aim

To run a series of activities to ensure young people are equipped to feed into the re-ordering of the Recreation Ground

Objectives

- For a core group of young people to carry out research into skate park design and purpose
- To assist core group in dealing with the wider skating community
- To ensure that the planned Tenterden skate park takes into consideration the outcome of that research
- To reach out to wider youth community as the next stage of consultation
- To reach out to the wider community to build a more positive image of skate boarders

Expected Outcomes

- The town will benefit from the young people's research in so far as it will ensure the plans for the new park build on learning from others' experiences
- Ensuring money is well spent without wastage
- Young people have increased ownership of the park
- Young people learning new skills
- Young people effectively feed in to planning process through the Focus Group and meetings with Ground Control
- Relationship between the skateboarding community and wider town community improved

Delivery

The work with the core group includes:-

- Visits to other skate parks – from Brighton (the biggest skate park in SE) to Lewes – smaller scale but with a very efficient use of space and budget
- Third visit to a park to be identified but a site designed by chosen company
- Lunchtime Consultation Workshop in Homewood School – ensuring a wider audience of young people are reached
- A stall at the Winter Market / Fair both selling skateboards and parts whilst displaying information on the positives connected to skate boarding

Cost

Event	Details	Cost
Research Trip to Brighton	Staff member x2 @ 10.00 an hour - 6 hours	£120.00
Research trip to Lewes	Staff member x2 @ 10.00 an hour - 6 hours	£120.00
Third trip to be identified	Staff member x2 @ 10.00 an hour - 6 hours	£120.00
Lunchtime Consultation Workshop in Homewood	Staff member x2 @ 10.00 an hour - 3 hours (with Prep and analysis) + materials	£70.00
Staffing for Winter Fair	Staff member x2 @ 10.00 an hour - 4 hours	£80.00
Misc / Contingency	Any additional costs that may crop up (repaid if not used)	£50.00
TOTAL		£560.00

Proposal:

That the Town Council fund the proposed research costs up to a limit of £560

Crime and disorder reduction impact: A well-patronised skate park, which will depend on good research, should reduce low level crime and anti-social behaviour

Biodiversity conservation impact: None envisaged.

Suggested source of funds: ____ Grants budget

Proposer: Cllr Alan Sugden

External Committee 20th November 2017

High Street Memorial Benches

Agenda Item 14

The council has many requests for installation of memorial benches and the favourite location is to the south side of the High Street (War Memorial side). This area is now approaching capacity with space for just 2 more benches between the William Caxton in the west and Montalbano in the east.

In order to preserve the visual appeal of the area, a limit should be considered. Once the limit has been reached, applicants will be offered locations to the north of the High Street.

Proposal: That further applications to the south of the High Street should be limited to 2 benches.



Phil Burgess
Town Clerk

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

External Committee 20th November 2017

Priory Way Play Area

Agenda Item 15

I have been approached by ABC as they intend to refurbish the play area at Priory Way and replace the play equipment there, which is long past its prime.

A plan showing the grassed area and the wetpour (rubberised) area is attached.

A site visit was arranged and attended by ABC officers, myself & Dave Bournier.

Current facilities include two toddler swings and some short climbing frames. The equipment is aimed at young children.

The proposal is to replace the wetpour surface, the current toddler swings and small climbing frames with:

1. Either 2 new swings (1 flat 1 toddler) or a basket swing
2. A see-saw
3. A slide on the grassed area.

ABC may consider a basket, toddler and flat swing in a row to take up the full wetpour area, removing the need for a see-saw.

Dave advised that the basket swing on the recreation ground does get a lot of use and covers a good age range since mothers can place young children on it and control the swing manually.

ABC will project manage the changes and they now have their own wetpour team to reduce costs. They are seeking matched funding from TTC to undertake the changes which will be carried out in the current financial year. The cost estimate for the project is £14,000

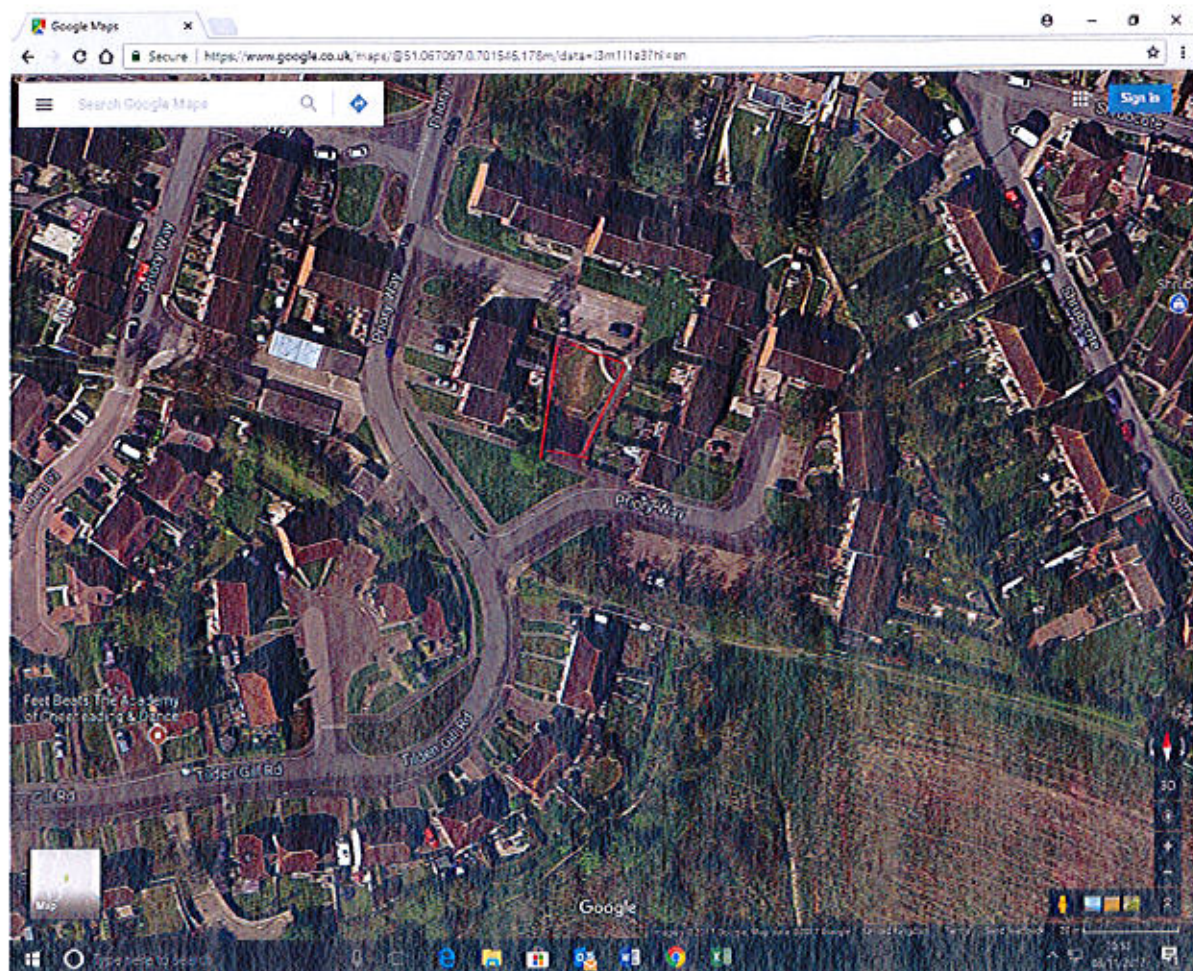
This has long been a spot where there is anti-social behaviour because of lack of facilities.

Proposal: That matched funding should be agreed in principle and brought back to council once the full project details are known.



Phil Burgess
Town Clerk

Impact on Crime and Disorder : None
Impact on Bio-diversity : None
Budgetary Impact : Playground reserve is held



External Committee 20th November 2017
Kiln Field Area – proposed Wildlife and Educational facility
Agenda Item 16

The council has already agreed in principle to take over responsibility of this area from Ashford Borough Council. Much progress has been made in transferring this responsibility either as a freehold plot or on a very long-term lease.

I have attached a report from KWT which advises the next steps required and suggests a more detailed wildlife survey should be carried out at a more appropriate time of the year. I have made a diary note to pursue this.

Further details of this exciting project will be brought to council as it develops.

Proposal: That a detailed wildlife survey should be carried out by KWT at an appropriate time as suggested in this report.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: Beneficial (sense of ownership)
Impact on Bio-diversity	: Considerable advantages
Budgetary Impact	: Minor



Land off Abbott Way,
Tenterden, Kent TN30 7BZ

Educational Suitability Assessment

Kent Wildlife Trust Consultancy



Educational Assessor / Reporting: Gemma Hayes BSc



Head Office: Kent Wildlife Trust, Tyland Barn, Sandling, Maidstone, Kent ME14 3BD

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Protecting **Wildlife** for the Future

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1 INTRODUCTION

1.1 Background

Kent Wildlife Trust was commissioned by Tenterden Town Council to undertake an educational suitability assessment of an area of land adjacent to Abbots Way housing estate.

The site was given to the Council by the developer of the Abbots Way housing estate.

There is a site management plan which was written in 2001, and it is evident that mowing and clearing has been carried out in recent years.

There are two primary schools and one secondary school, as well as numerous community groups within the local area. The area is also well used by local dog walkers and for informal recreation, mainly by youths.

Tenterden Town Council was seeking an, *“assessment for suitability for school parties to visit and observe pond and land based species.”* The Council was also, *“looking to mount interpretation boards, etc. and was seeking a report to help ... plan the area for additional wildlife...”*

1.2 Survey Location / Area

Kiln Field is situated on the southern edge of Tenterden, a town in Kent with a population of around 8,000 people. It is located at central Ordnance Survey grid reference TQ891331 and covers approximately 1.8ha.

The northern boundary of Kiln Field abuts the Abbots Way housing estate. The remaining boundaries abut areas of scrub and woodland.

The location and site boundaries are shown on the map and Google Earth aerial photographic extract included at Figures 1 and 2.

Kiln Field. Site Location Map



November 3, 2017

Produced by MCC GIS Development Team
Copyright Kent County Council 2017

Figure 1: Kiln Field, Tenterden. Map showing general location and boundaries (outlined in red). All boundaries are indicative only. Do not scale



Figure 2: Kiln Field, Tenterden. Google Earth photographic extract (dated 2015) showing site boundaries (outlined in red). All boundaries are indicative only.
Do not scale

2 EDUCATIONAL SUITABILITY ASSESSMENT

2.1 Aims

Kiln Field was visited on Monday 2nd October 2017 by Gemma Hayes (Kent Wildlife Trust) and Councillor Callum Knowles (Tenterden Town Council / Ashford Borough Council).

During the site visit the aims for Kiln Field were discussed and agreed as outlined below:

- To enhance the biodiversity of the site through introduction of an appropriate management scheme.
- To connect with the local community and schools around the site and to encourage them to engage with nature by working together to take care of the environment, for wildlife and for the people who will share it.
- To deepen local peoples' connection with nature through education and exploration, and so helping them to deepen their understanding of wildlife on their doorstep and how to look after it.
- To increase site signage and interpretation.
- To reduce negative impacts / anti-social behaviour on the site.

2.2 Assessment of Habitats on Site

2.2.1 Balancing Pond



The balancing pond acts as a drainage point from the adjacent housing estate and is considered to have high potential for wildlife and education. The gradual sloped edges provide suitable conditions for amphibians and invertebrates. The pond is surrounded by willows *Salix* sp., and common reed *Phragmites australis*, which is encroaching upon the pond. There would be significant benefits to undertaking a programme of phased clearance around the southern margin, aimed at increasing the amount of open water and sunshine.

2.2.2 Grassland



Kiln Field is dominated by semi-improved neutral grassland supporting a reasonable diversity of flowering plants including bedstraw *Galium* sp., common knapweed *Centaurea nigra* and hoary ragwort *Senecio erucifolius*. Creeping thistle *Cirsium arvense*, a characteristic species of disturbed ground was also recorded.

Species-rich grasslands can be extremely valuable for wildlife, providing pollen and nectar sources for many invertebrate species such as butterflies, bumblebees and hoverflies, with more tussocky grassland areas, particularly those adjacent to woodland / scrub / open water habitats, providing feeding and sheltering opportunities for birds, small mammals, reptiles and amphibians. Rotational management to maintain and enhance a mosaic of grassland heights, together with a programme aimed at increasing the abundance and variety of native flowering plants, will help to increase the wildlife and landscape value of this area.

2.2.3 Woodland



The western and southern perimeters of Kiln Field are wooded with a large variety of native broadleaved species such as oak *Quercus* sp., ash *Fraxinus excelsior*, cherry *Prunus* sp. and birch *Betula* sp..

Pockets of open space under some of the trees are ideal for an outdoor classroom/ Forest School area, although the antisocial behavior on site would have to be taken into consideration.

Ash dieback was evident here and affected trees within public areas may require work to keep them safe. Further information about ash die back and current guidance on any steps to take is available on the Forestry Commission website at <https://www.forestry.gov.uk/ashdieback>.

2.2.4 Scrub



Scrubby areas on site were dominated by a mix of species including hawthorn *Crataegus monogyna*, blackthorn *Prunus spinosa*, dog rose *Rosa canina* and bramble *Rubus fruticosus* agg. Scrubby areas like this contribute to the overall diverse habitat mosaic and provide a valuable food source as well as sheltering and nesting opportunities for wildlife such as insects, birds, small mammals and reptiles and amphibians. Management for scrubby areas would ideally aim to create and maintain areas of differing ages and heights / structure to optimise conditions for wildlife.

One non-native invasive species, Himalayan balsam *Impatiens glandulifera*, was recorded within the scrubby areas. This is a plant which can spread quickly, forming dense thickets that suppress the growth of native grasses and other flora; it is also listed on Schedule 9 of the Wildlife and Countryside Act, 1981 (and later amendments), making it an offence to plant or otherwise cause it to grow in the wild. It is recommended that this plant should be controlled and ideally eradicated before it becomes a significant problem.

3 INITIAL RECOMMENDATIONS

3.1 Wildlife

The habitat mosaic found on site is likely to support a good variety of common species characteristic of its location.

It may be advantageous to commission a walkover survey during an optimal time of year in order to gain a better understanding of the wildlife interest of the site. In addition the results of any surveys carried out for more commonly encountered protected species such as reptiles and great crested newts, could be used to ensure that management decisions take their presence into account and are designed to be compliant with relevant legislation.

3.2 Habitat Management and Restoration

Kiln Field supports a diverse habitat mosaic and it is recommended that the individual habitats should be managed in a complementary way such that the wildlife benefit of the whole site is greater than the sum of the individual parts. A good management plan for the site already exists, although this would need updating after the wildlife survey and key areas of the site would need restoring before general maintenance from the management plan could begin.

Getting the meadow into a good management routine would be a major part of the site's restoration. Cutting and clearing the grass at the end of the summer period would be beneficial to the site as well as removing dominant species such as creeping thistle.

Pond restoration would involve willow clearance and raking out some of the dense matted roots of reeds within the pond.

Scrub management will involve small scale cutting to prevent encroachment into grassland areas and to create and maintain areas of scrub of varying ages, heights and structure.

Invasive species would need to be identified and controlled.

3.3 Outdoor Classroom Area / Pond Dipping Area

Identifying and providing an open area that local groups can use as a classroom or Forest School area would be valuable for the site. This would allow groups to come and visit easily; however this needs to be sympathetic to the site in order to avoid encouraging anti-social behaviour. Maybe an informal cleared area to be used for Forest Schools would be more appropriate than benches that could easily be vandalised.

A pond-dipping platform, such as that shown in the photograph right, would add to the site's educational value and long-term legacy.



3.4 On-site Interpretation

Vandal-proof signage, such as that shown in the photograph right, would help people identify that the area is a community wildlife site and this could contribute to a reduction in anti-social behaviour. Signage could include information about what species could potentially be seen on site, along with a changeable noticeboard area to advertise local events.



3.5 Involving Local Residents, Community and Schools

It would be beneficial to engage as many local people as possible with activities at Kiln Field and some initial ideas are presented below:

Open Day. Set up an Open Day, inviting local residents to come and give their ideas of how they would like to see the site used. This could be accompanied with family activities and guided walks. Suggested activities could include bird / bat box building for the site, Forest School activities, or bug hunts. Wildlife Gardening Workshops outlining how residents can introduce wildlife into their own gardens would also be appropriate here and will help to boost the wildlife value of the wider area. Provision of light refreshments will encourage people to stay for a chat!

Recruiting Local Volunteers / Volunteer Wardens. These could be your eyes-and-ears for the site, and these volunteers could form the core of a practical volunteer team involved in undertaking practical tasks such as scrub clearance, pond clearance, etc.

Schools. A productive way to engage local schools is to go into the schools and get them involved with a project that leads them to make a field trip to the site. Suitable ideas could

include inviting them to design an element of the site, a school competition to name the site, a bio-blitz to identify as many species as possible within a single day, growing native wildflower seeds at school and then 'plug planting' them on the site. All of these activities could link in with the national curriculum and help to create a sense of ownership and respect for the site.

Forest School. Kiln Field has potential for running informal educational activities and Forest School. This would involve groups regularly visiting the site to run different activities such as shelter building and nature trails. For more information on Forest Schools have a look at <http://www.forestschoollassociation.org/what-is-forest-school/>

3.6 Creating a Legacy for the Site

Keeping the community engaged with the site on a long-term basis would be beneficial for everyone. This could be through the training of staff to develop and run regular activities on site or done through the development of an education pack, which would include a guide to the site and different educational activities that could easily be done out on the site. The pack could then be downloaded from a website or loaned out from the library.

4 NEXT STEPS

The following plan of action is recommended:

- Commission a more detailed wildlife survey of the site, to be undertaken at an optimal time of year. Ideally the survey will incorporate a general wildlife survey, with protected species surveys to check for the presence of reptiles and great crested newts.
- Use the results of the survey work to inform preparation of an updated site management plan.
- Consider how future management of the site will be implemented (e.g. with local Countryside Team).
- Organise an Open Day for local residents to explore their ideas for the site. Combining this with provision of light refreshments and organised guided walks and family activities should help to boost attendance numbers.
- Explore feasibility of recruiting a voluntary warden for the site / volunteer tasks.
- Habitat restoration (with volunteers?).
- Creation of an outdoors classroom area and pond dipping platform.
- Go into local schools and community groups to talk about the vision for the site and encourage them to attend or run an activity which links to the site.
- Consider the long term legacy of the site.

The suggestions above can all be offered and supported by staff at Kent Wildlife Trust at an additional charge, or you may wish to include these ideas in any future plans, budgets or future funding applications.

For example:

- The Kent Wildlife Trust Consultancy would be able to organise undertaking more detailed wildlife surveys of the site.
- Kent Wildlife Trust's Wild About Gardens team can offer short workshop sessions to engage parents and the wider community in the work. This could include finding out about what are the best features to introduce into a garden in order to encourage wildlife.
- To support increased use of the outdoor space, including Forest School if applicable, Kent Wildlife Trust can offer training opportunities for school staff - showing them how to make the best use of the outdoor space and how it can be used to enhance their pupils learning. The Trust can also offer various wildlife-themed activity sessions for pupils and organise a mini bio-blitz survey to look at and record the current biodiversity within the school grounds.

This is an initial thoughts document and Kent Wildlife Trust would be happy to work with Tenterden Town Council to develop Kiln Field and the wider area to benefit wildlife and to encourage the staff, pupils, parents and the local community to explore and deepen their connection with nature.

If you would like to discuss the next steps then please contact Kent Wildlife Trust's People Engagement Team on 01622 662012.

Kent Wildlife Trust are accredited providers of The Learning Outside the Classroom (LOtC) Quality Badge. The Quality Badge is the only nationally recognised indicator of good quality educational provision AND effective risk management.

External Committee 20th November 2017
Charity donation in memory of Peter Davies
Agenda Item 17

We have recently learned of the sad death of Peter Davies. Peter was very active in the town, working on many projects as well as being a founder member of Tenterden Improved.

We have asked his widow Aline to nominate a favoured charity and she has chosen Dementia UK through Fuggles.

Proposal: That the council should determine an amount to be contributed to this charity



Phil Burgess
Town Clerk

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

From:
Sent: 10 November 2017 09:28
To: michael.hill@kent.gov.uk
Cc: office@tenterden-junior.kent.sch.uk; Town Hall
Subject: Road safety at Tenterden infant and junior schools

Dear Cllr Hill

Please could you raise the following points at the County Council:

This morning at 8.50am I saw a heavy builders' lorry OU08LJN exiting Recreation Road. I assume this came from the new housing site where there is supposed to be a Planning Agreement restricting these vehicles at the times children are going to and from school. I have raised incidents like this with the site security people previously.

These types of lorries are particularly hazardous to pedestrians and cyclists, and have been involved in numerous cyclist deaths in London. I have sat in the cab of one as part of a cyclist/lorry driver awareness exercise run by the police. The blind spot in front and on both sides is huge - like driving a double decker bus from upstairs.

This week a lot of children have been cycling to school for Bikeability training. This has been excellent and my daughter is thrilled that they managed to teach her to cycle one-handed and do hand signals, something she has always been too nervous to do before. Please continue this excellent programme which provides vital skills for being able to cycle on the road when they are older.

Finally, when you walk along Recreation Road to the schools, everyone (including large numbers of children) has to cross the very wide and open entrance to Waitrose car park. Most drivers are considerate but the design is not suitable at this location. It should be narrower with a central island and ideally markings or a raised footway to highlight where people are walking. Could I suggest that KCC carries out a safety and pedestrian/cyclist audit of Recreation Road and improves facilities for pedestrians. The developers could pay towards this as the new development will increase traffic on Recreation Road.

Yours sincerely