



### Sports Review – Minutes

Meeting at 10.00 a.m. Tuesday 18<sup>th</sup> July 2017 in the Mayor's Parlour, Town Hall, Tenterden.

#### Present:

TTC: Cllrs Mike Carter, Alan Sugden, Ken Mulholland.

Homewood School: Mark Seymour. Richard Grady (Design consultant)

Tenterden Leisure Centre (TLC): Craig King, Dean Blackford.

Kent County Football Association: Darryl Haden

Sport Tenterden: Graham Smith

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

KCC Sports Development Unit: Chris Metherell

Kestrels Gymnastics: Gary Crawford

Residents: Robyn Reeves and Jerry Capstick

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

#### **1. Apologies for absence.**

TTC: Cllr Roy Isworth

KCC: Cllr Mike Hill, Jo Vos

ABC: Cllr Mike Bennett

Tenterden FC. Stuart Saunders

TLC: Chris Cheesman

#### **2. Appointment of New Members.** Robyn Reeves and Jerry Capstick (members of the pitches focus group) were welcomed.

#### **3. Minutes of the last meeting.** Agreed.

#### **4. Matters Arising from the minutes.** All issues covered later in the minutes.

**5. 3G Pitch at Homewood School.** Richard Grady (design consultant employed by Homewood) drew members' attention to the 90x50 metre Artificial Turf Pitch (ATP). This would support local competitive adult football and the projected costings were £422,794 exclusive of VAT as detailed in appendix 1 (p4) of the Cost and funding report. The project is now ready for the planning stage.

Appendix 2 of the same report includes a draft Community Use Agreement (CUA) showing school core hours to 5 pm Monday-Friday with possible additional school use on Wednesday evening. Public availability would be 5-10pm 4 days per week, 6-10pm Wednesday, 9am to 6pm Saturday and 9am to 8pm Sunday. A total of 44 hours per week. Hire rates are detailed in page 8 of that appendix and relate to the full pitch although in some situations the pitch would be split into 3 or 4 usable areas. The facility was intended to serve surrounding villages as well as Tenterden.



The pitch would be registered to meet FIFA quality standard and this includes a stipulation for a maintenance plan and testing every 3 seasons. The cost of this is included in the business plan.

**6. Football Provision (Appledore Rd Site).** Options for this development including pricing and pitch dimensions are shown starting on page 1 of the main report. Richard Grady reported that proposals and costings were based purely on football usage (not gymnastics). He had concluded that boxing was not feasible at this venue as a permanent ring would be required. British boxing had been contacted in this respect. There are 4 possible layouts. Graham Smith expressed a preference for the sustainability and improved drainage of option A and emphasised the importance of good quality turf. He also pointed out that the design of the pavilion should allow for easy extension in future. Chris Metherell advised that the organisation of match timings, bearing in mind gender and ages, would be important to achieve the best usage from the pavilion. Option C included land which formed part of the "Wates" proposed development and would be dependent on that going ahead. The development was at an early stage and was not included in the ABC 2030 Local Plan. A contingency of 10% had been allowed on estimates since the area to turf had not been finalised. There were a few corrections to be made to the report and it would be re-circulated once complete. Graham Smith would prefer that the planning applications should be submitted for both sites soon. The grass pitches were a more useful facility to the football club.

**7. Football Project Funding.** Pages 4-6 details the funding projections for each of the Appledore Rd options and including the ATP in calculations. Option A is only deliverable in full if all the sources of funding come to fruition. Richard Grady suggested that the ATP and Appledore projects should be delivered separately to aid affordability and that the ATP could be used as a match facility in the short to medium term. The ATP was in effect a stepping stone to full facilities. Ben Moyle commented on aspects of the funding calculations. The Homewood contribution he felt was very low. Bearing in mind the split between school and community usage he would expect a contribution from the school of around 25%. Mark Seymour stated that school reserves were very low. Ben Moyle also felt that the anticipated TTC contribution was extremely low. The Football foundation figures should be achievable and could potentially increase. He would also be uncomfortable about the projects being separated without a firm assurance on the Appledore Rd site going ahead. Cllr Clokie echoed that view stating it would be unacceptable for the 3G pitch to be in place and the Appledore site still be dependent on the Wates or a similar housing development going ahead. Cllr Carter said there was potential for TTC to forward-fund the 3G pitch. Cllr Clokie added that the first decision to be made by TTC was the amount of their contribution towards each project. Although there are still many unknowns Cllr Sugden advised that architects were attending interviews next week and an accurate costing for the recreation ground re-ordering would be available before the end of the year. Cllr Clokie felt there was a funding gap currently in the region of £0.5m. The Football Foundation need to be consulted over potential forward-funding for the ATP



**8. Current Football Facilities.** Mark Seymour advised that there was current capacity on the existing Appledore Rd pitches and he and Graham Smith would liaise to arrange usage by the football club. The Town Council may be called upon to assist with maintenance. Provision of the 3G pitch would free up more capacity on this site

**9. Gymnastics Provision.** Craig King stated that their consultants had confirmed that the sports hall at TLC was not big enough to meet requirements for gymnastics. Gary Crawford agreed. The successful Maidstone facility was a purpose-built warehouse. A gym building on the Appledore Rd site would still be 8-9 metres high even if built below the ground level. Cllr Clokie suggested a potential "large shed" at the Leigh Green site.

Craig King said that TLC would prefer to keep the gymnastics club there as there is a significant secondary spend at the café but any facility would need to be cost-effective over a 10-15 year period to be viable.

Gary Crawford advised that the latest suggested dimensions of a gymnastics facility were 51m x 31m including changing and café provisions. Car parking needs also to be considered. A site by the solar farm on the A28 at St Michaels is a possibility.

Richard Grady suggested it would be worthwhile to submit a pre-application for planning permission for the gym facility on the Appledore site to determine the planners' view of parking required etc and this could be used as a model even if the Appledore site were not to be used. Ben Moyle suggested the Kestrels should draw up a decision matrix for each site under consideration. He could provide a template for this. No potential site should be excluded at the initial stage and the sports hall at TLC should be included in the matrix.

**10. TLC update.** Craig King advised that solid plans were in place and final costings were expected shortly. Work should start in August/September 2018 subject to all approvals and funding being in place.

**11. Consultants' fees.** Homewood school had already contributed in the region of £5000 in consultants' fees and the group recommended that TTC should meet the recent invoice of £1200. This would be referred to committee. *Action: Town Clerk*

**12. AOB.** None

**13. Date of Next Meeting.** Wednesday 4<sup>th</sup> October at 10a.m.

## External Committee 29<sup>th</sup> August 2017

### Christmas Lighting

#### Agenda Item 7f

This background paper should be read in conjunction with the minutes of the Xmas Lighting sub-committee 31.07.2017.

Following the recommendations of that committee I arranged a meeting with Scott Mitchell (Highways Electrician) to investigate the feasibility of suggestions made at the above meeting. A representative from Mitchells electrical will attend the meeting for questions.

#### Power to main tree Lights – this year

Provisions had already been made to allow connection to KCC lamp standards at the base of the column terminating in an underground “pot” which would take a shorter column to be connected as and when required.

The alternative suggestion by the sub-committee was to have a permanent connection direct to the underground supply administered by UK Power Networks (UKPN) thereby bypassing the KCC supply. Advantages:

- a) No requirement for permission from KCC for the attachment.
- b) Improved power supply in comparison with attachment to lamps which would allow multiple connections for street markets.

#### Disadvantages:

- a) Additional street furniture on the greens. This would require a black box similar to that outside the Town Hall next to the notice board. A permanent column attachment to the box would be required for power to tree lights at Christmas.
- b) No additional power output – just extra connections.
- c) UKPN lead time is normally 2 months.
- d) Planning permission would be required in addition to KCC permission for digging the connections.

This would not be feasible for this year.

#### Additional Christmas Trees

3 additional trees had been suggested for East Cross, Fat Ox Green and West Cross to cover the entrances to the town and a central display.

Fat Ox Green – planned additional “pot” will have sufficient power for both this and the lighting in the large tree there. Dug-in base for the tree required.

The Fairings – power can be sourced from the ABC lights along the Fairings for both the Christmas tree and the existing lights which TTC will take over. Dug-in base for the tree required.

West Cross – a further electrical supply “pot” will be required as well as the additional dug-in base for the tree. Suggested siting for the tree would be on the corner green adjacent to the William Caxton.

#### Policy from 2018 onwards

There is currently a mix in the town of lamps administered by KCC and ABC. The ABC lamps are in a poor state of repair and they are due to be passed over to KCC but only after they have been refurbished to KCC’s required standard.

The ABC lights are currently positioned along the internal pavements of the High St greens and places such as The Fairings. They are 5 metre columns whereas the KCC ones are much larger and adjoin the road.

Scott Mitchell’s suggestion is that TTC approach ABC to take over responsibility of these lamps (rather than transferring that responsibility to KCC) and replace them with new LED columns.

#### Advantages

- a) No permission required for attachments if the lights are ours
- b) Could be used to power tree lights or market stalls
- c) Hanging baskets etc could be attached
- d) The pavements are currently poorly lit and this would improve the situation



- e) No further issues over power on the High Street
- f) Heritage style lamps could be used and appearance would greatly improve
- g) 10-year guarantees are available on the lamps themselves.

#### Disadvantages

- a) Initial cost for 8 lamps likely to be in the region of £30,000
- b) On-going costs for power (throughout the year) would be the responsibility of TTC. This would, however, be mitigated by the low power requirements for LED and further mitigated by the facility to run the lights on half-power between midnight and 5 a.m.

#### Power for markets etc

At the sub-committee meeting the point was raised about power for market stalls in the run of parking spaces outside Nat West.

This could be handled by one or two pop-up power supplies that sit flush with the pavement when not in use. Key access would allow provision of several power outlets for stalls.

Quotations have been received totalling £20,500 for installation of all equipment required for the Christmas lights and 3 new trees. The cost of the trees themselves and decorations has not been confirmed at this stage.

A quotation is still awaited for the pop-up power points.

#### Proposals:

1. That tree lighting should be handled this year by the "pot" method as agreed in minute 0025a
2. That additional Christmas Trees should be placed at 3 locations specified
3. That takeover of the ABC lighting columns should be investigated for 2018
4. That the pop-up power points should be undertaken this year if possible



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None.
Budgetary Impact	: Additional cost 2017 from reserves. 2018 cost to be budgeted if agreed

## TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

### CHRISTMAS LIGHTS SUB-COMMITTEE

#### NOTES OF A MEETING ON 31.07.2017

**Present:** Cllrs Carter, Mrs Ferguson, Knowles and Sugden. Mike Bartlett of TDCC and Phil Burgess.

1. **Election of Chairman.** Cllr Knowles was elected chair
2. **Co-option of Members.** Mike Bartlett was co-opted onto the committee.
3. **Apologies for Absence.** None
4. **Changes to Lighting Arrangements this year.** Cllr Carter suggested we investigate the possibility of connecting direct into UK Power Supply metered connections rather than the KCC unmetered supply off the street lamps. This would allow a higher output capacity and would serve market stalls and events better. This could be checked by supplying a grid reference for UKPS to work from. *Town Clerk to check feasibility, output difference and cost with Scott Mitchell.*  
Current quotations for connections to KCC lighting totalled £16,500 including tree surgeon fee.
5. **TDCC request letter**
  - a) The Fairings and Coombe Lane. Members had no objections to taking over responsibility of these lights.
  - b) Individual Christmas Trees The town council would need to be involved in health and safety checks and listed building consents for all buildings concerned, so there was no appetite amongst TTC members for this transfer of responsibility. TTC would however co-ordinate the installation of lights by Scott Mitchell and request that this coincided with TDCCs instruction over the individual Christmas trees.
6. **Funding.** The ABC grant of £4,000, currently payable to TDCC would be split 50/50 with TTC to assist with the responsibilities transferred.
7. **AOB**
  - a) Mike Hill should be approached to assist with extra expenses caused by KCC insistence that no catenary cables be attached to lamp standards. *(Action Town Clerk)*
  - b) The Town Clerk should investigate the installation of an underground power supply at the Fairings as well as 3 new Christmas Trees from Hole Park, positioned at the Fat Ox Green, the Fairings and West Cross (west side of Smallhythe Rd). *Action*
  - c) Cllrs suggested that the Fairings should be absorbed into the Recreation Ground Focus Group (This was also suggested by the Architects at the recent shortlist interviews for the Recreation Ground).
8. **Next Meeting** To be arranged after contact with Scott Mitchell.

Meeting Closed at 6.15p.m.



<b>C.S.MITCHELL LTD Highway Services</b>	<b>EF1</b>
<b>ESTIMATE</b>	
<b>Site:</b> Tenterden High Street	<b>Contact:</b> Phil Burgess
<b>Client:</b> Tenterden Town Council	<b>Quotation Ref:</b> CSM/E/047/17 Revised
<b>Dated:</b> 10.08.2017	<b>Valid Until:</b> 18.09.2017

Tenterden Town Council to apply for Permits and Licences to KCC to carry out Groundworks and Street Furniture Installation as below including all Costs for Permits					
Locations: O/S Potters - Corner of Oaks Road - O/S 84 - O/S Ozgur Turkish Restaurant - O/S 125 - O/S 97 - O/S 73 - Fat Ox Tree - Corner of William Caxton P/M - (9 No)					
Description: Installation of New Posts to power Christmas Lights in Trees along High Street	Qty	Unit	Cost	Total	
Supply and install 250mm Posts at a depth of 800mm with Covers	9	No	£667.10	£6,003.90	
Supply and install 5mm Black Post Top Mounted Column complete with 76mm Cap	9	No	£192.20	£1,729.80	
Trench in Soft and Lay 50mm Orange Duct at a depth of 400mm and re-install trench	50	mtrs	£34.00	£1,700.00	
Remove Commando Socket from existing Lamp Column and Drill Out and re-use on New 5mm Post Top Column	9	No	£50.75	£456.75	
Supply and Lay 6mm SWA Armoured Cable from New Column to Existing Street Light	66	mtrs	£9.60	£633.60	
Remove Time-Clock Isolator from Street Light and Replace with LS03 with Double Brass Plate	9	No	£72.00	£648.00	
Install Timeclock Isolator removed from Street Light into New 5mm Post Top Column and wire in Commando Socket	9	No	£38.90	£350.10	
Supply and install BW20 Glands to 6mm SWA Cable in Street Light & New 5mm Sign Post	38	No	£22.10	£839.80	
Disconnect and Remove 5mm Post Top Column after Festive Season and Store in C.S. Mitchell's Compound	9	No	£132.00	£1,188.00	
<b>ALL ABOVE WORKS ARE FOR THE SUPPLY &amp; INSTALLATION OF POWER SUPPLIES AND COLUMNS TO THE NEW LOCATIONS ONLY</b>			<b>Net</b>	<b>£13,107.95</b>	
<b>Installation of Catenary Cables and Overhead Power Supplies to Feed Points</b>					
<b>Tree No</b>					
21	1	No	£157.00	£157.00	
22	1	No	£157.00	£157.00	
20	1	No	£157.00	£157.00	
20A	1	No	£189.75	£189.75	
	1	No	£167.65	£167.65	
	30	mtrs	£5.85	£58.50	
	10	mtrs	£3.52	£35.20	
8	1	No	£157.00	£157.00	
9	1	No	£157.00	£157.00	
7	1	No	£157.00	£157.00	
7A	1	No	£157.00	£157.00	
6	1	No	£157.00	£157.00	
6A	1	No	£157.00	£157.00	
4	1	No	£157.00	£157.00	
5	1	No	£157.00	£157.00	
2A	1	No	£167.65	£167.65	
	10	mtrs	£5.85	£58.50	
	30	mtrs	£3.52	£35.20	
11	1	No	£157.00	£157.00	
11A	1	No	£157.00	£157.00	
12	1	No	£157.00	£157.00	
12A	1	No	£157.00	£157.00	
12B	1	No	£157.00	£157.00	
13	1	No	£157.00	£157.00	
14	1	No	£157.00	£157.00	
14A	1	No	£157.00	£157.00	
14B	1	No	£157.00	£157.00	
15	1	No	£157.00	£157.00	
15A	1	No	£157.00	£157.00	
15B	1	No	£157.00	£157.00	
16	1	No	£157.00	£157.00	
16A	1	No	£157.00	£157.00	
Tree Outside Fat Ox Ashford Road St Michaels	1	No	£157.00	£157.00	
			<b>Net</b>	<b>£4,794.45</b>	



## TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

### CHRISTMAS EVENTS SUB-COMMITTEE

#### NOTES OF A MEETING ON 15<sup>th</sup> Aug 2017

**Present:** Cllrs Mrs Ferguson & Mrs Smith, Tara McCarraher, Jean Sugden, Kelvin Williams (Rotary), Seren Welch, Natasha Mahoney, Caroline Cowan & Phil Burgess.

1. **Election of Chairman.** Seren Welch was elected chair.
2. **Apologies for Absence.** Margaret Fowler, Lindsay Hammond
3. **Installation of Rotary tree** – When the removable slab changes position, TTC must ensure the fixing spigot is the same or greater diameter as the existing one in the ground fastening. An 18-20 foot tree can be installed in time for Friday 24<sup>th</sup> November. Scott Mitchell can't provide a cherry picker on that day but this is likely to be arranged for the 19<sup>th</sup> instead. The tree will survive in a good condition until 6<sup>th</sup> January. No additional manpower from TTC is required but the extra-long ladder will be needed and this will be arranged between the Rotary and TTC nearer the time. Mulled wine sales for rotary will be run from outside the Town Hall on the Friday evening and then from Sayers Lane. Sayers Lane lighting will be improved this year. Kelvin will choose a suitable tree at Hole Park.  
*Actions PB to arrange moving of slab and liaise with KW regarding the tree.*

- 4 **Light switch on event & Church Service.** The date of this would coincide with the Christmas Market and will take place on Friday 24<sup>th</sup> November at 5pm or before. Seren suggested more involvement from children in the procession from the church and the lighting up ceremony. Electronic candles should be used to overcome health and safety concerns and more of these should be handed out at the Christmas tree to involve people there. These may be re-usable. TTC to order. *Action PB*  
*Action: SW to contact Lindsay regarding involving schools more*  
Tenterden Junior may well sing at the Service. *Action SW to contact Mr Pewsey.*  
*Action: TTC to liaise with Lindsay over the service/switch-on.*

Stewarding or a barrier will be required to contain the public next to the tree. In previous years they have pushed back into the road. *Action: PB - Lions to be approached.*

Town Crier, Harry Hickmott should be approached for the ceremony and switch-on. *Action PB*

Invitations to other Mayors for the event. *Action: TTC*

- 5 **Christmas Market Organisation.** This is not within the remit of this sub-committee and will be devolved to a sub-group independent of the council. This group would be largely volunteers but Seren suggested that a paid co-ordinator should be involved for consistency. This system would be trialled this year and if successful continued year-on-year. Natasha Mahoney was put forward as the paid co-ordinator (Kent Invicta would train her) and would seek assistance from the co-ordinator at Folkestone (who performs a similar paid role) as and when required. Rate of pay suggested at £100 per day in comparison with £150-£200 for the Folkestone co-ordinator.  
The event is intended to be self-funding but as it is a new format, it may require financial assistance in the first year until the balance between charging for stalls and expenditure is refined. The Town Clerk would propose to council that a budget of £500-£1,000 be set aside for the event in case of a shortfall of funding. A second proposal would be made to offer assistance with cash handling for the event as it is too late for the group to set up banking



facilities. A project file should be kept by the group to ensure consistency and improvements year-on-year. *Action: PB to make above proposals to council.*

## **6 Christmas Market Ideas.**

Local charities normally pay for power but not their stalls and use the end of high street. A designated space in the High Street where they could run promotional activities to attract children such as Splat the Grinch & Santa down the chimney. Stalls could be shared or used alternate days. (Brownies and cubs for instance).

Efforts would be made to involve all of the High Street.

After the switch-on event acts could perform around the town.

Shops would be encouraged to decorate their windows in advance of the 24<sup>th</sup>. A best window display competition would be held with 5 categories. Seren had arranged with Kent Invicta to sponsor the glass engraved awards.

The competition should be judged the Monday before the event so that it appears in the KE that week. The following week, pictures of all winners together could be published. A theme should be set (i.e. 12 days of Christmas)

Seren suggested judging by "local success stories" ex-homewood pupils.

A competition treasure hunt should be held for kids to ensure the full length of the High St is visited.

Criteria for selection of stallholders would include local produce, appearance of stands, public liability and hygiene certificates (where applicable) in place. Additional criteria would be agreed by the volunteers.

*Action: PB to check whether individual events notices required for alcohol or whether TTC licence would cover the event.*

## **7. Next Meeting** To be arranged between volunteers to finalise market organisation.

Meeting Closed at 8.15 p.m.

**TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE**

**TOURISM AND BUSINESS SUB-COMMITTEE**

**NOTES OF A MEETING ON 01.08.2017**

**Present:** Cllrs. Mrs Ferguson, Mulholland, Nelson & Mrs. Smith. Cllr Mike Bennett of ABC, Sarah Barber of ABC, Mark Yonge of KESR, Seren Welch (arrived at 5:05pm), and Julie McCollum taking notes.

1. **Apologies for Absence.** Cllr. Carter and John Crawford
2. **Election of Chairman.** Cllr. Mrs S. Ferguson was elected chair
3. **Agreement of Terms of Reference.** Two amendments were made to the suggested Terms of Reference. They will now read-
  - a. **Chairing:** The Sub-Committee shall elect its own chairman on the basis of a vote by the majority of sub-committee members in attendance. This chairman will remain for a period of one year. In the absence of the chairman a temporary chair will be elected as and when required.
  - b. **Frequency of meeting:** (b) on the request of the Standing Committee.

It was confirmed by Phil Burgess that non-council members of this committee can vote.

4. **Destinations management plan.** This item was deferred until the arrival of Seren Welch at 5:05pm.
5. **Christmas Lights.** The Christmas Lights Sub Committee met on the 31<sup>st</sup> July 2017. Feedback from this meeting was given by Cllr. Ferguson:

a, **Power Supply:** KCC change in rules mean that we will no longer be able to tap into the power supply high up on the street light column to light the Christmas lights on the High Street trees so will need an alternative set up. One option was to dig a trench from a selection of trees to some of the street light columns; billing would be estimated by KCC. Another option tabled at the Christmas Lights Sub Committee was to take the power supply directly from the main power cable in the High Street; billing would be direct from UK Power Networks via a series of cabinets in strategic places along the High Street, there are already two of these, one outside the Town Hall, and one on the Recreation Ground. Scott Mitchell has provided one quote, involving the use of power cables in trenches. He has now been invited to investigate the use of cabinets.

There are no trees by the NatWest parking bays, so that area would not be dealt with by the Christmas Lights Sub Committee as there was no need for a power supply for any trees. However, a power supply by the NatWest parking bays could be utilised for various other events in the Town, and it was agreed that the Tourism & Business sub-committee suggests that a cabinet is also provided for that area and added to the investigation/schedule.

b, **Christmas Trees; the Christmas Lights Sub Committee** was also looking into providing Christmas trees at West Cross, The Fairings and at the Fat Ox Green. Cllr Mulholland confirmed that there was a power supply there.

6. **Christmas Market.** Feedback from the meeting held on 26<sup>th</sup> July was given by Cllr. Ferguson. The market will run from Friday afternoon into the evening and all day Saturday; 24<sup>th</sup>-25<sup>th</sup> November. The opening times are to be confirmed. This event will



be run by volunteers and supported by Tenterden Town Council, who will provide help to fill in forms and paperwork. This year's market will be a traditional market and local shops will be encouraged to set up their own stalls outside their shops. Any conflict of interest will be addressed by careful positioning of stalls. The next meeting is to be held on 15<sup>th</sup> August.

a, **KESR Train.** Action Mark Yonge will liaise with KESR to arrange the diesel train or possible the steam train to provide transport into town. He will also liaise with the timber yard at Rolvenden to provide as much parking as possible. Although, last year the train times were timetabled once the carriages were full the train left. This worked well. The times of the last train will be well publicised as will car park closing times. Arrangements will be discussed and co-ordinated by Mark Yonge, Cllrs. Mrs. Ferguson and Mrs Smith.

b, **Parking and Traffic.** It was agreed that this needs to be tackled early on. Last year Cllr. Ferguson directed traffic on Station Road and requested staff/volunteers from KESR take on this role this year. It was decided that traffic also needs to be directed at Rolvenden. Mark Yonge will investigate whether KESR volunteers can take this on and suggested that about 6 people might be needed. The availability of any other volunteers, possibly from the Christmas Market organisers, would be welcome. Disabled car parking was also discussed. With the possibility of using Henry Edward's top field at the Station. Cllr. Nelson also asked whether Station Road car park or space behind M&Co could be utilised. Contact needs to be made with Jenny Lewis, from ABC

c, **Overcrowding and Safety.** Sarah Barber, asked that contact should be made with Laurel Niven, ABC Safety Advisory Group (SAG), with a view to an Events Plan based on anticipated numbers. Action Christmas Events committee and the Town Hall.

7. **Folk Festival.** This will take place from 5<sup>th</sup> to 8<sup>th</sup> October. There is a VIP reception on 7<sup>th</sup> October. Cllr Ferguson suggested a possible Mayoral reception to coincide with the Thursday evening concert. Action Cllr Ferguson and Cllr Nelson.

8. **Notice Board Glass.** Replacement glass and smartening up the contents of the boards was discussed.

a, An arrangement has been made with Croft Glass to provide a quote for the replacement of the 'glass' in the three notice boards. (outside White Stuff, WHS and Leisure Centre). Croft Glass have suggested the use of Lexan Plastic sheet which is UV.-protected so it will not discolour, but being a plastic product, it will scratch. They will also quote for Toughened safety glass, but as this is not vandal proof and will break if hit with force, so may not be suitable. Action: Julie McCollum will give a progress report at the next meeting.

b, It was agreed that the contents of the notice boards needed to be smartened up and should focus on things around the town and the local area. This needs to tie in with the destinations management plan.

9. **Large Images for Station Road Coach Park.** Action to contact ABC to find out what is happening with regard to placing large images on the brick wall.

10. **Any Other Business.**

a, Cllr. Nelson will circulate a paper from John Crawford.

b, Cllr. Nelson discussed what type of town Tenterden is – based on the classifications suggested at the seminar last October, the notes of which he will arrange to be



circulated - and suggested that we are a hybrid: convenience/community town with elements of a speciality town and a holiday town.

He identified various possible initiatives to revitalise the High Street:

- Using the market to encourage visitors
- Developing a teenage market
- Encouraging all businesses to get online
- Promoting pop-up shops and business hubs
- Taking action on rents and business rates, including a local landlords' database
- Arranging a seminar to discuss High Street problems
- Promoting hard landscaping improvements to the High Street.

If, after reviewing the papers to be circulated, members feel any of these initiatives is worth pursuing, they can be explored in more detail

Action: ABC to produce a list of landlords and or a landlords' database for Tenterden (as already exists for Ashford town) to help identify who the landlords are, whether they are local, and to talk to them about helping to ensure shops don't remain empty.

In the longer term, keeping high street rents low would require the Town Council to be a significant landlord.

c, The Great British High Street this year. Cllr S Ferguson had not heard anything yet about the Great British High Street and whether it was happening this year. It was suggested that it needs a business champion to lead this.

d, An evening Street Food Market was to be held on 26<sup>th</sup> August in Market Square. This is a commercial arrangement between London Beach and Canteen Social, but if it is successful then similar events could be encouraged.

11. **Destinations Management Plan.** Seren Welch gave a brief update on her work so far with the local attractions. The Tenterden Offer (the Hub) should be at the centre with pointers to specific areas such as Something for Every Taste (Independent Shops & cafes/restaurants), Love Local Produce (food & drink), Love Gardens (Touring, location), Family Fun (experiences), Market Town History (heritage & countryside). Also discussed was segment profiles for Tenterden: The 'Me' Timers on short breaks, the Sharers (families and friends exploring together) and the Gem Seekers travelling for a specific interest.

11. **Next Meeting** To be held in mid-September. To be arranged via email.

Meeting Closed at 5.50p.m.



**External Committee 29<sup>th</sup> August 2017**

**Town Net Radio**

**Agenda Item 8**

Please see e-mail extract from Rebecca Molloy of Ashford and Weald Partnership Against Crime.

The take-up for this scheme has been poor and therefore the scheme will be abandoned.

"I have engaged with businesses within Tenterden regarding membership and even with the fee reduction there has been little to no interest, many businesses have said they don't feel they need it and the night economy will only join if all do and they are not keen.

With the launch the publicity, the information leaflets and visits from my self and the PCSO we have been unsuccessful.

In Ashford currently there is little response to our radio users as there are limited officers and this would be the case in Tenterden also – this has had a knock on effect on our Ashford membership so we are having to make cuts in other areas.

The line rental to Tenterden has cost us £1800.00 to date and with no one using it is not beneficial to us to continue to fund it. There will be a vote on the viability of Tenterden watch next week and I think the Board will vote in favour of stopping the Broadband link to Tenterden.

As a result of cost cutting my hours are being reduced making further visits to Tenterden difficult, at least 5 members are required to make it viable and the meetings worthwhile.

Obviously this is not ideal but we are more restricted financially and we have limited options, I have also informed Kent Police and ABC that the Board are likely to vote in favour of stopping the Tenterden broadband and they understand our reasons for doing so.

If you have any questions or wish to discuss this further feel free to contact me on [ashfordpartnership@gmail.com](mailto:ashfordpartnership@gmail.com) or call 07711959711.

Rebecca Molloy

Crime Manager

Ashford & Weald Partnership Against Crime Ltd"

**Proposals: Information item only.**



Phil Burgess  
Town Clerk

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

## External Committee 29<sup>th</sup> August 2017

### Mascot Dog for Tenterden

#### Agenda Item 9a

I have attached a letter from a resident requesting ongoing assistance (sponsorship) of a town dog. Mr Harrison will attend the meeting. As this is an unusual request, the Donations committee will also consider this item prior to the meeting.

The letter details the potential social benefit of the Russian Black Terrier to different sectors of the community. I have knowledge of the breed and can confirm it's gentle and calm characteristics and its suitability for the role as well as the accuracy of the pricing on items 1-3 below.

Mr Harrison is requesting assistance with:

#### One-off Costs

1. Purchase of a puppy to train in this fashion £2000
2. Training £200
3. Equipment £200

#### "Revenue Costs"

1. Insurance for Vet's bills (although only claimed for the first year, this is sensible to have in place for life) £240 p.a.
2. Food £1,277 p.a.
3. Equipment £50 p.a.
4. General Expenses £2600 p.a.

This is a very unusual application but one which could have a significant benefit for the community. The "capital" or one-off elements of the donation claim would normally be dealt with by the donations sub-committee but the revenue costs would not fall under that committee's remit and the application should be considered as a whole.

I would suggest that the general expenses would amount to a "wage" and could perhaps be met from donations from the people Mr Harrison visits as he suggests.

Purchases should be supported by receipts.

Should the council decide to sponsor the dog, his/her collar, bandanna or other "doggywear" should indicate this.

#### **Proposals:**

1. That consideration be given to an initial grant of £2400 to cover one-off costs.
2. That all or part of the on-going expenses should be met (1-3 in listing above totalling £1567).



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	: Beneficial
Impact on Bio-diversity	: None.
Budgetary Impact	: Capital element from Donations budget



**DRAFT Proposal Project Massdog A**  
**Community Dog**

Name: Mark Harrison

Address: 5 Bells Close, Tenterden, Kent TN30 6EU

Phone Number: 07977 447012

## **DRAFT proposal Project Massdog**

A Tenterden initiative benefitting the youth and the vulnerable.

### **Outline for a Community Initiative for consideration by the Council of Tenterden**

It requires 'shaping' according to as yet unknown terms of reference from the Council and scoping, once resource limitations are better understood.

### **My experiences with Hector and local research**

I love animals. I have had dogs on and off since childhood – have rescued a CollieX and trained it to work with me in the woods, trained a Samoyed (mad dog – check them out!) from puppy to a one-year old in Switzerland and got the dog through all its required training and subsequent licensing to allow the dog to live legally within the town boundary of Geneva. I worked with a licensed Swiss trainer in Switzerland on this dog daily and is where I got really interested in developing the full potential of dogs as more than a pet. I have worked for 3 months looking after a pack (8 dogs) of Podencos in Spain that were in quarantine. Here I learnt of the pack effect on dogs and how a lack of socialising at an early age can impact what you can do with the dogs in adulthood.

I have spent some time canvassing my idea. I have spoken with staff at the Doctor's, extensively with the youngsters who 'hang out' around the recreation area and ride their bikes in the woods down Bells Lane and talked with a lot of residents in the Caxton Inn, where the landlady calls me 'the dog whisperer' and a limited number of young mothers. I used to work at the Day Centre and when I took the dog in, many of the members were happy. More importantly, I used to live in Danemore and Hector was well known there and much loved. Most of the residents who were there are now at the Spiers and always ask after Hector and want to know when I am going around there.

I need to do more research at the primary school with the teachers but I know the schoolkids love the dog as I always have to stop whilst they pat and stroke the dog on their way home from school. As a result of my wanderings and research, I am confident of the merit of the idea and believe there would be no problem in getting a lot of signatures on a petition for such an initiative (if required) and to get publicity and the town behind it. (When I spoke to the lady with a Husky who cleans the toilets at the recreation ground, her friend who works for the KM wanted to interview me when she mentioned it to her.)

I believe that this project will allow me to do good and caring work and provide a contribution to the community greater than the cost. The authorities would be very happy if I were engaged for, I think, up to 16 hours a week. It would improve my standard of living, but not affect the benefits that allow me to live securely and safely in my house.

Alternatively, I wondered if, when I worked the dog with the elderly or the young, I would be able to accept donations as a reward for my efforts (and petrol etc). If the other party has no money, it wouldn't stop me from working with them – this project is not being done for the money it is about providing a tangible and proven benefit to individuals in need, a point of difference for the town to attract other projects that may have innovative interventions for an ageing community and needs to be piloted and provide a focus for the town's inhabitants to love and be loved by.



## **The idea**

For some time, I have been involved in the care and maintenance of a new and specific breed of dog called a Black Russian Terrier. I cannot take this 13-year-old dog for a walk anywhere in Tenterden without people stopping the dog for a pat or a cuddle, or to enquire of me the breed. It is usually mistaken for a Labradoodle but is actually a much bigger breed.

My proposal is that Tenterden has one of these massive, magnificent and highly-intelligent dogs as a community-owned dog. I also propose that the dog is trained to act as a PAT dog for the elderly, infirm and vulnerable. This dog could also be coupled up with schools to assist young children in learning to read, if a school is agreeable to this being of benefit.

The benefits are:

- This is a recognised benefit of dogs. I can verify that even without training, the BRT I look after in his final months is 'mesmerised' by children reading to him. As an assistance dog for reading, there are primary and secondary schools where such a dog could be taken on a regular (weekly?) basis for therapy lessons with the children.
- Their size makes them easy to pat at bedside and their nature and natural presence always cheers people up.
- As mentioned above, they are a calm dog. They are never 'skittish' or on their 'front feet' ready for a fight. They make more noise asleep whilst snoring than they do whilst awake. (When other dogs try it on this breed, the BRT just looks at them and if they persist, they rise up on their back legs and land on the offensive little dog with their front paws between the shoulder blades and flattens them to the ground. It rarely fails.)

## **Supporting evidence for this idea**

When I worked at the Day Centre, I picked up 'members' from their homes and took them to the Day Centre. They went there for socialising, a delicious meal, and to get out of the house. As a result, I can tell you there is unseen poverty and deep loneliness in Tenterden.

## **Possibilities for this dog's part in the community**

A town dog of this breed would also be able to represent the 'unknown soldier' on Remembrance Day and in any town parade would like to be part of the ceremony or any similar event.

## **Acquiring a puppy**

Starting with a recognised breeder in the UK. There are a few. I know one breeder who represents the breed at Crufts, shows at Crufts and knows all the breeders. Once the avenue to acquiring such a dog is agreed by the Council, it remains to be said that the socialising of such a dog is absolutely essential from day one. How the puppy is dealt with and socialised will reflect on their contribution to the community forever. Because of the specialised training, I am proposing to allow the dog to contribute to the community it will have to be a puppy and training and socialising starts from day one.

### **Who will look after the town dog 24/7?**

I undertake responsibility to look after the town dog, take responsibility for its training and provide its services to the community.

### **The breed history**

This breed was invented on the orders of Stalin after the Second World War and was developed as a military dog. It is classified by Crufts as a working dog but was only recognised as a breed in the 1990s. Their temperament is universally recognised as 'calm'. They can cope with enormous stress and still remain calm.

The Black Russian Terrier is a military working dog that can be trained to perform any task using a training technique called 'shaping'. Besides from numerous military applications, the BRT is used by the Italian Coastguard as a sea rescue dog, and they have been trained as PAT dogs and assistance dogs for the infirm (they get in the way and break the fall of an adult who may be about to have a fit, or black out as a result of insulin imbalance etc.)

### **Workability of the dog and exposure to the community**

Once the dog's body has fully grown (until they are old – i.e. up to the age of around 10 years old) – this breed can keep going all day long, although can't work effectively and with concentration for a long period without a break. 30 minutes then a short break – 5-10 mins for patting, peeing and generally not concentrating is probably about right. This is the case for many working dogs

Taking required training into account, the dog should be able to 'hang out' in a well-mannered way within six intense months.

This does not mean the dog would not be available for work or seen on official business prior to this. Before this period lapses, she would still be like a young child, prone to wild and energetic and unfocussed moments, a need to sleep and generally a joy, but still unpredictable. A young dog of this stature can be over-exercised which can lead to walking problems later in life and overworked – which can lead to the dog just not enjoying its role later in life.

Personally, it's all about moving forwards with the animal in a safe and measured manner. Thus, when still a puppy, best not to introduce a young child to the dog for socialising until the dog has been exercised and disciplined and has gotten rid of some of the excess energy of youth.

### **Costs and Budgeting**

**The Puppy** – in the UK from a reputable breeder, a puppy with KC papers will be around **£2000**. Even if we went to a former USSR country (eg Latvia), by the time petrol and other costs are included, it's probably a similar order of money.

**Feeding:** I would feed the dog everything from dried complete food to raw food so that the dog is adaptable. I do favour a raw food diet - raw meat (never cooked) and shredded veg and mixer biscuits. As the dog matures to full size, it will eat 2 cans of food and a pint and a half of mixer twice a day about **£3.50/day or £1,277.50 P/a (this is approximate)**.



## **Insurance**

Whilst it is essential that the dog has third party insurance, in terms of general health the breed is incredibly resilient. I do advocate a town dog having vet insurance in the first year. This is when any problems will probably appear.

**Training** – there is a training school for PAT / companion dogs on Romney Marsh that is well established and accredited - weekly costs of attendance for the dog are not out of the normal range. However for training, I don't use treats as sold for extortionate costs. I use the Swiss technique. I get the cheapest pate from Tesco for human consumption, put it in a syringe and give the dog a tiny taste from the end of the syringe (without needle obviously!) as reward. The dog never gets full and they always want to please in exchange for a treat. Eventually, you don't need a treat except as treat when the behaviour has been learned.

## **Total costs:**

General expenses to include fuel cost and up to 5 hours a week of time - £50 per week (£2600.00 p/a)

This is a negotiable expense/ gesture towards time (please negotiate if this is not for reasonable consideration.)

Puppy – approximately £2,000

Insurance - approximately £20 per month (£240)

Food - £1,277.50 per annum

Training – approximately £200

Equipment (inc bedding/leads/harnesses/puppy pads/toys) – approximately £200 and ongoing £50

**Cost (Year one) - £3,917.50 (without general expenses)**

**Ongoing costs - £1,567.50 (without general expenses)**

**External Committee 29<sup>th</sup> August 2017**  
**Homewood School Artificial Turf Pitch**  
**Agenda Item 9b**

I have attached a copy of the community use agreement (CUA), draft planning permission and an invoice for consultancy on the project above. The Sports Review committee were satisfied that Homewood School has already met considerable expenditure for consultancy and that the CUA will ensure regular access to the wider community outside school hours.

**Proposals: That the attached invoice for consultancy fees totalling £1000 exclusive of VAT should be met by the Town Council**



Phil Burgess  
Town Clerk

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



Date: xx<sup>th</sup> Xxx 2017

**Tenterden Schools Trust**

Agreement in relation to arrangements for  
community use of Artificial Turf Pitch facilities  
at Homewood School

In connection with Planning Permission  
xx/xx/xxxx

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DATE 22<sup>nd</sup> April 2016

- (1) **THE TENTERDEN SCHOOLS TRUST** of C/O Homewood School & Sixth Form Centre, Ashford Road, Tenterden, Kent, TN30 6LT ("the Trust")
- (2) **ASHFORD BOROUGH COUNCIL** of Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL ("the Council")

## 1. Recitals

- 1.1 Planning Permission was granted by the Ashford Borough Council for the Development subject to conditions. Condition xx of the Planning Permission requires that an agreement shall be submitted to the local planning authority for approval to demonstrate how community access to the Sports Facilities within the Development and/or the wider school site will be managed.
- 1.2 The parties wish to enter into this Agreement in order to make the Sports Facilities, available (as set out in Schedule 2 herein) for use by the local community in compliance with the terms of this Agreement and Condition xx.
- 1.3 The Trust is the owner of the School Premises and is responsible for their use.
- 1.4 The Council has responsibility for the provision of sports facilities in the Ashford Borough area for use by and for the benefit of the community and is desirous of entering into this Agreement in furtherance of that responsibility and as the local planning authority in respect of the Development.
- 1.5 The Trust will manage and operate the Sports Facilities in conjunction with the existing sports centre, theatre and other spaces on campus.

## 2. Definitions and Interpretation

In this Agreement the following words or phrases have the corresponding meanings ascribed to them unless the context otherwise requires:

<b>Community Use</b>	means use of the Sports Facilities by the local community including organised sports clubs, other organisations and for casual use.
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<b>Development</b>	means the Artificial Turf Pitch for which Planning Permission has been granted
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<b>Sports Facilities</b>	means the sports facilities identified in Schedule 1 to this Agreement forming part of the School Premises
<b>Parties</b>	means the parties to this Agreement
<b>Planning Permission</b>	means planning permission (reference XX/XX/XXXX) granted by the Ashford Borough Council on XX <sup>th</sup> XXX XXXX
<b>School Core Times</b>	means 8 AM to 5 PM Mondays to Fridays during term time as defined in Schedule 2 to this Agreement
<b>Premises</b>	means the land and buildings comprising Homewood School and Sixth Form Centre

### 3. Aims

The Parties agree to pursue the following aims:

- Providing opportunities for the local community and sports organisations to participate in sport, physical activity and other activities for health improvement, skills development and community cohesion, particularly amongst low participant groups;
- Operating in line with the national agenda for sport taking into account nationally adopted strategies;
- Generating positive attitudes in sport and physical activity by young people and reducing the drop out rate in sports participation with age;
- Increasing the number of people of all ages and abilities participating in sport and physical activity including people with disabilities;
- Using the facilities to encourage the range, quality and number of school sports club links and to stimulate competition that is inclusive of young people and adults;
- To provide safe and outstanding facilities for sport, physical activity and other activities for the benefit of the Trust and the wider community.



#### 4. Arrangements for Community Use

The Trust agrees to make the Sports Facilities available for Community Use in accordance with the provisions of Schedule 2 to this Agreement and may also be offered during School Core Times, subject to availability and use for examinations for approximately **xx** weeks per annum.

The School may require use of the facilities outside of the Core School Times for open evenings, parents' evenings etc. Written notice will be provided at the start of the academic year (or at the start of the contract period if this varies) to any users affected.

#### 5. Marketing and Promotion

The Trust will be responsible for marketing and promoting the Sports Facilities in. A marketing strategy will be prepared and implemented and reviewed on an annual basis.

#### 6. Management

6.1 The Trust will be responsible for the Sports Facilities and shall:-

- (a) resource, control and routinely ensure the maintenance of the Sports Facilities in a manner that will allow achievement of the agreed aims, and
- (b) make the Sports Facilities available on the occasions and times specified in Schedule 2;
- (c) ensure provision of heat, light and water and such other amenities as required for the Sports Facilities and their intended use;
- (d) ensure that the Sports Facilities comply with all legislation and guidance in force at the time of this Agreement relating to access for disabled users;
- (e) cover the cost of gas, fuel, oil, electricity, water, rates and taxes that may be attributable to the use of the Sports Facilities.

#### 7. Financial Matters

7.1 The Trust endeavours to ensure that the costs of operating Community Use at the Sports Facilities will be fully covered by both income from such use and any relevant commuted maintenance sums. Any surplus will be utilised to:

**Commented [U1]:** The formal requirement for status of a sinking fund is to be resolved.

- contribute to a contingency or sinking fund for major maintenance, repairs and ultimately renewal of fixed life elements of the Sports Facilities.
- improve and increase the stock of sports equipment for use in connection with the Sports Facilities.

## **8. Duration of Agreement**

- 8.1 This Agreement shall operate for so long as the Facilities are provided in accordance with the Planning Permission. In the event the School should cease the Parties agree to make every effort to secure the continued operation of the Sports Facilities for Community Use.
- 8.2 The Trust shall not materially reduce the level of community access to the Sports Facilities required by Condition **xx** of the Planning Permission without the prior written approval of the local planning authority.

## **9. Authority**

The Trust warrants that it has the full right and authority to enter into this Agreement.

## **10. No Variations**

This Agreement may only be varied in writing by a document executed by all the Parties hereto.

## **11. No Agency**

Nothing in this Agreement shall be construed as creating a partnership, a joint venture, a contract of employment or a relationship of principal and agent between the parties hereto.

## **12. Severability**

If any term condition or provision contained in this Agreement shall be held to be invalid unlawful or unenforceable to any extent such term condition or provision shall (save where it goes to the root of this Agreement) not affect the validity legality or enforceability of the remaining parts of this Agreement.



**13. Waiver**

No term or provision of this Agreement shall be considered as waived by any party to this Agreement unless a waiver is given in writing by that party.

**14. Non-Assignability**

This Agreement is personal to the parties and none of them shall assign sub-contract or otherwise deal with their rights or obligations without the prior written consent of the others.

**15. Governing Law and Jurisdiction**

This Agreement shall be governed by the laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

#### Schedule 1

1. The outdoor sports areas and facilities to be made available for Community Use shall comprise the following:  
  
3G Artificial Turf Pitch measuring 90m x 50m.
2. Existing ancillary facilities to compliment the above – toilets, changing rooms etc. that will be made available for use by the community.



## Schedule 2

### Arrangements for Community Use

#### 1. Users

- 1.1 The Artificial Turf Pitch Facilities shall be made available for hire by the Community.

#### 2. Hours Available for Public Hire

##### TERM-TIME

Community Use	Mon - Fri :	5 PM to 10 PM (except Wednesdays)
	Weds:	6 PM to 10 PM
	Sat :	9 AM to 6 PM
	Sun :	9 AM to 8 PM

**Commented [U2]:** On advice from Ashford BC to accommodate school competitive fixtures.

##### SCHOOL HOLIDAYS

Community Use	Mon - Fri :	9 am to 10 PM
	Sat :	9 AM to 6 PM
	Sun :	9 AM to 8 PM

#### 3. Pricing

- 3.1 A policy of affordable pricing shall apply to maximise Community Use and in accordance with the aims of this Agreement. Prices shall be consistent with similar community facilities in Ashford Borough and subject to annual review.

**Commented [U3]:** Subject to final design/safety run-offs etc. an additional hire charge for ~~at least~~ one quarter ~~at~~ one third of the ATP will also be offered.

	Adult Training (per hour)	Junior Training (per hour)	Adult Match (90 minutes)	Junior Match
Full ATP	£85.00	£65.00	£60.00	£50.00
Half ATP	£50.00	£35.00	n/a	£30.00

#### **4. Management arrangements**

- 4.1 The facilities will be operated in conjunction with the existing sports, theatre and other spaces on the Homewood School site.
- 4.2 Accessible advance booking arrangement for Casual Use and block bookings are in place for the existing facilities. These will be extended to cover the Artificial Turf Pitch.

#### **5. Parking Arrangements**

- 5.1 xx car parking spaces shall be available to park for community users.



**IN WITNESS** whereof the hands of the parties or their duly authorised representatives the day and year first above written.

*[Amend as appropriate]*

Signed by .....

Duly authorised by the Trust

Signed by .....

Duly authorised by the Council

*[Insert execution clause for the Trust]*

*[Insert execution clause for the Council]*



## **Homewood School ATP**

### **Draft Planning Conditions**

#### **Condition xx – Community Use Agreement**

"Use of the development shall not commence until a community use agreement has been submitted to and approved in writing by Ashford Borough Council, and a copy of the completed approved agreement has been provided to Ashford Borough Council. The agreement shall apply to the Artificial Turf Pitch and include details of pricing policy, hours of use, access by non-Homewood School users, management responsibilities and a mechanism for review. The development shall not be used otherwise than in strict compliance with the approved agreement."

*Reason: To secure well managed safe community access to the sports facility/facilities and to ensure sufficient benefit to the development of sport.*

#### **Condition xx (where artificial grass pitch is required for football match play)**

Use of the development shall not commence until:

(a) certification that the Artificial Grass Pitch hereby permitted has met FIFA Quality Concept for Football Turf – FIFA Quality or equivalent International Artificial Turf Standard (IMS) and

(b) confirmation that the facility has been registered on the Football Association's Register of Football Turf Pitches have been submitted to and approved in writing by Ashford Borough Council.

*Reason: To ensure the development is fit for purpose, sustainable and provides sporting benefits.*



# INVOICE

Consult QRD Ltd  
66 Preston Street  
Faversham  
Kent  
ME13 8PG  
Tel: 01227 390194  
Mob: 07941 156913  
E: richard@consultqrd.co.uk

DATE: 30th June 2017  
INVOICE # 00261  
Order # n/a  
FOR: Consultancy Services  
TO: Tenterden Town Council  
Town Hall,  
24 High Street,  
Tenterden,  
Kent  
TN30 6AN  
Contact: Cllr Mike Carter - Tenterden Town Council  
Mark Seymour - Tenterden Schools Trust

## BACs Payment Details

Bank: Lloyds Bank  
Account Name: Consult QRD Ltd  
Account Number: 70643068  
Sort Code: 30-95-45

DESCRIPTION	AMOUNT
Homewood School - Appledore Road and ATP Projects	£ 1,000.00
50% of fee	
<b>SUBTOTAL</b>	£ 1,000.00
<b>VAT @20%</b>	£ 200.00
<b>TOTAL</b>	£ 1,200.00

## Terms of Business

### 1. Definitions

The following expressions shall have the meanings hereby assigned to them except where the context of the Commission otherwise requires:-

"the Client" shall mean the party responsible for paying for the Commission.

"the Consultant" shall mean Consult QRD Ltd or any person firm or consultant sub-contracted by the Consultant to carry out work in connection with the Commission

"the Commission" shall mean consultancy or other services as agreed.

### 2. Acceptance

These terms of business and its acceptance by the Client shall create a contract between the Client and the Consultant for the provision of and payment for the Commission upon these terms and conditions to the complete exclusion of any other terms and conditions to which the Consultant has not expressly agreed in writing. Should the Client require the Consultant to enter into a contract in any other form enter into any novation agreements or provide additional warranties the reasonable costs of the Consultant arising from such additional requirements shall be payable by the Client. No addition to or variation of or exclusion of these conditions or any of them shall be binding upon the Consultant unless confirmed expressly or specifically by the Consultant in writing.

### 3. Warranties

The Consultant warrants to undertake the Commission exercising all the reasonable skill and care to be expected of a competent consultant experienced in the provision of like services to the Commission.

### 4. Copyright and Title

The copyright in all original drawings designs reports and other written material prepared by the Consultant shall remain vested in the Consultant at all times but subject to the payments in full of all fees due under the Commission the Client shall be granted a licence to use such drawings and other documents for the purpose for which they were prepared and provided by the Consultant but for no other purpose. With the written consent of the Consultant the Client may assign the licence to a third party without further payment to the Consultant such consent not to be unreasonably withheld. The Client shall indemnify the Consultant against any loss or damage to the goods prior the passing of property therein whilst in the Client's custody.

### 5. Papers and Documents

Following payment of all outstanding costs, any original documents or other property which belongs to the Client which the Consultant holds will be returned if the Client so wishes. The file will be stored and kept for at least 6 years. During storage, it will be readily obtainable if required. After at least 6 years and perhaps longer depending upon the circumstances of the Commission, the file will be destroyed.

### 6. Force Majeure

Any time or date for delivery stated by the Consultant shall be treated as an estimate only unless agreed in writing otherwise. In the event that the Consultant is prevented from carrying out its obligations under a contract for sale as a result of any cause beyond its control such as but not limited to lack of access onto property or premises necessary authority from the Client Acts of God War Strikes Lock-outs Flood or Failure of third parties to deliver goods or services the Consultant shall be entitled to a reasonable extension of time in which to comply with its obligations to effect delivery. If the Consultant is still not able to deliver or comply due to any such factors beyond its control then either party may rescind the contract and all parties be relieved of their liabilities and obligations thereunder.

**Company Registration Number: 9453922**

**Registered Office: 55 East Street, Faversham, Kent, ME13 8AF**

**Vat Registration Number: 204 6850 22**



# Professional Fee Proposal



Client Details	
Organisation	Homewood School
Address	Tenterden Kent TN30 6LT
Tel	
Customer	C/O Mr Richard Grady - Consult QRD
Direct Line	01227 390194
Mobile	07941 156913
Email	<a href="mailto:richard@consultqrd.co.uk">richard@consultqrd.co.uk</a>
Billing Information	
Organisation	As above
Sent Via	
Purchase Order	

Professional Fee Proposal	
SSL Project Code	SSL1968
Fee Proposal Date	09.06.17
Fee Valid Until	09.09.17
Project Details	
Facility Type	ATP
Surface Type	TBC
Associated Work	Fencing, etc

Project Essentials		Quantity	Cost ex. VAT
1	CDM-Consultant (Development stage - Health and safety)	1 item	£1,650.00
2	Topographical Survey	1 No	complete
3	Geotechnical Survey	1 No	N/A
4	Utilities & Services Search	1 No	£400.00
5	Utility Mapping	1 No	TBC
		<b>Sub Total</b>	<b>£2,050.00</b>
Consultancy Description		Quantity	Cost ex. VAT
<b>Phase One</b>	<b>Design and Planning</b>		
A	Develop a scheme design for planning taking in account the site surveys and project requirements.	1 No	£1,150.00
B	Submit planning and oversee the consultation throughout the 8-12 week period of the application	1 No	£900.00
C	Produce a detailed cost estimate of the updated design	1 No	£400.00
D	Attend a Site Update Meeting	1 No	£400.00
		<b>Phase One - Sub Total</b>	<b>£2,850.00</b>
<b>Phase Two</b>	<b>Construction (pitch installation, assembly)</b>		
E	Prepare construction specification, tender and contract documentation (inc. bill of quantities, digital working drawings & issue to contractors for tender).	1 item	£2,050.00
F	Review tenders & agreed scope of works & advise on Form of Contract & warranty provisions.	1 item	£650.00
G	Provide and prepare the agreed Form of Contract for execution by Employer and Contractor.	1 no	£100.00
H	Attend and/or arrange / chair pre-commencement meeting c/w post meeting reporting and actions.	1 no	£450.00
I	Manage the construction period acting as Contract Administrator or Employer's Agent (appropriate to the Form of Contract) including the following functions:	1 item	£7,000.00
11	Coordination of activities with engaged CDM Coordinator.	1 item	Included
12	Key Stage Inspections (KSIs) throughout the sequential construction process complete with quality assurance reporting and elemental work stage sign-off.	8 no	Included
13	Arrange and chair progress meetings c/w post meeting reporting and actions.	1 no	Included
14	Carry out financial administration including certification of interim claim, project cost reporting and change control (work variation) actions.	1 item	Included
15	Arrange and chair completion meeting c/w post meeting reporting and actions and the preparation and distribution of certificates upon Practical Completion of the works.	1 no	Included
J	Review and approve the Operation and Maintenance Manual provided by the Contractor.	1 item	£100.00
		<b>Phase Two - Sub Total</b>	<b>£10,350.00</b>
<b>Phase Three</b>	<b>Post Construction (occupation, performance monitoring, feedback)</b>		
I	Carry out periodic inspections throughout the maturing period c/w reporting / actions.	2 no	£700.00
J	Complete financial administration duties with the preparation of the final account.	1 item	£125.00
K	Prepare and distribute certificates to facilitate the conclusion of the contractual Employer / Contractor relationship.	1 no	£175.00
		<b>Phase Three - Sub Total</b>	<b>£1,000.00</b>
		<b>Grand Total</b>	<b>£16,250.00</b>
Additional Works		Quantity	Cost ex. VAT
		<b>Additional Works Sub Total</b>	<b>£0.00</b>
		<b>Grand Total</b>	

Terms and Conditions	
This Professional Fee Quotation is based on providing consultant services in accordance with our Services for Sport.	
Exclusions:	
Planning and Building Regulation Fees, Structural Engineer and Lighting Engineer Fees.	
Additional visits and additional works will be charged at £75 per hour (mileage at 45p per mile).	
Fees to be paid at stage payments to Surfacing Standards Ltd.	
Accounts to be settled strictly within 28 days of invoice.	
Prices are exclusive of VAT at the applicable rate.	
Surfacing Standards Ltd standard terms and conditions of sale apply in all cases (copy available on request).	

Surfacing Standards Ltd  
1A Perth House  
Corbygate Business Park  
Priors Hall Road  
Corby  
Northamptonshire  
NN17 5JG

T: 01536 400 012  
E: [info@surfacingstandards.co.uk](mailto:info@surfacingstandards.co.uk)

[www.surfacingstandards.co.uk](http://www.surfacingstandards.co.uk)

International Organisation for Standardisation (ISO) Quality Management System (QMS) ISO 9001:2015 Registration number: 3814502  
Member of Sports and Play Construction Association Professional Services Group  
Registered in England & Wales under registration number 2614061  
VAT number: GB 957534179

**External Committee 29<sup>th</sup> August 2017**

**Tenterden Christmas Market**

**Agenda Item 9C**

Please see also the minutes of the Xmas events sub-committee.

Two years ago, the market was single-day event and whilst very successful, the town was gridlocked. Last year the event was run by a commercial venture and lasted 3 days. The cost of the stalls was an issue and the quality of some stalls was criticised.

This year the idea of a paid co-ordinator for the two-day event is new to Tenterden but has been very successful in other towns. The nature of the event has now changed, with an emphasis on promoting the town and local produce/retailers whilst retaining the quality of the stalls.

A proposal has been made to the internal committee that the cash-handling should be dealt with by the office and this will ensure tight control over the finances. The organising committee will also make available detailed income and expenditure figures after the event.

The market is intended to break even, but as this is the first year "experiment" it may result in a shortfall which would normally have to be met by volunteers. As this is a significant town event, the Town Council should consider underwriting any losses. Should the event break even, no funding will be required.

**Proposals: That the council should set aside a budget of up to £1000 to ensure that the event is a success.**



Phil Burgess  
Town Clerk

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



**External Committee 29<sup>th</sup> August 2017**

**"Tributes in the Park"**

**Agenda Item 9D**

I have attached a letter from a representative of the St Michaels Community Group.

The Tributes in the Park event is largely self-funding, but resources will not stretch to security for the event.

If the council assists with this the precedent should be set for future years as part of the Town Events budget.

**Proposals:** That the council should meet the security expenses direct and extend the facility to future years' events.



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	: Beneficial
Impact on Bio-diversity	: None.
Budgetary Impact	: Town Events budget



## St. Michaels Village Community Group



St. Michaels Community Group,  
c/o Mrs Rosemary Dayborn,  
10 Heather Drive,  
St. Michaels,  
Tenterden  
Kent. TN30 6PL

24<sup>th</sup> July 2017

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

**For the Attention of The Town Clerk – Mr. P. Burgess**

Dear Mr Burgess,

I am writing on behalf of the St. Michaels Community Group to ask if Tenterden Town Council can help us.

As you know we are staging a "Tributes in the Park" event on St. Michaels Recreation Ground on 2<sup>nd</sup> September.

We have raised the money to pay for this event, however have viewed a number of other events in Ashford and other parts of Kent we realise that in the present climate we need professional security.

Unfortunately we do not have money for this and would like to ask the Council if they could donate a £1,000 to help cover the costs of this.

Yours sincerely

Mrs. R. Dayborn



**External Committee 29<sup>th</sup> August 2017**  
**Caretaker Scheme - Removal of Shrubs**  
**Agenda Item 10**

For many years it has been the practice of developers to plant shrubs in new developments to enhance the visual appeal of the areas. These shrubs are often fairly mature at the time of planting and after a number of years they become very large and filled with brambles.

In many of the residential areas of the town this is the case, and our maintenance staff have difficulty preventing these areas looking unsightly.

A solution to this issue (and one which has been welcomed enthusiastically by the Leisure Centre) is to remove the shrubs completely and replace with grassed areas.

This solution will, of course, require the consent of the residents concerned and we propose to leaflet the relevant areas to advise residents of our plans. They should also be given the choice of dedicating the areas to wildflowers providing there are no visibility issues.

If there is no opposition, the maintenance team will hire a digger to remove the shrubs over the quieter winter period.

**Proposals:** That removal of shrubs should be authorised conditional on the consent of residents



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: Slight
Budgetary Impact	: Digger hire only

**External Committee 29<sup>th</sup> August 2017**  
**Care of the Tenterden War memorial**  
**Agenda Item 11**

It has been the practice of the Town Council in the past to defer to the Royal British Legion in matters pertaining to the War Memorial.

The recent addition of inscribed bricks to commemorate past members of the RBL has caused upset among ex-service personnel who feel that the memorial should be exclusive to those who gave their lives in conflict.

The enclosed letter from a resident reinforces this view and calls for the council, as custodian of the war memorial, to form a sub-committee to consider requested changes. This committee could also consider an alternative memorial as suggested in the letter for non-service personnel.

Councillors should also note that the RBL has requested a clean and seal of the memorial along with a "picking out" treatment to the names so they are more prominent. Once suitable quotes have been received, this also could be considered by such a sub-committee.

It should be noted that the addition of the inscribed bricks to the surround of the memorial is not an irreversible change.

**Proposals:** That a sub-committee should be formed to decide on any changes to the war memorial.



Phil Burgess  
Town Clerk

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



**Fred M Walker**

4 Austens Orchard  
Smallhythe Road  
Tenterden  
Kent TN30 7LQ

01580 762356

[Fred.M.Walker@btinternet.com](mailto:Fred.M.Walker@btinternet.com)

16 August 2017

Dear Mr Burgess

***Tenterden War Memorial***

Thank you for meeting me earlier this week, regarding the recent laying of memorial bricks across the entrance to the War Memorial. I understand that the names inscribed are of deceased persons associated with the Royal British Legion, not all of whom were ex-service personnel.

It is a matter of sadness to me (and many others) that the Hallowed Ground of this Memorial has become entangled in aspirations of persons in the RBL to remember former members at the memorial, a situation worsened by lack of public consultation. This memorial is the legacy of an earlier generation: *It remembers those who made the ultimate sacrifice - and now it is in our care.*

It is vital that disagreements of this nature be resolved with speed, courtesy and goodwill: may I please make two suggestions?

A memorial to long serving members of a club is an unusual albeit kindly thought. It would answer our needs if the Town Council could find a place in Tenterden where the RBL could remember their past members ... an idea that other societies might follow, honouring those who have given conspicuous service to our community in fields such as history, sport and education.

To ensure the War Memorial is looked after in an appropriate manner, the Mayor (on behalf of the whole community) might raise a War Memorial Committee to ensure our Hallowed Ground is kept in good order and is worthy of the men and women who died for this country. The committee could have a representative from the Town Council, the Churches, the Royal British Legion and other appropriate organisations.

Yours sincerely

*Fred. M. Walker*

Mr Phil Burgess

Town Clerk of Tenterden



**External Committee 29<sup>th</sup> August 2017**

**St Michaels – fire station path**

**Agenda Item 12**

We have received a representation from a member of the public (who is a keen walker) to consider the re-opening of this path which passes behind Henley Fields and gives mainly off-road access from the main A28 to the Old Railway Line path.

This path is under the control of ABC (it is not a recorded public right of way) and was closed some years ago as a result of persistent anti-social behaviour and under a public spaces protection order instigated by the then police sergeant Rachel McNeill.

Occasionally these orders come up for review and I am awaiting guidance from ABC as to when this will occur.

The purpose of the agenda item is to establish whether there is any appetite for council support to have it re-opened. If that is the case I will pursue it with ABC.

**Proposals: That a decision should be made regarding whether the council supports re-opening of the path.**



Phil Burgess  
Town Clerk

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

**External Committee 29<sup>th</sup> August 2017**  
**Public Engagement – Informal Contact with Residents**  
**Agenda Item 13**

This item supplements the Internal sub-committee (which is intended investigate ways to make council meeting structure more open and engaging for the public).

Cllr Knowles has suggested that we require a framework such as mini-forums where public engagement is encouraged.

Our existing councillor surgeries are poorly attended and the office is, of course, open to the public for casual enquiries 5 days per week.

The proposed arrangement is to cover the middle ground between our usual committee structure and the services available in the office to allow a more informal engagement between councillors and public.

**Proposals: That councillors should suggest possible formats for public engagement separately from the committee structure**



Phil Burgess  
Town Clerk

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

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

**Service Contract for Vehicles**

**Agenda Item 15**

A proposal for a maintenance contract on our John Deere vehicles and 1 other mower has been made by Burden Bros the local dealers.

The attached quotation covers servicing and parts (but not those replaced because of wear and tear or damage) under the John Deere "PowerGard" plan for the 2 gators and the ride on mower and servicing only on the SCAG mower.

The contract would regularise maintenance payments and ensure equipment is properly maintained and safe.

**Proposals: That the quotation of just under £3000 per annum should be accepted**



Phil Burgess  
Town Clerk

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



# Quotation for:

Tenterden Town Council

5 Year Plan, Powergard Plus Extended Warranty Option

18 August 2017

QTY	Description	Notes	Hours Per Year	Total Hours	Machine Payments monthly	Powergard Maintenance monthly	Powergard Plus Warranty	Total Per Month	Total Per Year
1	JD 1570 Front Mower	Annual Flail Check	200	1000		£50.07	0.00	50.07	600.84
1	JD XUV855D Gator Old		300	1250		£78.27	0.00	78.27	939.24
1	JD XUV855D Gator		300	1250		£66.20	21.33	87.53	1050.36
1	Scag SWZ136-141'S	Annual Service	200	1000		£30.29	0.00	30.29	363.48
1							0.00	0.00	0.00
1							0.00	0.00	0.00
1							0.00	0.00	0.00
	<b>Total</b>							<b>246.16</b>	<b>2953.92</b>

All prices exclude VAT at the current rate.  
Finance figures quoted are valid for 30 days  
E&EO



**JOHN DEERE**

**External Committee 17<sup>th</sup> July 2017**  
**Allotment Provision under Section 106**  
**Agenda Item 16**

The allotment provision under Section 106 in relation to Tilden Gill is £32,000 and Tent1 £81,000.  
The combined total of £113,000 is intended for the provision of new allotments.

As yet, no land has been earmarked for the provision of this facility.

Cllr Sugden will speak to this issue as a trustee of the William Judge Trust.



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: Slight.
Budgetary Impact	: Under S106

## Town Hall

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**From:** Richard Parsons [REDACTED]  
**Sent:** 21 August 2017 11:46  
**To:** ABC Engineering  
**Cc:** Town Hall  
**Subject:** Lighting on footway in Smallhythe Road, Tenterden

I have been directed to you by KCC for this issue. First, some background. Smallhythe Road is a very busy main road from Tenterden to Rye and at present, is subjected to many heavy lorries servicing a major housing development off this road. This is causing the breakup of the road surface. It has also caused severe breakup of the footway in Smallhythe Road from the corner of Cherry Orchard to the corner of Longfield Road. On this stretch of footway there is a 'pinch point' on the bend in the road which makes the footway very narrow and pedestrians are very close to the traffic, with a danger of injury. This narrowness is exacerbated by the encroachment of hedging. KCC are dealing with all these issues.

My reason in writing to you is to point out that this footway does not have adequate street lighting, so much so that, particularly on this 'pinch point' a pedestrian has to wait for an oncoming vehicle to light the way before proceeding, when it is dark. This then puts them into further danger on this narrow stretch. I request that an additional lamp be placed near to this bend (not on the bend as it will be broken very quickly) to light the way. Timing for this could be critical as it would need some road works, in addition to all that which has been done for the services for the estate. I understand that the road resurfacing *may* be reviewed in due course and it would be better for this work to be done beforehand.

I look forward to hearing from you.

Regards

Richard Parsons  
[REDACTED]  
[REDACTED]  
[REDACTED]  
Tenterden  
[REDACTED]



Virus-free. [www.avast.com](http://www.avast.com)



**From:** Danny Sheppard  
**Sent:** Friday, August 11, 2017 4:07:16 PM  
**To:** 2-ALL COUNCILLORS (WITH E-MAIL); Cllr Aaby - Jeremy  
**Cc:** Emma Harris  
**Subject:** FW: Draft Open Space Strategy

Forwarded on behalf of Emma Powell in Culture

**From:** Emma Powell

Dear Councillor,

The council have undertaken an Open Space Strategy for the borough, as part of the Local Plan process.

Public open space provision has now been reviewed across the borough, in terms of quantity, quality and accessibility. Following the review we have detailed a framework of recommendations for public open space, focussing on what's important for open space provision up to 2030.

We would very much appreciate comments from you and your community. To take part in the consultation please view the strategy and make comments online before 20<sup>th</sup> September here:

[https://haveyoursay.ashford.gov.uk/consult.ti/Open\\_Spaces](https://haveyoursay.ashford.gov.uk/consult.ti/Open_Spaces)

Please do forward the details to any other interested parties.

Thank you for your co-operation and please do get in touch with any queries.

Kind regards,

Emma

**Emma Powell** Open Space Planning Development Officer

01233 330444  
Culture and the Environment  
Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL

## Town Clerk

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**From:** Kent County Council Consultations (do not reply) <do-not-reply@consultations.kent.gov.uk>  
**Sent:** 11 August 2017 13:12  
**To:** Town Clerk  
**Subject:** [rightsofwayimprovements] Rights of Way Improvement Plan Stakeholders - Invitation to Join

## Kent County Council Consultations

### Rights of Way Improvement Plan Stakeholders

You've been invited to participate in the **Rights of Way Improvement Plan Stakeholders** consultation by the consultation manager, Hannah Lucey.

This consultation is open from 11 Aug 2017 at 10:00 to 17 Sep 2017 at 23:59.

Dear Parish Council,

Kent County Council's Public Rights of Way and Access Service is reviewing its Rights of Way Improvement Plan which will be consulted on in late 2017/early 2018.

The Plan will cover how our Rights of Way are used and what changes are required to meet the needs of Kent's residents and visitors over the next 10 years.

Prior to this consultation, we have commissioned an independent market research agency to conduct a study on the views of Kent's residents who use Public Rights of Way and those that do not. Please circulate this survey so that your residents can have their say on their Rights of Way: <http://explorekent.org/blog/2017/08/11/say-public-rights-way/>

We are also inviting Parish Councils to complete a more detailed stakeholder survey, to call upon your specialist knowledge and experience to help guide our future Plan. Please complete the following survey by 17th September: [www.consultations.kent.gov.uk/consult/ti/rightsofwayimprovements](http://www.consultations.kent.gov.uk/consult/ti/rightsofwayimprovements)

Please be aware that you will need to register to the consultation directory in order to view and respond and note this is a private stakeholder survey for Parish Council's only and should not be circulated to residents.

If you have any issues accessing the survey or require a hard copy, please contact Denise Roffey: [denise.roffey@kent.gov.uk](mailto:denise.roffey@kent.gov.uk)

Yours faithfully,  
KCC's Engagement and Consultation Team

### Participate in this consultation

To change your email alerts, please visit [the website](#)