

## TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

### WAR MEMORIAL SUB-COMMITTEE

#### MINUTES OF A MEETING ON 14<sup>th</sup> DECEMBER 2017

**Present:** Neil Beavan (RBL), Bill Chantler (RBL & TDRA) Canon Rev Lindsay Hammond, Maj. Alan O'Hagan & Fred Walker. The Town Clerk Phil Burgess was in attendance.

1. **Site Meeting.** Members met at the War Memorial to view the condition of the lettering and the current positioning of the named bricks.

The meeting re-convened at the Town Hall

2. **Apologies for Absence.** The Mayor Cllr Justin Nelson.
3. **Appointment of Chairman.** Phil Burgess was elected in this role.
4. **Cleaning of the Monument.** Two quotations had been received in respect of cleaning for the monument. It had been suggested that black lettering should be applied to the names on the monument to increase their prominence. However, one contractor quoting for the cleaning work had recommended that this should not be undertaken. Members agreed that the cleaning itself should be undertaken and a later decision taken as to whether the black lettering would be required. The cleaning was likely to restore clarity of the names, particularly those on the steps of the monument. Members were in favour of accepting the quote from Burslem as it was less expensive and displayed a good knowledge of the procedures involved. The work would be ordered by the Town Clerk (subject to council agreement) to take place no earlier than the spring so that the memorial would be at it's best for the WW1 centenary.
5. **Siting of commemorative bricks.** Neil Beavan pointed out that these bricks were not restricted to members of the Royal British Legion and cited the example of Flo Holdstock who had lost 5 brothers in conflict and did much to fund raise for the RBL. Families with names on the war memorial had been canvassed and had no objection to the current siting of the bricks at the foot of the memorial closest to the High Street. The current position of the RBL was that the bricks should not be moved, however, there were some objectors within the RBL.  
Lindsay Hammond asked that the on-going qualification for the awarding of a brick should be considered.  
Fred Walker and Alan O'Hagan both felt that the war memorial should be restricted exclusively to the war dead. Neither had specific objections to the bricks per se but the siting was a major issue.  
Neil Beavan initially proposed that the existing bricks should remain in place and any additional bricks should be housed within the green towards the pavement side. A counter-proposal was made by Fred Walker that the current bricks could remain in place until a new commemorative brick was awarded; at which point there would be a rededication of all the bricks at a site within the war memorial green which would be agreed by this committee. A plaque would also be installed at the new site which explained the significance of the bricks. The committee agreed to this counter-proposal.
6. **Memorial Book.** Major O'Hagan suggested the introduction of a memorial book at the RBL to remember former members in the anniversary month of their passing. This was a matter for internal consideration at the RBL.

7. **War Memorial at St Mildred's.** Lindsay Hammond advised that as a consequence of the re-ordering of the church, the North Door may be re-opened. This would necessitate removal of the war memorial. In view of the fact that the church war memorial is of wider community interest, he asked if the war memorial committee would be willing to be involved in discussions about the form and siting of any new memorial. This would also provide the opportunity to incorporate more names on the memorial to bring it in line with the High Street memorial. At present, only the first world war names were commemorated. The committee agreed.
8. **Recommendations to committee.**
- a) That the commemorative bricks should remain in position until a further brick is awarded. The new position for all bricks would be agreed by this committee (ideally well in advance of the centenary).
  - b) That the Burslem quotation should be accepted for cleaning the War memorial in the spring. A decision to be taken thereafter on whether to pick out the name lettering in black.
  - c) That this committee should advise on the re-positioning of the St Mildred's war memorial when this arises.
9. **Next Meeting** To be arranged in March 2018

Meeting Closed at 4.55 p.m.



**External Committee 8<sup>th</sup> January 2018**  
**Tenterden Leisure Centre Trust – Grant or Loan**  
**Agenda Item 8**

This issue has been considered previously but deferred for additional information.

I have attached the application form from the Tenterden Leisure Centre Trust (TLCT) which outlines their requirement for grant/loan funding. Also attached is a brochure regarding extension plans and a loan interest forecast calculation.

Two options exist for possible funding:

**Grant of £75,000**

Pros: One-off impact on finances and budgets  
Easier administratively

Cons: Costs £75,000

**Loan of £450,000 at 1% interest**

Pros: No expenditure in the long term (15 years)  
Attracts interest of £34,780 over the term  
Cash can be used for other projects medium – long term  
Complies with public consultation opinion to withhold capital for future projects

Cons: Cash tied up for a long period, reduces short-medium term liquidity  
Increased administrative involvement.

The loan would of course be subject to a secure legal agreement and secured against property.

I have been promised an opinion from an Independent Financial Adviser which will be tabled at the meeting to assist in the decision-making process.

**Proposal: That a decision should be made to either:**

- 1. Award a grant of £75,000**
- 2. Awards a loan of £450,000 at 1%**
- 3. Refuse assistance**
- 4. Refer to the Participatory budgeting process to decide on the grant**



Phil Burgess  
Town Clerk

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



# TENTERDEN TOWN COUNCIL

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



## COMMUNITY GRANT APPLICATION

In addition to completing this form, an organisation applying for funding must also supply a copy of its latest approved accounts (audited, if appropriate). Please use continuation sheets as necessary in support of your application.

<b>Name of Organisation</b>
Tenterden Leisure Centre Trust Limited (company number 04457980)
<b>Registered Charity Number (if applicable)</b>
1103179
<b>Registered Address</b>
Tenterden Leisure Centre, Recreation Ground Road, Tenterden, Kent, TN30 6RA
<b>Contact name(s) and position</b>
Chris Cheesman (Chairman) and Tony Buttler (Treasurer)
<b>Contact telephone number(s)</b>
01580 762573
<b>Contact email address</b>
<a href="mailto:chris@thecheesmans.plus.com">chris@thecheesmans.plus.com</a> <a href="mailto:tony_buttler@yahoo.co.uk">tony_buttler@yahoo.co.uk</a>
<b>Brief summary of the organisation (date formed, aims, structure etc.)</b>
<p>To provide for the health and well being of all local residents in and around the civil parish of Tenterden through building additional capacity and improving leisure facilities which meet the increased demand (arising especially from the Tent1 housing developments) identified by Max Associates and Lipton in their reports to TTC.</p> <p>These reports identified a shortfall in capacity and the offering at TLC mainly arising from new housing developments.</p>
<b>Objective of funding (including what will be deliverables, timescales, as appropriate)</b>
<p>Additional gym capacity, improved family facilities and reception/cafe and removal of constraints on studio use for activities such as spin, dance, aerobics, etc. The improvements will include the provision of new activities and facilities, such as a clip'n'climb wall and a soft play area. Extension will be built first, the gym moved and then other facilities completed.</p> <p>Subject to funding and approvals being in place, build is expected to started in the middle of 2018 with completion targeted for the 1st quarter of 2019.</p> <p>A detailed PowerPoint presentation of the proposals is attached.</p>
<b>Other organisations (if any) that provide this propose deliverable / service</b>
None in the Tenterden area



<p align="center"><b>Who will benefit from this project and how (Demographics of community, numbers)</b></p> <p>All local residents (except the housebound and completely inactive) can benefit from the provision of increased facilities for the most popular existing activities and from the provision of a wider range of activities appealing to different ages in particular. In practice, existing users of the Leisure Centre are likely to take up the improved facilities most quickly, but additional users will be encouraged to use the overall facility by the increased range of facilities. The proposed improved facilities will help in meeting the health and wellbeing needs of local residents. Success will be measured by increased use of the Centre's facilities – projected to rise by over 20%</p>
<p align="center"><b>Impact of to the community of not delivering</b></p> <p>The Leisure Centre's existing arrangements will be inadequate to serve the needs/wishes of the increasing community, and people will be inclined to travel further afield for activities that cannot be carried out locally</p>
<p align="center"><b>Total cost of project (please supply supporting information, e.g. quotations etc.)</b></p> <p>Estimated financials are – Project cost: £1.8M proposed to be funded by a Public Works Loan Board loan through Ashford Borough Council, reduced by the aggregate capital contributions we are able to attract. If the full amount was borrowed, it would cost £146,000 per year to repay over a 15 year period these repayment figures are not viable, and are only used to enable the effect of capital contributions on the viability of the scheme to be calculated.</p> <p>The Trust is able to contribute £75,000 capital towards the scheme, and is seeking match funding (at least) from Ashford Borough Council and Tenterden Town Council; in addition, it has applied for a LEADER grant from Kent County Council of £40,000. These sums total £265,000, reducing the loan needed to £1.5M for which funding would be sought from the PWLB loan via ABC. The repayment of capital and interest would come out of increased revenues but would be underwritten by Serco as our managing Agent. ABC will continue to maintain the building and major plant at its cost.</p> <p>It should be noted that, as the operator, Serco will also maintain and the facilities at a cost of circa £960K over the next 15 years</p>
<p align="center"><b>Other sources of available funding been considered</b></p> <p>Ashford Borough Council, Kent County Council LEADER Fund, Public Works Loans Board (via ABC), Tenterden Leisure Centre Trust, Serco</p>
<p align="center"><b>Amount of grant sought</b></p> <p>£75k – or a zero-interest or low-interest long term loan that provides a similar net benefit – we can provide calculations for this if required. We appreciate that there is a reluctance to give funds to what is (wrongly) perceived to be a commercial organisation – as explained below, it is in truth part-commercial and part-community – and a loan may be seen as a better option in that the council will, in due course, be repaid the funds, which can be used again for other purposes</p>
<p align="center"><b>When is the grant required</b></p> <p>A commitment would be required by ____ January 2018 ____ to enable work orders to be placed. Actual funding to be drawn down against invoices during the financial year April 2018__ to __ March 2019__</p>
<p align="center"><b>What fallback position would the organisation / charity take if the grant was not forthcoming?</b></p> <p>We cannot see how, in the absence of support from all the sources of funding referred to, the project could proceed.</p>



<p align="center"><b>How will the balance (if any) be financed</b>  <b>Has other funding agreed from other sources (if applicable)</b>  <b>Please provide any supporting documentation</b></p>
<p>TLCT have agreed to provide £75K from their limited funds. Subject to final approval, ABC will match fund with £75K .</p> <p>Application has been made to the KCC Leader Fund which might provide up to £40K The main portion of funding will need to be borrowed through ABC and provided by Serco</p>
<p align="center"><b>Other information relevant to support your application:</b>  <b>Please use continuation sheets as necessary.</b></p>
<p>It should be borne in mind that the Leisure Centre "punches above it weight" in that it provides better and more wide-ranging facilities than a community the size of Tenterden could support on a commercial basis, but it provides an invaluable local resource, avoiding the need for Tenterden residents to travel away from Tenterden to find the facilities we currently provide and propose providing. This can only be achieved by support from community resources to supplement the commercial income of the Leisure Centre</p>

## DECLARATION

**I declare that I am authorised to make the above application on behalf of**

**Tenterden Leisure Centre Trust**

**Signed:**

*C Cheesman*

**Name:**

*CHRISTOPHER CHEESMAN*

**Position in organisation:**

*CHAIRMAN*

**Date:**

*7<sup>th</sup> December 2017*



# New Fitness Suite Tenterden Leisure Centre Scheme Proposals



Prepared for:  
Tenterden Leisure Centre Trust  
NOV 2017

# CONTENTS

1. Intro
2. Existing plans & views
3. Proposed plans
4. Proposed views
5. Finishes / branding



This presentation prepared for Tenterden Leisure Centre Trust by Space & Place.

The scheme proposal is to provide a new modern fitness suite and spin studio to the existing Tenterden Leisure Centre.

The building will provide 391m<sup>2</sup> fitness suite and in addition an upper level spin studio for 22 bikes and an instructor. The scheme will house the very latest modern fitness equipment from Life Fitness and the interior design will follow the Serco Leisure Brand standards, to a high quality.

In addition, a new entrance facility / lobby area and control will be built to ease flow into the building and provide access into the new fitness and spin facility.

The new building will be constructed with minimal impact on the existing operation of the site and will cause little disruption for users during the construction period.

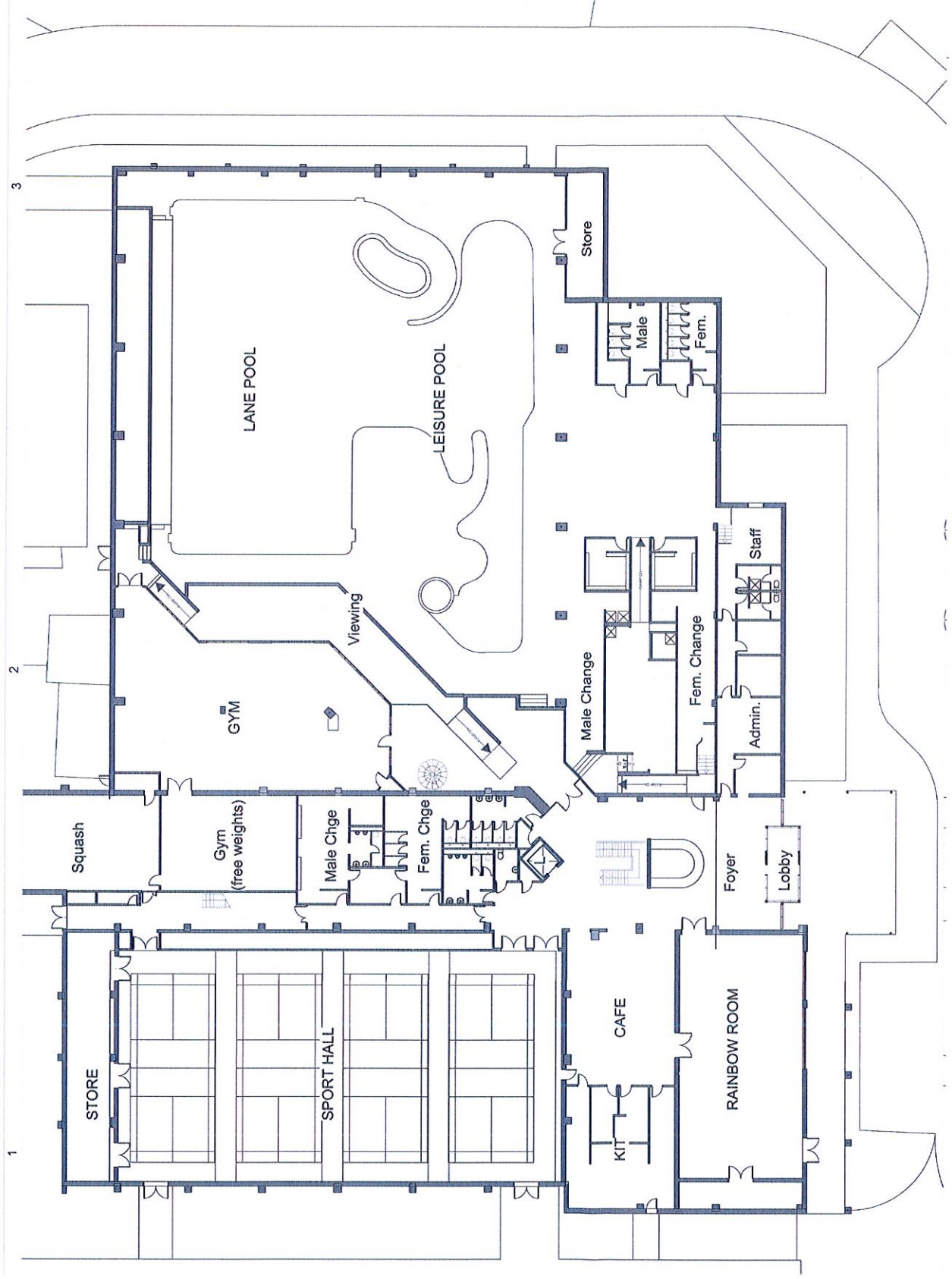
Space and Place Architects are the design team and principal designer for the main Contractor Chase Enterprises on behalf of Tenterden Leisure Centre Trust.

This presentation to the council aims to demonstrate the position, massing and look of the scheme and to give a clear idea of the quality interior fit out intended for the scheme.

Further information and samples can be supplied if required.

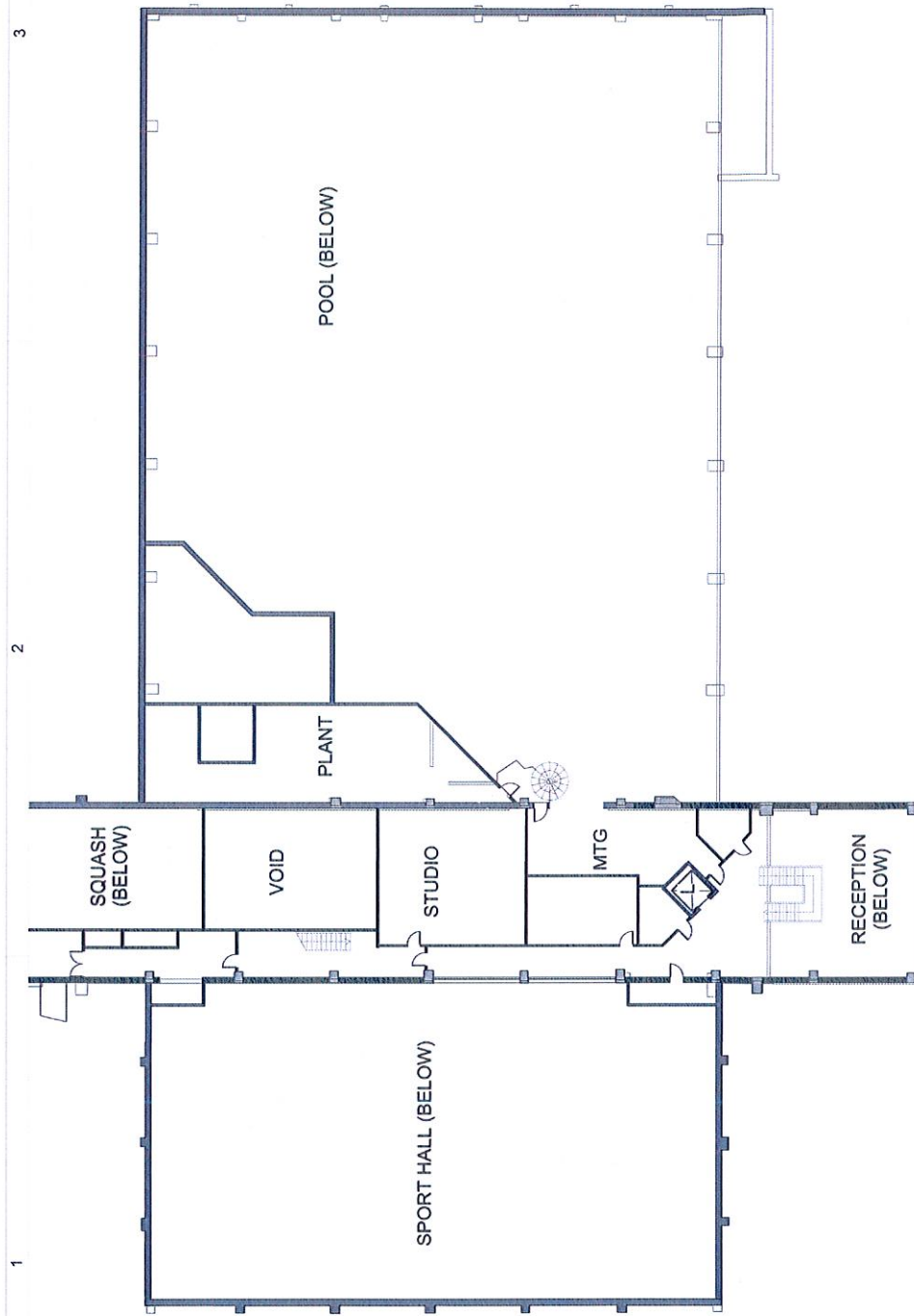
# EXISTING PLANS

## Ground Floor Plan



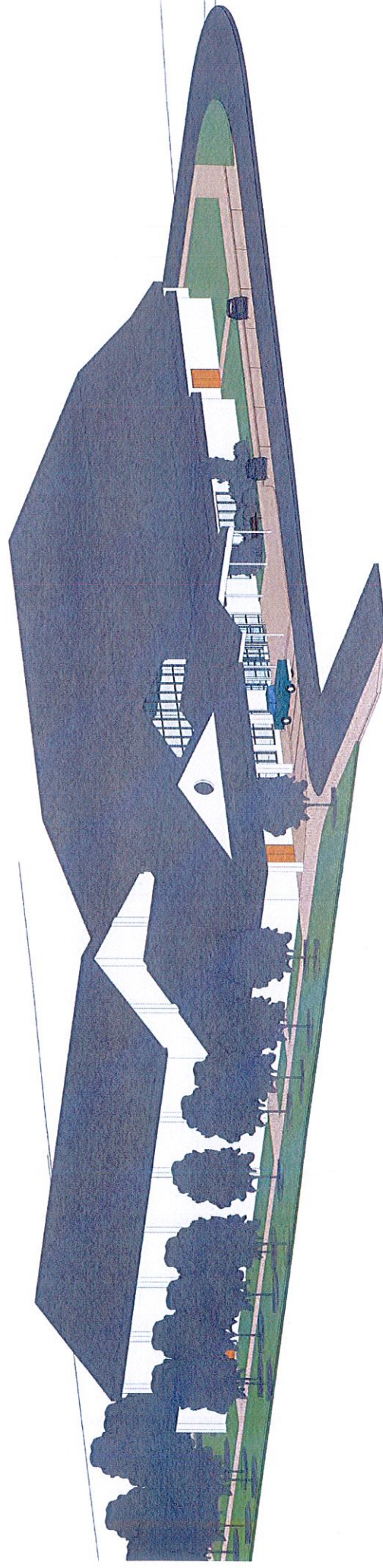


EXISTING PLANS  
First Floor Plan



## EXISTING VIEWS

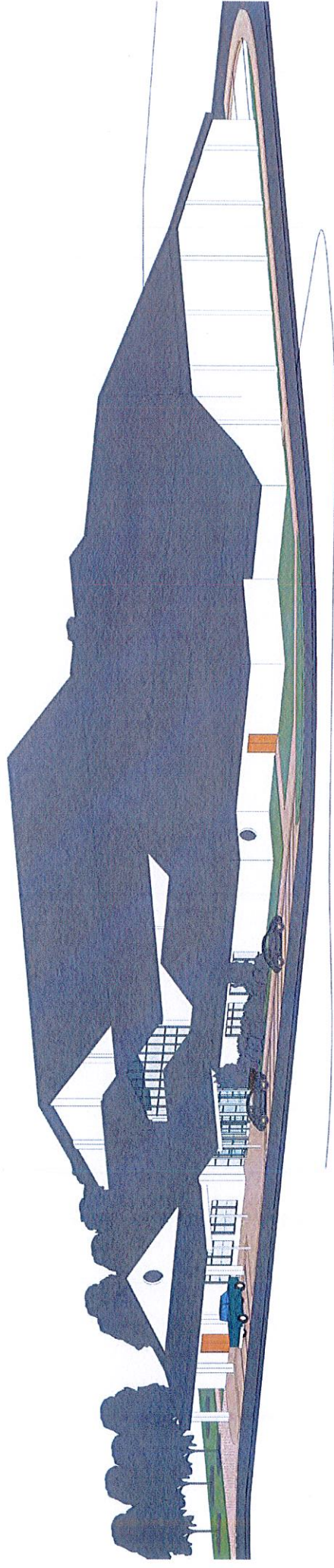
Left Approach





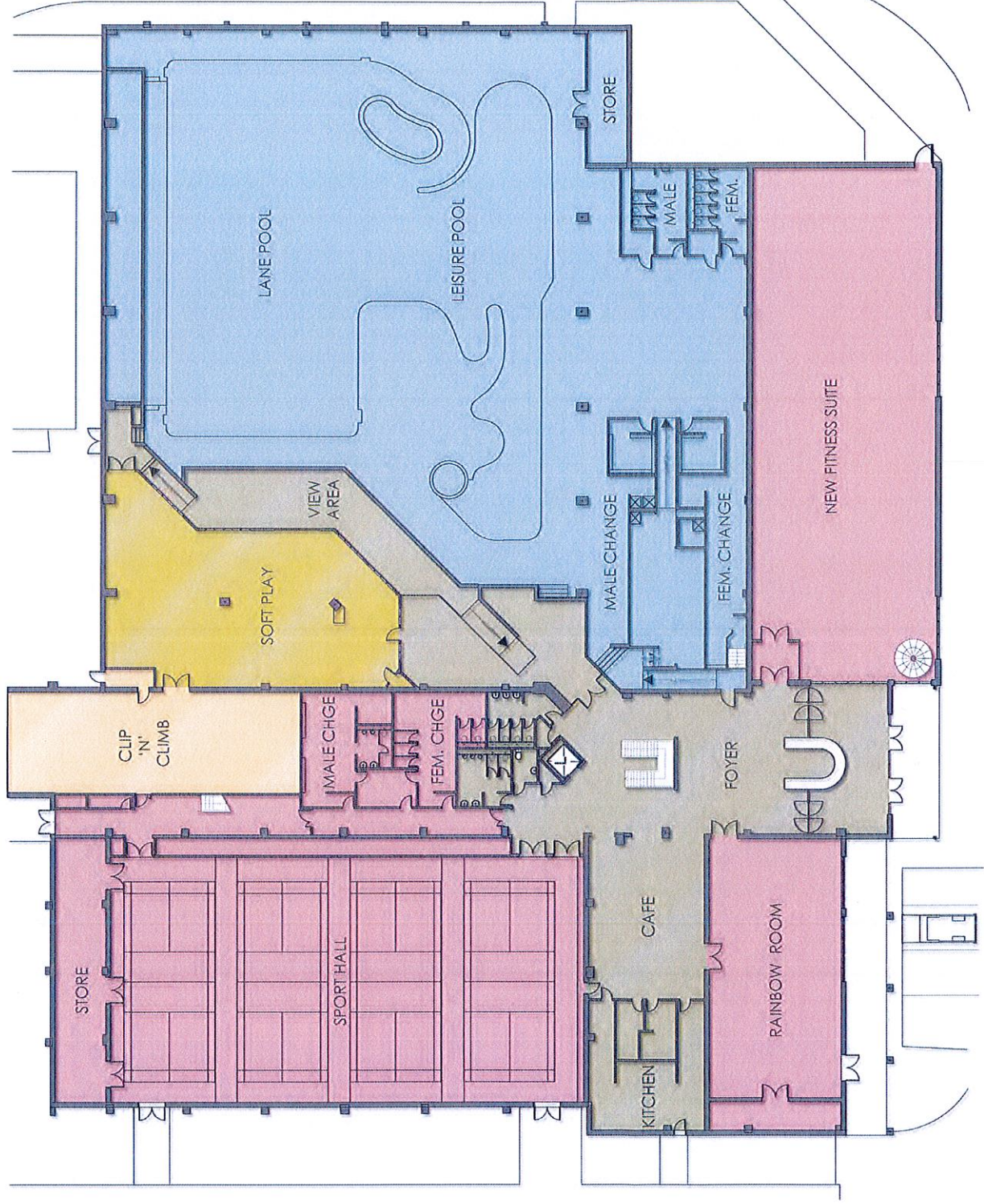
# EXISTING VIEWS

## Right Approach



# PROPOSED PLANS

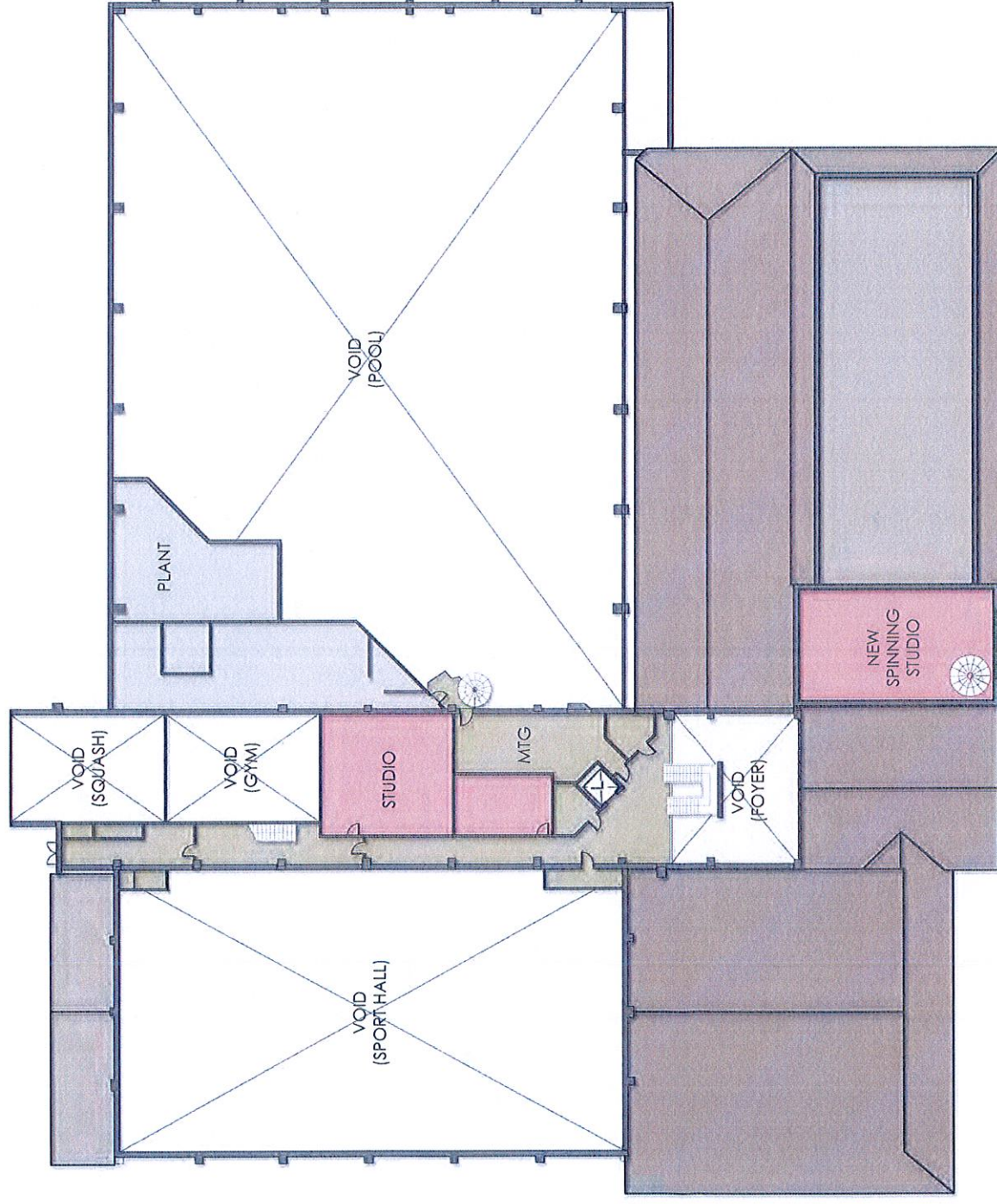
## Ground Floor Plan





# PROPOSED PLANS

## First Floor Plan





## PROPOSED VIEWS

Artist's Impression View 1





# PROPOSED VIEWS

## Artist's Impression View 2





## PROPOSED VIEWS

Artist's Impression View 2





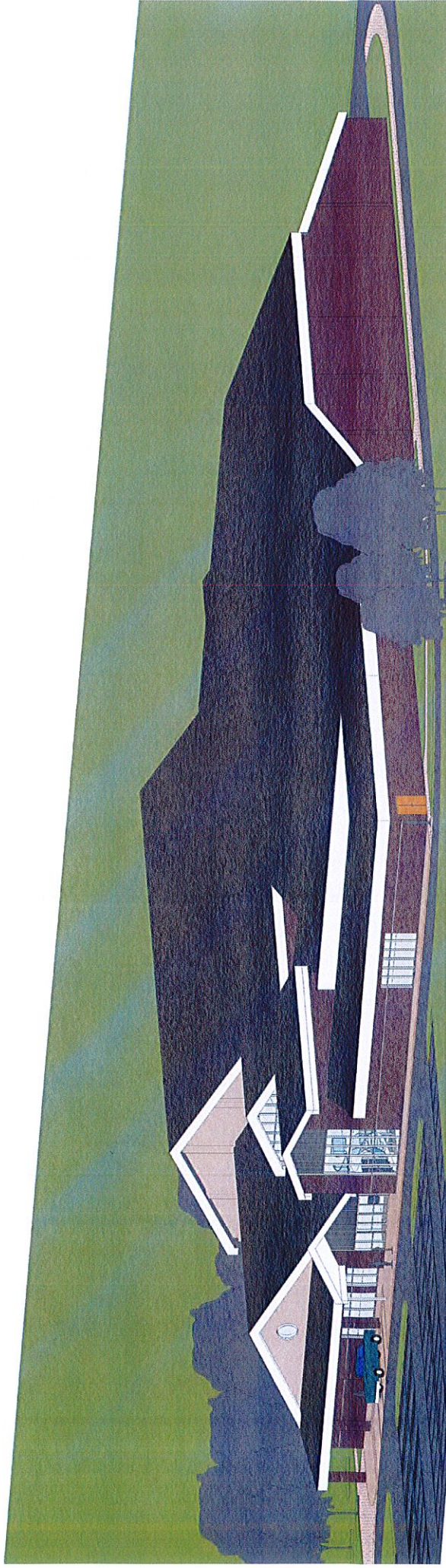
## PROPOSED VIEWS

Left Approach



# PROPOSED VIEWS

Right Approach







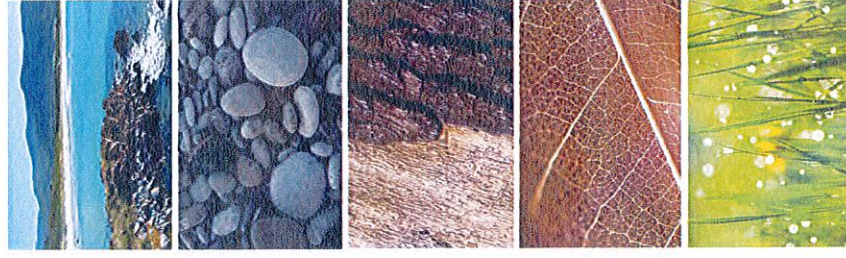
## BRAND MARK | VISUAL IDENTITY NATURE INSPIRED SPACES CREATING A SENSE OF HEALTH & WELL BEING

A brand is not just a logo it's the vision and ethos of the Trust. Looking at the demographic and community in Tenterden, the consistent and unifying aspiration is **HEALTH & WELLBEING** rather than just purely fitness and exercise. We have taken a more holistic view with the emphasis based on nature, therefore creating a natural palette of materials, textures and colours.

We have researched both M&S and McDonald's recent re-branding which has consciously embraced a natural welcoming / broad appeal. These companies have researched their end users and tried to develop a universal wide ranging appeal that attracts a broad demographic from young families, professionals to retired end users. We are therefore proposing to use a natural palette of materials within the building.

*Please note this presentation is just an initial draft proposal requiring further detailed work.*

## BRAND MARK



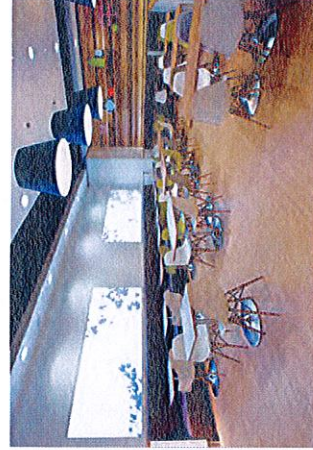
## VISUAL IDENTITY







(1)



(2)



(3)



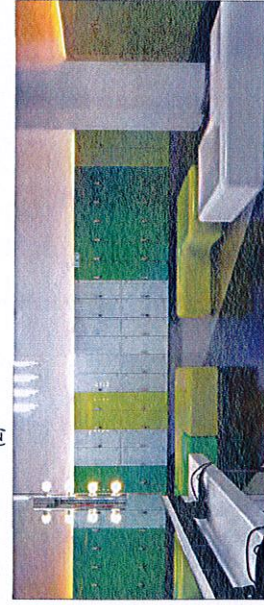
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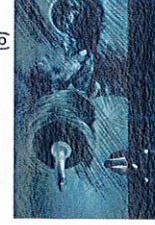
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(7)



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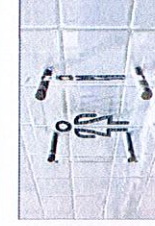
(10)



(11)



(12)



(13)



(14)

- (1) Simple natural materials palette
- (2) Fresh clean colour scheme
- (3) Rich timber finish to members area
- (4) GRAPHICS: Decal graphics to glazing
- (5) GRAPHICS: Decal graphics to walls

- (6) GRAPHICS: Simple directional graphics
- (7) Fitness Studio equipment
- (8) Black colours to lockers and cubicles
- (9) Natural fresh material to interior
- (10) GRAPHICS: Printed wallpaper
- (11) GRAPHICS: Simple directional graphics
- (12) GRAPHICS: Printed wallpaper
- (13) GRAPHICS: Simple directional graphics
- (14) GRAPHICS: Signage



# FINISHES / BRANDING

## Reception

(5) RECEPTION



(3)

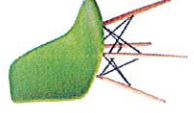
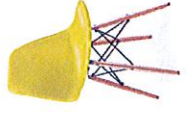
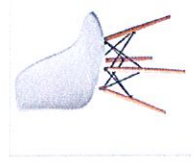
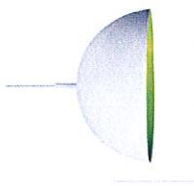


(1)

ENTRANCE



(2)



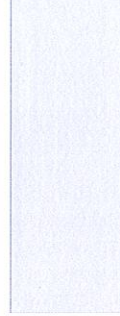
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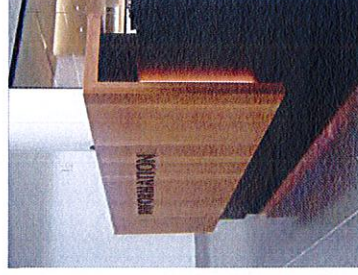
(8)



(7)



(6)



RECEPTION DESK

- (1) ENTRANCE MATTING: EMS Colorread CT001 Anthracite
- (2) ENTRANCE TILING: Spectile Torchis 600 x 300mm Grigio
- (3) RECEPTION: POLYFLOOR Wood FX Roasted Limed Ash 9831
- (4) RECEPTION DESK VENEER: Formica Natural Oak F1079
- (5) RECEPTION DESK VENEER: Formica Graphite F7837

- (6) WALL: Main field wall colour Dulux: 00NN 83/000
- (7) WALL: Feature wall colour Dulux: 10YY 46/041
- (8) WALL: Feature wall colour Dulux: 00YY 63/024
- (9) WALL: Skirting & Architrave colour Dulux: 30YY 20/029



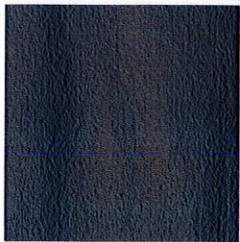


## Be...HEALTHY



(5)

(4)



EQUIPMENT &  
WEIGHTS



(3)



(2)

FLOORING



(1)



(9)



(8)

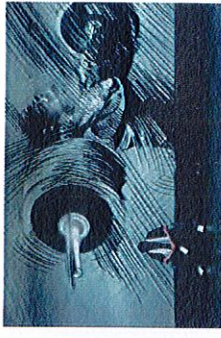


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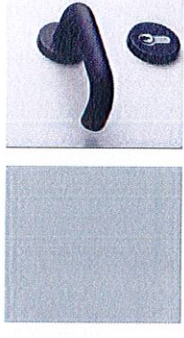


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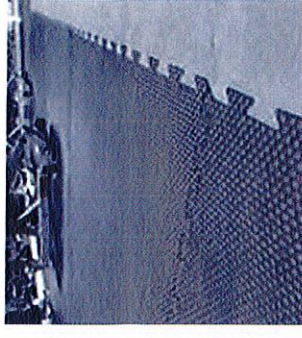
PAINT COLOURS



(10)



(11)



IDASS: Mats black

(1) FLOORING TILE: POLYFLOR Wood FX European Oak: 3347

(2) CARPET TILE: INTERFACE Heuga 727 Lemonade 6727 45

(3) FREE WEIGHTS FLOORING: IDASS Solid Rubber Interlocking Mats

(4) EQUIPMENT: LIFEFITNESS upholstery black

(5) EQUIPMENT: LIFEFITNESS frame light grey

(6) WALL: Main field wall colour Dulux: 00NN 83/000

(7) WALL: Feature wall colour Dulux: 90YY 48/500

(8) WALL: Feature wall colour Dulux: 88YY 71/380

(9) SKIRTING & ARCHITRAVE: Painted MDF Dulux 'Merlin' Satinwood

(10) DOORS: Veneer RAL 7035

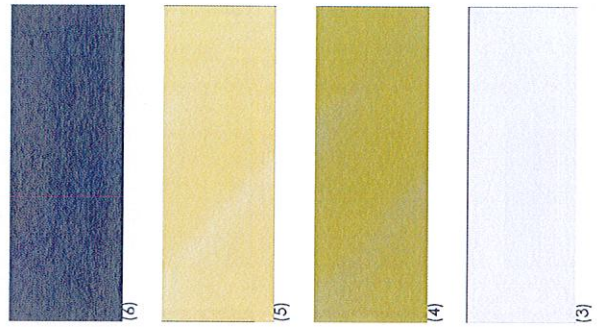
(11) IRONMONGERY: HEWI system 111:92 anthracite grey



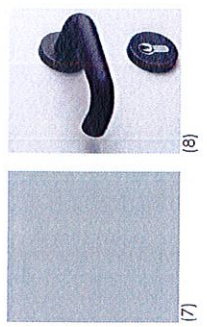


FLOORING

- (1) FLOORING TILE: POLYFLOOR Wood FX European Oak 3347
- (2) CARPET TILE: INTERFACE Huga 727 Lemonade 672745
- (3) WALL: Main field wall colour Dulux: 00NN 83/000
- (4) WALL: Feature wall colour Dulux: 90YY 48/500
- (5) WALL: Feature wall colour Dulux: 88YY 71/380
- (6) SKIRTING & ARCHITRAVE: Painted MDF Dulux 'Merlin' Sainwood
- (7) DOORS: Veneer RAL 7035
- (8) IRONMONGERY: HEWI system 111:92 anthracite grey



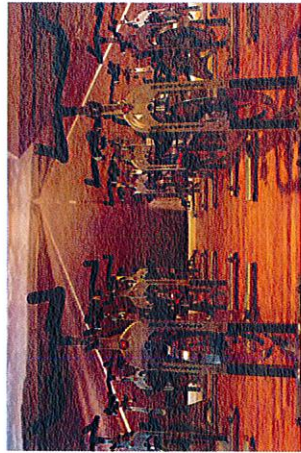
PAINT COLOURS & SKIRTING



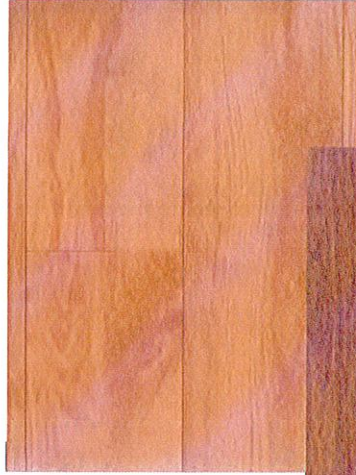


## FINISHES / BRANDING

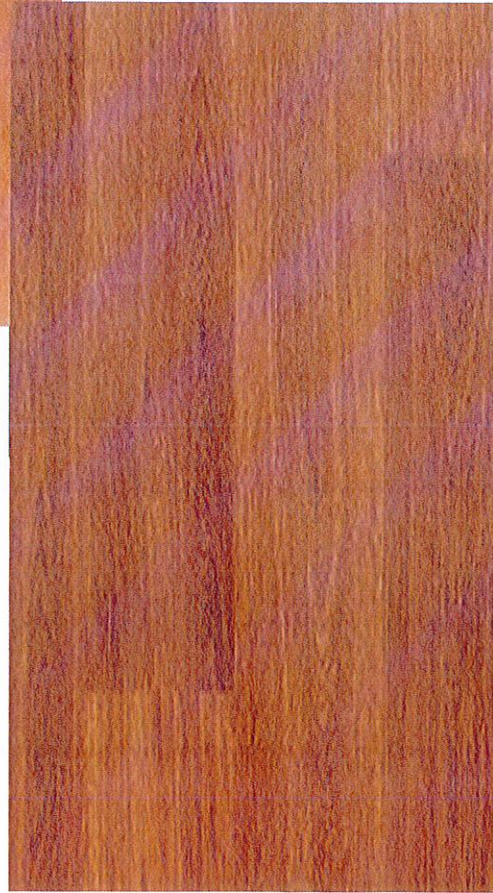
Spin Studio



GRAPHICS FEATURE WALL



(2)

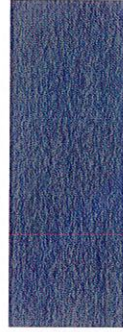


(1)

FLOORING

- (1) SPIN ZONE FLOORING: POLYFLOR Wood FX European Oak 3347
- (2) DANCE STUDIO FLOORING: POLYFLOR Sport 67 Maple 7516
- (3) WALL: Main field wall colour Dulux: 00NN 83/000
- (4) WALL: Feature wall colour Dulux: 80GG 63/184

- (5) WALL: Feature wall colour Dulux: 90GG 38/242
- (6) SKIRTING & ARCHITRAVE: Timber painted Dulux 'Merlin' satinwood
- (7) DOORS: Veneer RAL 7035
- (8) IRONMONGERY: HEWI system 111:92 anthracite grey



(6)



(5)



(4)



(3)

PAINT COLOURS & SKIRTING



(7)

(8)

# Be...HEALTHY



Month	Start Balance	Principal	Interest	Payment	Yearly Interest Totals	Yearly Interest Amounts	Yearly Capital Amounts
1	£450,000.00	£2,318.23	£375.00	£2,693.23			
2	£447,681.77	£2,320.16	£373.07	£2,693.23			
3	£445,361.62	£2,322.09	£371.13	£2,693.23			
4	£443,039.53	£2,324.03	£369.20	£2,693.23			
5	£440,715.50	£2,325.96	£367.26	£2,693.23			
6	£438,389.54	£2,327.90	£365.32	£2,693.23			
7	£436,061.64	£2,329.84	£363.38	£2,693.23			
8	£433,731.80	£2,331.78	£361.44	£2,693.23			
9	£431,400.02	£2,333.73	£359.50	£2,693.23			
10	£429,066.29	£2,335.67	£357.56	£2,693.23			
11	£426,730.62	£2,337.62	£355.61	£2,693.23			
12	£424,393.00	£2,339.56	£353.66	£2,693.23	Year 1 Totals	£4,372.13	£27,946.57
13	£422,053.44	£2,341.51	£351.71	£2,693.23			
14	£419,711.92	£2,343.47	£349.76	£2,693.23			
15	£417,368.46	£2,345.42	£347.81	£2,693.23			
16	£415,023.04	£2,347.37	£345.85	£2,693.23			
17	£412,675.67	£2,349.33	£343.90	£2,693.23			
18	£410,326.34	£2,351.29	£341.94	£2,693.23			
19	£407,975.05	£2,353.25	£339.98	£2,693.23			
20	£405,621.81	£2,355.21	£338.02	£2,693.23			
21	£403,266.60	£2,357.17	£336.06	£2,693.23			
22	£400,909.43	£2,359.13	£334.09	£2,693.23			
23	£398,550.30	£2,361.10	£332.13	£2,693.23			
24	£396,189.20	£2,363.07	£330.16	£2,693.23	Year 2 Totals	£8,463.54	£56,173.89
25	£393,826.13	£2,365.04	£328.19	£2,693.23			
26	£391,461.09	£2,367.01	£326.22	£2,693.23			
27	£389,094.08	£2,368.98	£324.25	£2,693.23			
28	£386,725.10	£2,370.95	£322.27	£2,693.23			
29	£384,354.15	£2,372.93	£320.30	£2,693.23			
30	£381,981.22	£2,374.91	£318.32	£2,693.23			
31	£379,606.31	£2,376.89	£316.34	£2,693.23			
32	£377,229.42	£2,378.87	£314.36	£2,693.23			
33	£374,850.56	£2,380.85	£312.38	£2,693.23			
34	£372,469.71	£2,382.83	£310.39	£2,693.23			
35	£370,086.87	£2,384.82	£308.41	£2,693.23			

36	£367,702.05	£2,386.81	£306.42	£2,693.23	Year 3 Totals	£12,271.39	£84,684.78
37	£365,315.25	£2,388.80	£304.43	£2,693.23			
38	£362,926.45	£2,390.79	£302.44	£2,693.23			
39	£360,535.66	£2,392.78	£300.45	£2,693.23			
40	£358,142.88	£2,394.77	£298.45	£2,693.23			
41	£355,748.11	£2,396.77	£296.46	£2,693.23			
42	£353,351.34	£2,398.77	£294.46	£2,693.23			
43	£350,952.58	£2,400.76	£292.46	£2,693.23			
44	£348,551.81	£2,402.77	£290.46	£2,693.23			
45	£346,149.05	£2,404.77	£288.46	£2,693.23			
46	£343,744.28	£2,406.77	£286.45	£2,693.23			
47	£341,337.51	£2,408.78	£284.45	£2,693.23			
48	£338,928.73	£2,410.78	£282.44	£2,693.23	Year 4 Totals	£15,792.80	£113,482.09
49	£336,517.95	£2,412.79	£280.43	£2,693.23			
50	£334,105.15	£2,414.80	£278.42	£2,693.23			
51	£331,690.35	£2,416.82	£276.41	£2,693.23			
52	£329,273.53	£2,418.83	£274.39	£2,693.23			
53	£326,854.70	£2,420.85	£272.38	£2,693.23			
54	£324,433.85	£2,422.86	£270.36	£2,693.23			
55	£322,010.99	£2,424.88	£268.34	£2,693.23			
56	£319,586.11	£2,426.90	£266.32	£2,693.23			
57	£317,159.20	£2,428.93	£264.30	£2,693.23			
58	£314,730.28	£2,430.95	£262.28	£2,693.23			
59	£312,299.33	£2,432.98	£260.25	£2,693.23			
60	£309,866.35	£2,435.00	£258.22	£2,693.23	Year 5 Totals	£19,024.90	£142,568.68
61	£307,431.35	£2,437.03	£256.19	£2,693.23			
62	£304,994.32	£2,439.06	£254.16	£2,693.23			
63	£302,555.25	£2,441.10	£252.13	£2,693.23			
64	£300,114.16	£2,443.13	£250.10	£2,693.23			
65	£297,671.03	£2,445.17	£248.06	£2,693.23			
66	£295,225.86	£2,447.20	£246.02	£2,693.23			
67	£292,778.66	£2,449.24	£243.98	£2,693.23			
68	£290,329.41	£2,451.28	£241.94	£2,693.23			
69	£287,878.13	£2,453.33	£239.90	£2,693.23			
70	£285,424.80	£2,455.37	£237.85	£2,693.23			
71	£282,969.43	£2,457.42	£235.81	£2,693.23			
72	£280,512.01	£2,459.47	£233.76	£2,693.23	Year 6 Totals	£21,964.80	£171,947.48
73	£278,052.55	£2,461.51	£231.71	£2,693.23			





112	£180,517.74	£2,542.79	£150.43	£2,693.23
113	£177,974.95	£2,544.91	£148.31	£2,693.23
114	£175,430.04	£2,547.03	£146.19	£2,693.23
115	£172,883.00	£2,549.16	£144.07	£2,693.23
116	£170,333.85	£2,551.28	£141.94	£2,693.23
117	£167,782.57	£2,553.41	£139.82	£2,693.23
118	£165,229.16	£2,555.53	£137.69	£2,693.23
119	£162,673.63	£2,557.66	£135.56	£2,693.23
120	£160,115.96	£2,559.80	£133.43	£2,693.23
121	£157,556.17	£2,561.93	£131.30	£2,693.23
122	£154,994.24	£2,564.06	£129.16	£2,693.23
123	£152,430.17	£2,566.20	£127.03	£2,693.23
124	£149,863.97	£2,568.34	£124.89	£2,693.23
125	£147,295.64	£2,570.48	£122.75	£2,693.23
126	£144,725.16	£2,572.62	£120.60	£2,693.23
127	£142,152.54	£2,574.76	£118.46	£2,693.23
128	£139,577.77	£2,576.91	£116.31	£2,693.23
129	£137,000.86	£2,579.06	£114.17	£2,693.23
130	£134,421.80	£2,581.21	£112.02	£2,693.23
131	£131,840.60	£2,583.36	£109.87	£2,693.23
132	£129,257.24	£2,585.51	£107.71	£2,693.23
133	£126,671.73	£2,587.67	£105.56	£2,693.23
134	£124,084.06	£2,589.82	£103.40	£2,693.23
135	£121,494.24	£2,591.98	£101.25	£2,693.23
136	£118,902.26	£2,594.14	£99.09	£2,693.23
137	£116,308.12	£2,596.30	£96.92	£2,693.23
138	£113,711.82	£2,598.47	£94.76	£2,693.23
139	£111,113.35	£2,600.63	£92.59	£2,693.23
140	£108,512.72	£2,602.80	£90.43	£2,693.23
141	£105,909.92	£2,604.97	£88.26	£2,693.23
142	£103,304.95	£2,607.14	£86.09	£2,693.23
143	£100,697.82	£2,609.31	£83.91	£2,693.23
144	£98,088.51	£2,611.48	£81.74	£2,693.23
145	£95,477.02	£2,613.66	£79.56	£2,693.23
146	£92,863.36	£2,615.84	£77.39	£2,693.23
147	£90,247.52	£2,618.02	£75.21	£2,693.23
148	£87,629.50	£2,620.20	£73.02	£2,693.23
149	£85,009.30	£2,622.38	£70.84	£2,693.23
Year 10 Totals				£30,743.24
Year 11 Totals				£32,177.51
Year 12 Totals				£33,301.51
Year 10 Totals				£292,443.86
Year 11 Totals				£323,328.30
Year 12 Totals				£354,523.01



150	£82,386.92	£2,624.57	£68.66	£2,693.23	
151	£79,762.35	£2,626.76	£66.47	£2,693.23	
152	£77,135.59	£2,628.95	£64.28	£2,693.23	
153	£74,506.65	£2,631.14	£62.09	£2,693.23	
154	£71,875.51	£2,633.33	£59.90	£2,693.23	
155	£69,242.18	£2,635.52	£57.70	£2,693.23	
156	£66,606.66	£2,637.72	£55.51	£2,693.23	Year 13 Totals
157	£63,968.94	£2,639.92	£53.31	£2,693.23	£34,112.14
158	£61,329.02	£2,642.12	£51.11	£2,693.23	£386,031.10
159	£58,686.90	£2,644.32	£48.91	£2,693.23	
160	£56,042.58	£2,646.52	£46.70	£2,693.23	
161	£53,396.06	£2,648.73	£44.50	£2,693.23	
162	£50,747.33	£2,650.94	£42.29	£2,693.23	
163	£48,096.39	£2,653.14	£40.08	£2,693.23	
164	£45,443.25	£2,655.36	£37.87	£2,693.23	
165	£42,787.89	£2,657.57	£35.66	£2,693.23	
166	£40,130.32	£2,659.78	£33.44	£2,693.23	
167	£37,470.54	£2,662.00	£31.23	£2,693.23	Year 14 Totals
168	£34,808.54	£2,664.22	£29.01	£2,693.23	£34,606.25
169	£32,144.32	£2,666.44	£26.79	£2,693.23	£417,855.72
170	£29,477.88	£2,668.66	£24.56	£2,693.23	
171	£26,809.22	£2,670.88	£22.34	£2,693.23	
172	£24,138.34	£2,673.11	£20.12	£2,693.23	
173	£21,465.23	£2,675.34	£17.89	£2,693.23	
174	£18,789.89	£2,677.57	£15.66	£2,693.23	
175	£16,112.32	£2,679.80	£13.43	£2,693.23	
176	£13,432.53	£2,682.03	£11.19	£2,693.23	
177	£10,750.50	£2,684.27	£8.96	£2,693.23	
178	£8,066.23	£2,686.50	£6.72	£2,693.23	
179	£5,379.73	£2,688.74	£4.48	£2,693.23	
180	£2,690.98	£2,690.98	£2.24	£2,693.23	Year 15 Totals
181	£0.00	£0.00	£0.00	£0.00	£34,780.63
					£450,000.04

Tenterden Leisure Centre Trust 15 Year Loan - Cumulative Yearly Interest & Capital Returns





**External Committee 8<sup>th</sup> January 2018**

**Smallhythe Rd Speed Limit**

**Agenda Item 9**

This is an update on the situation regarding speed limits on the Smallhythe Rd.

Currently, speed is unrestricted between the village and the 30-limit sign on the entrance to the new Tent1A development. Residents would like the 40 m.p.h. limit within the village to be extended into Tenterden (i.e. removing the unrestricted zone).

KCC advise that a report including proposed measures will be available around the end of January 2018.

**Proposal: Information item only**



Phil Burgess  
Town Clerk

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

**External Committee 8<sup>th</sup> January 2018**  
**Next Generation Youth Café – Zion Baptist Grant Application**  
**Agenda Item 10**

I have enclosed a full grant application form from the Zion Baptist Church (the accounts are available for Councillors to view in the Town Clerk's Office). This organisation administers the Next Generation Youth Café under a service level agreement (SLA).

As the document is extensive I have summarised the main points below:

The youth café has recently lost significant funding and is seeking £6,000 annual financial support towards the appointment of an additional youth worker and incidental expenses. The total cost is detailed at the top of page 3 of the application.

This application was first considered by the donations committee last year and was rejected with the following advice:

1. The applicant needs to also seek alternative funding sources.
2. Audited accounts need to be produced
3. Outreach work should be undertaken in accordance with the SLA.

These conditions have now been satisfied and the grant should be reconsidered. Cllr Sugden will be able to provide further information if required.

**Proposal: That £6,000 revenue grant should be awarded annually to the Zion Baptist Church to be used towards the employment of a youth worker.**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	: Beneficial
Impact on Bio-diversity	: None
Budgetary Impact	: Regular precepted amount required



# TENTERDEN TOWN COUNCIL

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

Website: [www.tenterdentowncouncil.gov.uk](http://www.tenterdentowncouncil.gov.uk)

Telephone: 01580 762271



Email: [townhall@tenterdentowncouncil.gov.uk](mailto:townhall@tenterdentowncouncil.gov.uk)

Facsimile: 01580 765647

## COMMUNITY GRANT APPLICATION

In addition to completing this form, an organisation applying for funding must also supply a copy of its latest approved accounts (audited, if appropriate). Please use continuation sheets as necessary in support of your application.

<b>Name of Organisation</b>
Next Generation Youth Cafe Zion Baptist Church (Tenterden)
<b>Registered Charity Number (if applicable)</b>
1149069
<b>Registered Address</b>
71 High Street, Tenterden, Kent, TN30 6BB
<b>Contact name(s) and position</b>
(1) Revd Jerry Newson – Chair Youth Café Management Team (2) Revd Neal Stanton – Member Youth café Management Team
<b>Contact telephone number(s)</b>
(1) t 01233 720511      Mob 07747737897 (2) t 01580 764129      Mob 07881367729
<b>Contact email address</b>
<a href="mailto:jerry.newson@tesco.net">jerry.newson@tesco.net</a> <a href="mailto:revnealjs@gmail.com">revnealjs@gmail.com</a>
<b>Brief summary of the organisation (date formed, aims, structure etc.)</b>
<p>Tenterden Town and the district is a largely a thriving community with pockets of deprivation. The Next Generation Youth café project was launched in 2013 following a Town wide youth survey which highlighted their number one priority was a Youth Café.</p> <p>The Café is currently open on a Monday and Wednesday between 4.30pm &amp; 7pm for 48 weeks of the year. Our objectives are;</p> <ol style="list-style-type: none"><li>1. To engage with YP every time the Café is open. We provide junior leader opportunities and engage with the citizenship programme.</li><li>2. To support the YP in their 'Well-Being' and 'Personal Development'</li><li>3. To provide access to independent youth support services such as sexual health/exploitation, alcohol, drugs and smoking.</li><li>5. To support an elected Youth Forum. To help them report to a Town Youth Project Group and consult with their peers. To help them manage their own budget.</li></ol> <p>Over the last two years we have seen a number of dysfunctional young people turn their lives around with our support. We have helped Y/P as they have gone into work and enabled them to go with much better life skills and stability than they had before we met them.</p> <p>This year we have been acknowledged as a KCC Preferred Partner working as a flagship complementary youth service provision with the Ashford Early Help Programme.</p> <p>As a Youth Café the young people can choose to come and go as they wish. This means when the café is open there can be from 10 and 30 young people in at any one time. We have 200+ young people on the books. Since September this year we have had 40 + new attenders</p> <p>The Youth Café employs two KCC highly qualified Youth Workers one of who is Team Leader. (We are currently carrying a vacancy for a second Youth Worker but have deferred appointment pending funding success)</p>



They are supported during each session by volunteers who include;

- (1) KCC Community Warden
- (2) KCC Community Volunteer
- (3) Baptist Co-Pastor
- (4) PCSO
- (5) Homewood Schools Worker

**Objective of funding**  
**(including what will be deliverables, timescales, as appropriate)**

The Youth Café is supported by the 'Fareshare' food programme which provides all the food items for the young people when the Café is open. Tenterden Youth Club (Highbury Hall) very kindly provides the venue for the Youth Café and cover the running costs of the building when the Café is open. To this end the majority of the annual operating costs is staff salaries.

Due to the unforeseen loss of the Youth Café funding for 2018 and onwards the sustainability of the Youth Café is now in great danger. The objective of this application therefore is to secure sustainability funding for the coming year and thus enable, not only a great resource to continue but for it to be an integral part of the Public Consultation with regards to the creation of the Tenterden Youth Hub.

The funding will also go towards the cost of employing a second youth worker (sessional worker) (see total cost box below). Other costs are detailed in that box

**Other organisations (if any) that provide this proposed deliverable / service**

None

**Who will benefit from this project and how**  
**(Demographics of community, numbers)**

Young people aged 11 -18 (and up to 25 if disabled)

The Café attracts a high proportion of vulnerable YP. Relationship building and engagement is a priority. We have already seen good response to the smoking cessation encouragements and improved sexual health awareness. An interesting development is the support welcomed by YP in understanding more about teenager cancer and death.

The project has already had a significant impact on anti-social behaviour that already existed. We have seen positive differences made to the aspirations and confidence of the young people. We have historically supported YP as they have moved into apprenticeships and work. All these activities promote community ownership, respect and involvement and through their nature promote the project to and have a positive impact on Tenterden Town and surrounding Districts

Typical numbers attending each month exceed 100 YP

Typical areas the YP reside in are: Ashford, Benenden, Biddenden, Cranbrook, Hawkhurst, High Halden, Rye, Sandhurst, Shadoxhurst, Sissinghurst, St Michaels, Tenterden, Woodchurch

**Impact of to the community of not delivering**

The loss of the Youth Café would have a massive impact on many vulnerable young people, their lives, their families and the community. With the Statutory Youth Services unable to provide this type of safe, secure and supportive project some of our Towns most vulnerable young people would lose their own haven and safe place.



<p align="center"><b>Total cost of project</b> (please supply supporting information, e.g. quotations etc.)</p> <p><b>Salaries</b>  Lead youth worker - 10 hours week @ £12 per hr pw x 52 = £6240  2 x Sessional youth workers = 2 x 3.5hr per week @ £8.25 pw x 52 = £3003*</p> <p>*(If we do not appoint the second Youth Worker this figure could be reduced to £1501)</p> <p><b>Budgeted Items:</b></p> <p>Affiliation fees to Kent Youth £100  2 x annual outings for YP £500  Equipment repair or replace £250  Consumables £250</p> <p><b>Total Costs: £10343</b></p>
<p align="center"><b>Other sources of available funding been considered</b></p> <p>We currently have an application placed with the Kent Community Foundation Ashford. We are exploring possibilities with Tenterden wide Housing Associations.</p>
<p align="center"><b>Amount of grant sought</b></p> <p><b>£6000</b></p>
<p align="center"><b>When is the grant required</b></p> <p>From January 2018</p>
<p align="center"><b>What fall-back position would the organisation / charity take if the grant was not forthcoming?</b></p> <p>We would continue to explore funding opportunities as we currently are but as from January 2018, without say, an emergency grant to sustain salaries as applications are made, then staff would not be paid.</p>
<p align="center"><b>How will the balance (if any) be financed</b>  <b>Has other funding agreed from other sources (if applicable)</b>  <b>Please provide any supporting documentation</b></p> <p>If successful to cover the small overheads and running costs (£1k) we propose to fund raise and seek local gift support.</p>
<p align="center"><b>Other information relevant to support your application:</b>  <b>Please use continuation sheets as necessary.</b></p>

## **DECLARATION**

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**I declare that I am authorised to make the above application on behalf of**

Next Generation Youth Café (Zion Baptist Church – Tenteden)

**Signed:** \_\_\_\_\_

*J Newson Revd.*

**Name:** Jerry Newson Revd

**Position in organisation:** Chair of Youth Cafe Management Team

**Date:** 6<sup>th</sup> December 2017



**External Committee 8<sup>th</sup> January 2018**

**Christmas Market**

**Agenda Item 11**

The market in 2017 was hugely successful, especially so since the organisers came to the event late in the year.

The market finances broke even in the year despite unforeseen costs. The formula is clearly successful and will be repeated in forthcoming years.

The organisers intend to set up a bank account for future years and create a Community Interest Company to administer the event. The 2017 event finances were handled through TTC accounts.

The Town Council had agreed that the event should be underwritten in the case of any loss. This "safety net" was not required and the event now should qualify as a Town Event for grant purposes so that further attractions and improvements can be added.

**Proposal: That the town council should agree an annual grant of £1,500 for the Xmas Market as a town event.**



Phil Burgess  
Town Clerk

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

## External Committee 8<sup>th</sup> January 2018

### Christmas Lights

#### Agenda Item 12

In the run-up to Christmas 2017 many lights in the High St trees were found to be defective. These lights are only two years old and have been left in the trees over that time.

£2,200 additional expenditure was necessary this year to replace the defective lights and connectors. Whilst some lights were for the Fairings, most were purchased to replace the High St lights. In addition, a further 4 days attendance was necessary for the tree surgeons, costing £1800

The reason for the high number of defective lights was partly weather related but mainly a result of tree growth which forced the couplings apart and in some instances snapped the strings of lights causing an electrocution risk once reconnected; some lights actually caught fire when tested. The light cables were also cutting into the bark of the High Street trees.

The continuous presence of the lights in the trees means that routine KCC maintenance to remove dead wood and crown lift the trees is very difficult without damaging or removing the lights.

We do have an unused cupboard in the Town Hall (off the Gents) which would house the lights outside the season.

Testing of lights next year would be easier and safer with the lights at ground level before they were installed by the tree surgeons.

We have received a quotation for removal of the lights from the trees at £3750.

By this method I would expect the lights to last many more years as they would be protected from weather and breakage.

**Proposal: That the lights should be removed from the trees each year and stored at the Town Hall.**



Phil Burgess  
Town Clerk

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



**External Committee 8<sup>th</sup> January 2018**  
**SID Speed Indicator Devices**  
**Agenda Item 13**

Minute 0032 from the 28<sup>th</sup> July meeting refers. Following a request from a resident the possibility of introducing SIDs to the town has been investigated and a visit has been made by a KCC engineer specialising in the devices. His reports are attached. The second report was prepared after it was evident that the existing flashing sign at Woodchurch Rd had broken down irreparably.

These devices are portable units which require posts to be erected to accept the SID and are only available to areas able to offer *at least* 3 sites within a 30 limit for positioning of the SID. For this purpose, an accepted site can count as 2 (by reversing the SID) but this would not be suitable for the Smallhythe Rd site.

All potential sites in Tenterden have been surveyed. Most have been discounted owing to the layout of the road. 2 sites have been identified as suitable, Beacon Oak Rd (outside Orchard House) and Smallhythe Rd (roughly opposite Heronden). The Woodchurch Rd site was deemed suitable following breakdown of the additional device (subject to an initial speed survey) making 3 sites in all, although the engineer commented that siting a SID here would have "little impact in addressing an underlying problem which allegedly continues to exist after similar measures have already previously been taken."

These devices are intended for multiple sites and the engineer felt that "the introduction of the scheme represents minimal coverage in comparison with the price."

The main advantage of these devices is their portability and the engineer suggested use of the Mini SID instead of advanced version which is heavy and cumbersome to remove at height at the side of the road and transport to the next site. (see full report for details).

If the council decides to proceed with the scheme, local consultations will need to be carried out at the 2 new sites (Smallhythe Rd and Beacon Oak Rd) to ensure that residents agree with the installation of 2 x 4metre poles (installed if necessary by our maintenance staff) to accept the device (some of this length will of course be underground). An underground survey will then be carried out by KCC.

The SIDs cost between £6400 and £6625 with an additional charge for the poles at 2 new locations of £760 x 2 (£1520). The total cost, therefore, would be between £6,920 and £7,145.

**Proposal:**

- 1. That the council should decide whether to proceed with the scheme in view of the engineer's comments.**
- 2. If the scheme is to go ahead:**
  - a) A mini-SID should be used for portability**
  - b) Local consultations should be initiated**
  - c) Ground surveys should be ordered for the 2 new locations.**



Phil Burgess  
Town Clerk

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



Following our site visit this morning to establish suitable locations to implement a SID Scheme, I would like to clarify our findings so that the Town Council are in a position to make an informed decision moving forward.

We were able to identify suitable locations on **Small Hythe Road**, roughly opposite “Heronden” for vehicles proceeding towards the traffic signals, and a dual-mounted location on **Beacon Oak Road** outside “Orchard House”. Both verges offer a clear line of site for approaching vehicles, safety clearance for maintenance, little to no direct obstruction, and are both safely within the 30mph limit. I have already been able to establish this afternoon that both sites are within the Confirmed Highway Boundary, but both remain subject to Statutory Underground checks which must be carried out prior to any installations. This can take a few weeks to collect in full but I will advise further when this is completed.

Given that this scheme will involve the installation of 4m poles, I would strongly urge the Council to consult residents near to the locations and ensure there are no objections. Whilst we are not necessarily obliged to move the site without reasonable cause, it would be a shame to turn a positive safety improvement scheme into a troublesome and contentious issue for the Town Council. If it helps the Councils case at all, residents are highly unlikely to experience any light pollution as the LEDs for the sign are mounted into the framework. This means that the full brightness is only observed when viewed directly (ie the motorist). And in any case, the required rotation of the sign dictates that for the most part it will just be an empty post.

We also visited **Woodchurch Road** from the start of the 30mph zone back to the junction with Beacon Oak Road. We did not find a suitable location that met all suitability criteria due to the geometry of the road and the existing features. It is worth noting that there is already a fixed electronic warning sign at this location which is used to reinforce the mandatory speed limit. We would not use an additional sign to further reinforce this message; one sign should be sufficient! I would also argue that placing an additional interactive sign here would have very little impact in addressing a problem which continues to exist after measures have previously been taken. I would suggest that physical engineering measures would be a more beneficial way forward at this location, such as mandatory plate signage, road markings, speed bumps etc.

I understand the Town Council are keen on the advanced version of the SID. As discussed on site, I find the advanced sign to be heavy, cumbersome, and awkward to install. Balancing on a ladder with these signs is quite tricky! The batteries are also heavier and have a slightly shorter run time. For what it's worth, my personal preference is always for the mini sign. The name is perhaps misleading as it is a very decent size, and perfectly clear to motorists. I have not seen any evidence that the addition of the “Slow Down” legend (as on the advanced sign) makes any difference to motorists, and the speed display alone will undoubtedly generate similar results. The choice is of course yours but I am happy to discuss further if need be.

*In conclusion and as discussed on site today, I must state that in my honest professional opinion, proceeding on a two pole-three location basis does not represent a worthwhile venture or value for money to the council. SID schemes are generally better suited to villages and smaller rural areas with fewer main routes leading in and out of a central area. In your case, there are five routes, of which only three are 30mph roads and only two can be used. Therefore, implementing this scheme appears to offer almost minimal coverage in comparison to the price, and I would urge serious consideration whether to proceed or not.*



I write to you with reference to the interactive speed warning sign at location 13S0151, B2067 Woodchurch Road o/s Holmcroft, Tenterden.

As you are likely already aware, we removed this sign to our depot 20/11/2017 to investigate the poor reliability and attempt to return the sign to normal operation. However, due to the age of the sign, which was installed in 2009, a repair has not been possible as the required parts are obsolete. Given our limited resources, priority is given to safety critical schemes and this non-mandatory asset does not meet this criterion. Therefore, this equipment will not be replaced unless there is an ongoing crash or speed related issue at the location and an alternative funding source can be identified. A new permanent sign installation will require an initial speed survey to be undertaken.

On a more positive note, I would be happy to permit the use of the remaining post as a SID location - if the Council would like to do so. I regret that I was not fully aware of the signs deteriorating condition whilst undertaking my SID review last week, as I may have been able to suggest this ahead of today. However, I would maintain my point of view that placing an additional interactive sign here would have little impact in addressing an underlying problem which allegedly continues to exist after similar measures have already previously been taken.

If this changes your views regarding the SID scheme at all, please let me know and I will have underground statutory checks carried out for the other proposed locations.

## External Committee 8<sup>th</sup> January 2018

### Community Transport

#### Agenda Item 14

Kent County Councillor Mike Hill will speak on this issue.

Cllr Mulholland has also had contact with Ashford Volunteers regarding a potential Tenterden "Hopper" bus.

Following the withdrawal of support funding from KCC for rural bus services, many scheduled routes will suffer a reduction or cancellation of their services.

KCC and ABC are offering funding assistance with Community Transport (CT) schemes and the Tenterden area is a prime candidate for such a service. The outlying villages would benefit from a Tenterden-centric service and it would also give a boost to the Tenterden economy.

I have met with Liz Thorne of the Day Centre (now the Tenterden Social Hub TSH) who has already done much research on the subject.

#### Resources

The TSH has 4 minibuses which have spare unused time. 3 buses available most of the day and evenings Monday-Friday and all weekend. The fourth available weekends and evening. Extra buses may be required

#### Actions Required

We may need to form a community interest company or charitable incorporated organisation to run the CT service.

Grant assistance will need to be sought. Revenue Funding would be particularly useful if available.

A central booking facility would need to be set up

Contact needs to be made with parish councils in surrounding villages to gauge the requirements there.

#### Considerations

The capital expenditure is not likely to be an issue

On-going revenue funding needs to be considered via a membership scheme, commercial rental in the evening etc.

Liz is intending to make a holding application for funding through KCC as the deadline for that is impossibly tight (mid-Jan). It is likely that most of the KCC funding will go unclaimed in this financial year and roll over to 2018-19. *Note – since writing this, the closure date for KCC applications has been extended to 30<sup>th</sup> March*

**Proposal: That 2 or 3 councillors should be delegated to liaise with the day centre and Ashford Volunteers to set up a steering group to initiate the project.**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	: Possibly beneficial
Impact on Bio-diversity	: None
Budgetary Impact	: Unknown as yet



# Kent County Council Community Transport Grant Scheme Application Form

Following two Community Transport Parish Days held in early November 2017, Kent County Council is launching a Parish Council Community Transport Grant Scheme.

Two opportunities are available:

- a) One off Capital grant funding towards / for the cost of buying a vehicle or other equipment, e.g. - computer equipment, ticket machines, parking facilities etc. to support a community transport scheme. **Note** - Any vehicle or other equipment procured with grant funding will be owned by the Parish who will be responsible for ongoing maintenance and replacement.
- b) A vehicle supplied by Kent County Council to the successful bidder. **Note** - The Parish or its nominated operator would become the registered keeper of the vehicle and be responsible for all ongoing costs such as insurance and MOT. A copy of the vehicle specification can be found within this application form.

Bids working in partnership with a recognised organisation or other Parish Councils will be considered. Bids can be either in relation to an existing scheme or the establishment of a new scheme.

It is intended that a decision on which bids have been successful will be made by the end of May 2018. Schemes will then be delivered and monies paid over the remainder of the 2018/2019 financial year.

**Note** - If successful in bidding for opportunity "a", proof of purchase or a quotation will be required before any funding is released. This, for example, may include a document detailing the specification and cost of the vehicle being procured. Kent County Council will require this detail before releasing funding.

## ASSESSMENT PROCESS:

A two stage approach to bid assessment will be in place. Firstly, Parishes will need to demonstrate that their submission meets a list of essential criteria. If any of the essential criteria are not met, the submission will not be considered any further.

All bids which meet the essential criteria will then be collated and assessed further. A number of factors will then be taken into account when deciding which bids are successful.

The essential criteria are as follows:

- 1) That the scheme provides transport which benefits the local community.
- 2) That the scheme utilises wheelchair accessible vehicles.



- 3) That the bid includes a mobilisation plan which details how it can be delivered in the 2018/19 financial year.
- 4) That the bid includes some form of match contribution – i.e. a guarantee of financial or other contribution (securing of volunteer drivers / equipment etc.)
- 5) That the bid includes a plan demonstrating that it will be sustainable both during the period immediately after the financial support is provided and in the longer term.

For bids which meet the essential criteria, factors such as the following will be considered:

- What transport is already available locally
- What benefit the scheme will bring to the community
- How many people will it benefit and who
- Is the scheme new or improving an already existing arrangement
- Can it be delivered

#### **TIMELINE:**

Application deadline:	<b>30th March 2018</b>
Confirmation of result:	<b>By 31<sup>st</sup> May 2018</b>
Proof of purchase/ quote:	<b>By 31<sup>st</sup> December 2018</b>
Payment of grant:	<b>Once proof of purchase / quote received.</b>

#### **APPLICATION FORM:**

If you would like clarification on how to complete this application, please contact Jean Molloy at Kent County Council (see contact details on final page).

This form is available electronically or in hard copy. Please continue on a separate sheet if necessary.

Name of Parish Council / Councils:

Title of Community Transport Scheme:

Is this a partnership bid?

If so, who is the lead Parish?

Your Name:



Address of Parish:

Telephone:

Email:

Your position in the Parish Council:

Account Details (For payment of successful bids):

Name of Bank:

Account No:

Sort Code:

Name on Account:

I hereby verify that I comply with all relevant legislative requirements (including but not limited to licensing, health and safety, CRB disclosure, and Disability Discrimination Act, if applicable)

Yes ☐

No ☐

*I confirm that I have provided either within my answers or as an attachment proof of the following as part of my submission:*

- ☐ That the scheme provides transport which benefits the local community.
- ☐ That the scheme utilises wheelchair accessible vehicles.
- ☐ That I have detailed the plan for mobilisation
- ☐ That the bid includes some form of match contribution
- ☐ That I have detailed how the scheme will be sustainable both in the Immediate and longer term

I am applying for the following:

Capital Grant Funding ☐

The KCC Vehicle ☐

What is your proposed area of coverage?

Describe your community transport scheme.  
*What are the aims and how is it / will it be run?*



**Describe the individuals/groups that will benefit, providing numbers if possible:**

**Explain how these individuals/groups will benefit:**

**Explain why this scheme is needed:**  
***-How does it/ will it meet a travel demand?***

**Define what will make your scheme a success:**  
***What targets/objectives do you hope to meet over the life of the project?***

**Explain how your scheme will be sustainable in the immediate term and in the future:**



**Explain how you will monitor and record your progress:**

**What is your plan for mobilisation and when do you intend for the scheme to commence / the enhancement to be introduced:**

***Please tick one box - This application is in respect of:***

- ☐ A new Scheme
- ☐ An existing Scheme

If bidding for “a” (grant funding) please complete this page:

Breakdown of items bid for	Costs £	Amount requested £
Total:	£	£

Please explain how the funding will benefit the scheme and why it is needed:

Please explain what contribution the Parish will make to the scheme (providing figures if financial and written detail if other contribution e.g. drivers)



If bidding for “b” (the KCC vehicle) please complete this page.

**Why is the vehicle required?**

**How will the vehicle benefit the scheme?**

**Where will the vehicle be stored and how will ongoing maintenance etc. be managed?**

**Please explain what contribution the Parish will make to the scheme (providing figures if financial and written detail if other contribution e.g. drivers.**

**Supplied Vehicle Specification:**

Vehicle Make: Mercedes-Benz Sprinter  
Year of Manufacture: 2013  
Cylinder Capacity (cc): 2143  
Fuel Type: Diesel  
Colour: White  
Wheelplan: 2-Axle-rigid body  
Capacity: 16 seats or 10 seats and 2 wheelchairs

If your organisation is awarded a grant, as a condition of the award you will accept the offer with stated conditions within one month of the date of the offer letter.

***PLEASE CHECK THAT YOU HAVE COMPLETED ALL SECTIONS OF THE APPLICATION FORM***

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position in Organisation:** \_\_\_\_\_

**THANK YOU FOR YOUR APPLICATION**

**Return to:**

[jean.molloy@kent.gov.uk](mailto:jean.molloy@kent.gov.uk)

**or post to**

Jean Molloy  
Kent County Council  
Community Transport Fund  
Public Transport  
P.O Box 441  
Aylesford  
Kent

**Contact for Assistance:**  
**(For advice on how to apply please contact:**

Jean Molloy – Kent County Council  
[jean.molloy@kent.gov.uk](mailto:jean.molloy@kent.gov.uk)

Dan Bruce – Kent County Council  
[Dan.bruce@kent.gov.uk](mailto:Dan.bruce@kent.gov.uk)



## PARKING AT CHRISTMAS MARKET EVENT

### Background

I think if councillors agree the Town Council should step up as far as parking is concerned for next year's Christmas Market 23-24 Nov – assuming the Christmas Market organisers agree

Everyone tried as far as possible to deal with the parking this year but if we want the event to grow and if we want to make the event easier for volunteers to put on and taking the parking problems out of the equation would really help. As usual there were dithering cars by the Station Road car parks – I spent 3 hours on Saturday morning standing in the middle of the road with a sandwich board on (thanks for sorting that Claire) directing the traffic down to the Station car park which took about 400 of the cars. On the whole the majority of the car drivers were hugely thankful, with only a few abusive “clients” who wanted to park for free. I understand the Park and Ride at Rolvenden was extremely busy too and the KESR were talking about having to put an extra train on at the end of Saturday evening because from the traffic count they didn't think they would get everyone onto the last train – I don't know if they did that. If we had huge direction signs up then no-one would have to direct traffic in Station Road – and the boards could also be programmed to say “FULL” when they were full. Having clear systems in place would stop people dumping their cars anywhere

### Proposals

1. Get costings for boarding out the whole of the Recreation Ground; if it is financially feasible, then board it out and charge all cars a flat fee say £10 (or more) to recoup the cost
2. Make sure (if possible) all of the maintenance team are working the Friday and Saturday so they can help direct traffic. If they need to go on traffic direction courses before the event then we have time
3. Get Kent Highways to bring in their huge mobile LED traffic direction signs to direct cars onto the Rec and also down Station Road to the Tenterden Town Station car park, also to the Park and Ride
4. Pay for no parking bollards along the Ashford Road
5. Regarding Ashford Borough Council specifically –
  - a) We could ask ABC to “donate” the extra income they made on Friday and Saturday in the car parks to Tenterden (I presume they did – it would be easy for them to calculate this)
  - b) We've also got what's left of the pot of money earmarked for parking doing nothing at the moment - we could suggest ABC use the money to make Bridewell Lane car park free every day after 3pm to encourage shoppers into the High Street in the run up to Christmas and to see the “Tenterden Illuminations” and make a feature of it.

**Crime and disorder reduction impact:** None envisaged

**Biodiversity conservation impact:** None envisaged

**Suggested source of funds:** No funds needed