

TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

CARETAKER SCHEME SUB-COMMITTEE

MINUTES OF A MEETING ON 29th November 2018

Present: Cllrs Carter, Mrs Curteis & Sugden. The Town Clerk Phil Burgess was in attendance and Site manager Dave Bourner attended for item 3.

1. **Apologies for Absence.** None
2. **Appointment of Chairman.** Cllr Mrs Curteis was appointed chair.
3. **How the scheme operates now.** Dave Bourner attended to answer questions on how the scheme is administered by the maintenance team. A diary is kept of the tasks and the amount of time required for each function (attached). *Note the team work a 4-day week of 9.25 hrs per day, therefore 1 day for 4 men is equal to a man-week.*
The team has now settled into a regular pattern for the mowing during the season (Mar/April -Oct) depending on weather. A full "circuit" of the town takes between 2 ½ and 3 weeks.
The team's main issue is the Cranbrook Rd Cemetery which takes 1 full day for them all each week. This means that, as they work a 4-day week, they have only 3 days for the remaining jobs. In other words, over the mowing season ¼ of their time is devoted to Cranbrook Rd Cemetery.
Equipment: They have been gradually replacing older equipment, much of which was domestic grade and unsuitable. Their requirements at present are an agricultural trailer rather than the flatbed trailer (which would be traded in) and a replacement, more powerful tractor (this would allow use of a flail hedge cutter and lifting gear for ton sacks etc). The current tractor is not used often now since the mower was purchased. These changes are not worth considering at present as there is no storage available.
Complaints: The clerk advised that after a glut of complaints in 2017, complaints this year were minimal, there was a temporary "spike" when we employed a contractor to mow the Cranbrook Rd cemetery to ease pressures.
4. **Scheme History.** The clerk advised that the caretaker scheme requires TTC to contract separately with ABC (for cemeteries and social housing areas) and KCC (verges and other Highway work, gullies, grates, street furniture etc). Full extensive maps of areas of responsibility are available to view in the Town Hall, but in essence, the KCC contract deals with issues which more affect the look of the town. Initial discussions over the caretaker scheme with ABC included only closed cemeteries (Coombe Lane, St Michaels & St Mildred's; responsibility for Cranbrook Road cemetery was a late addition and attracted £2000 p.a. only in additional funding. The ABC contract has a 3-month break clause.
Manpower: Both former site maintenance managers were asked whether the caretaker work was achievable with 3 members of staff (this was prior to the addition of Cranbrook Rd) and both said it was.

5. **Costs of Scheme and Alternative formats.** *Note the council was aware initially that taking on the scheme would result in an overall additional expense. However, this has been significantly higher than expected.*
 - a) Existing Scheme as it is: (4 staff) This represents an on-going loss of around £16,826 per annum.
 - b) Remove Cranbrook Rd Cemetery from contract. (3 staff). Results in a gain.
 - c) Negotiate additional payment from ABC for Cranbrook Rd. (4 staff) Reduces loss by amount of additional payment. However, significant additional expense may be incurred if TTC decides to open and close the cemetery (see 6 below).
 - d) Cancellation of ABC contract only (not KCC). (3 staff) Loss of £11,766 but this allows maintenance of the most visible areas of Tenterden to remain with TTC.

6. **Locking of Cranbrook Rd cemetery.** A resident has approached the council to resume locking of the Cemetery. This is a 365 day a year task. This issue was deferred pending resolution of the Cranbrook Cemetery issue with ABC. *Post meeting note – PCSO Kate Richards has advised there have been a couple of burglaries on Hurst Close recently when vans have accessed the properties from the cemetery.*

7. **Recommendations to Council.**
 - a) Negotiations should take place with ABC to remove Cranbrook Rd from the contract.
 - b) A less attractive option would be to accept an additional payment from ABC to reflect the true cost of Cemetery maintenance.
 - c) If neither of the above options should be achievable, council would be asked to consider cancellation of the ABC contract only.

6. **Any other Business.** None

Meeting Closed at 17.05 p.m.

MOWING

- CRANBROOK ROAD CEMETERY - 1 DAY PER WEEK FROM APRIL TO OCTOBER
3/4 PEOPLE
4 DAYS TO DO ALL MOWING
† 180 HOURS - PATH EDGING, PRESSURE WASHING
PATHS/ROADS, HEDGES, CLEARING GRAVE GROWTH,
TOPPING UP GRAVES.
- ST MILDREDS CHURCH - 3/4 PEOPLE 4 HOURS
- ST MICHAELS CHURCH - 3/4 PEOPLE 4 HOURS
- COOMBE LANE CEMETERY - 1 PERSON 1 HOUR
- BELLS CLOSE, LONGFIELD, PITLESDEN, COOMBE LANE, ST MILDREDS CLOSE,
HALES CLOSE. 1 DAY, 4 PEOPLE.
- FOOTBALL PITCH, RECREATION GROUND, EAST CROSS, OAKS ROAD, GOLDEN SQUARE
EAST HILL. 1 DAY 4 PEOPLE
- APPLIEDORE ROAD; WOODCHURCH ROAD, CRAYTHORNE. 1 DAY 4 PEOPLE
- SHRUBCOTE, PRIORY WAY, ABBOTS WAY, KILW FIELD. 1 DAY 4 PEOPLE
- HIGH STREET, SMALL HYTHE ROAD, ROWENDEEN ROAD. 1 DAY 4 PEOPLE
- ST MICHAELS - GRANGE ROAD, A28 FROM SHOREHAM LANE TO FAT OX, INCLUDING
WAYSIDE AVENUE, CHALK AVENUE, CHRISFIELD COURT. 1 DAY 4 PEOPLE.
- SPRINGFIELD AVENUE, HENLEY MEADOWS, A28 FROM HORNWOOD TO RECREATION GROUND
ROAD, INCLUDING TURNERS AVENUE. 1 DAY 4 PEOPLE

Caretaker Scheme Costings 18-19 (based on costings to Oct 18 plus projections)
Revenue Only

Scheme type	Full	No Cranbrook Rd	Extra pay't for Cranbrook Assumed at 10K	KCC Contract only
Income:				
ABC	22,876 Actual	20876	32876	0
KCC	<u>15,496</u> Actual	<u>15496</u>	<u>15496</u>	<u>15496</u>
Income	38,372	36372	48372	15496
Expenditure:				
Staffing	38,419	17333	38419	17333
PPE	1,100	850	1100	850
Vehicle Maintenance	6,000	5000	6000	3000
Equipment Purchase	1,142	1000	1142	1142
Fuel	1,800	1500	1800	1200
General Grounds Mtce Exp	6,000	5000	6000	3000
Vehicle Insurance	565	565	565	565
Tools and Sundries	<u>172</u>	<u>172</u>	<u>172</u>	<u>172</u>
Exp Total	55,198	31420	55198	27262
Annual Deficit	16,826	-4,952	6,826	11,766

Notes:

Cranbrook Rd Cemetery staffing costs 14450
Cost of opening/closing 730 times p.a. ??

**TENTERDEN TOWN COUNCIL
EXTERNAL COMMITTEE**

Donations Sub-Committee

Notes of a meeting held at the Town Hall at 5.00pm on 26th November 2018

No	Item	Action
1	Present: Cllrs Mrs Curteis, Miss Gooch, Mrs Smith & Sugden. Notes taken by the Town Clerk.	
2	Apologies. Cllr Mulholland.	
3	Declarations of interest. Cllr Mrs Curteis & Cllr Mrs Smith (Community group application).	
4	Chairman. Cllr Miss Gooch was elected chair.	
5	Minutes of Last Meeting. Were agreed.	
6	Matters arising. The Tigers grant was queried. The Clerk advised that Graham Smith was currently trying to get the juniors up and running and they would have a share of the £1500 agreed for Homewood 3G usage for football in Tenterden. Glenn Thompson had been referred to businesses for funding since the Tiger's requirement was mainly for revenue (kit and coaching). The 3G usage should help the Tigers rebuild.	
7	Donations for consideration & Decisions. <ul style="list-style-type: none"> a) <u>St Michaels community group.</u> This grant application was refused as it was for revenue funding (room hire) and not within the grant policy. b) <u>Trinity Baptist Church</u> At the time of the meeting the grant application had still not been received. Members were agreed that this could go direct to External committee for matched funding including labour costs once full details were known. c) <u>Tenterden Camera Club</u> Members agreed to recommend that the club should receive the remainder of this year's budget (£736) towards projection equipment. 	
8	Any other business. None	
9	Date of next meeting. As required.	

Friday Market – Notes of a meeting held 30th November 2018

Present: TTC: Cllr Pam Smith TTC, Sharon Ratcliffe & Phil Burgess. 8 market traders.

Apologies: Cllr Knowles

The meeting was called in response to a request from traders and a report (attached) from NABMA (the markets organisation for local councils).

The reason for TTC taking on the market were explained to traders, many of who had joined the market since the takeover.

- Issues could be sorted out more swiftly.
- Collection of pitch fees is easier.
- TTC is now the licence holder, allowing flexibility for taster sessions and reduced price offers to encourage new stall-holders and a reduced price (£10 per stall) for the January-February period when the market is thinly populated.
- TTC wants to improve the market offering in Tenterden.

A move to the recreation ground was explored but traders do not want to consider at present. It may be worth re-visiting after re-ordering.

Traders' Issues

- There is still a very low footfall around the Town Hall area and there is no core custom. Takings are low, often under £100 per day.
- Traders feel that the Town Council needs to promote the market on social media. The market has been promoted on the MyTenterden website and this has brought about an increase in stall holders.
- A banner on the recreation ground railings would help trade as would placards (similar to the Xmas Market ones, erected on a Friday only) for display on the Rolvenden and Ashford roads.
- They feel that the weekly pitch fee should be reduced to £10 from £20 in view of the footfall (this would reduce TTC income by around £5000 p.a. and result in a loss even before administration wages are taken into account). Traders would not object to paying more if the takings were higher.

TTC Issue:

As mentioned in the attached report the market does not have its own identity. The appearance from the other side of the High Street is poor and vans often park behind the stalls despite a free permit being available for Bridewell Lane. The only indication that it is a market is the banner, purchased last year by TTC

TTC Actions

- Following recommendation from the report Sharon now collects pitch fees direct.
- Sharon will photograph produce and use in a Facebook posting in time for the following week.

Recommendations

1. That the Town Council should issue a recurring Facebook posting on Thursday evening advertising the market.
2. That the council should allow a marketing budget of £500-£1000 for a campaign in the spring of 2019 to cover advertising in the Wealden Ad etc.
3. Terms and conditions, stallholder applications etc should be available on the TTC website
4. A banner will be purchased for the recreation ground railings and be used on Fridays if the number of banners is not currently at the limit.
5. Placards should be purchased and displayed on the 2 main entrance routes. These will be displayed only on the day of the market and placed and removed by the maintenance staff.
6. A suitable backing canvas should be purchased for the stalls to be displayed the full length of the market.
7. The requested reduction to £10 per week should be scheduled for Easter 2019. This should run for a trial 3-month period and be dependent on the use of the backing canvas and the removal of all vehicles from the market area. If permanently introduced it should be reviewed annually.



MARKET HEALTH CHECK REPORT FOR TENTERDEN STREET MARKET

Carried out for:

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

Report by:

Peter Turvey

September 2018

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1.0 Introduction

1.1 The National Association of British Market Authorities (Nabma) is the country's leading representative markets' organization, which provides a number of services to its 200 plus members.

1.2 One of the services Nabma provides is a "free of charge one visit" basic Market Health Check. This is carried out by an experienced market officer who acts as a consultant adviser and provides this short written report upon their view of the subject market in terms of its strengths, opportunities, weaknesses and threats.

1.3 This report refers to Tenterden Street Market and this service was requested by Phil Burgess, Town Clerk, Tenterden Town Council.

1.4 The main issues for requesting the Health Check were;

i) Management

ii) Sustainability

1.5 A visit to Tenterden was made on Friday 7th September 2018. The weather was warm, dry and sunny.

1.6 A meeting was held in the Town Clerk's office in the Town Hall, which was attended by Phil Burgess, Councillor Pam Smith the Town Mayor and Mandy Vear, a trader and market manager. This meeting was very useful, being open and frank about the market.

1.7 Following this meeting an individual walkabout was made to the market and to the town centre area, photographs taken and discussions held with most of the traders.

2.0 Location and Retail Environment

2.1 Tenterden is a town in the district of Ashford in the County of Kent, with a local population of around 8,000. The A28 runs through the centre of the town that connects to Ashford, Maidstone and Hastings. Since 1954 there has been no mainline railway station, with the nearest stations at Headcorn, being 9 miles away and Ashford International at a distance of 12 miles. There are local bus services, but these have been reduced in recent years. For visitors arriving by car there are a number of pay and display car parks.

2.2 The attractive and wide tree-lined High Street, offers a selection of shopping facilities, with small boutiques, antique, craft and book shops along with some national retailers. A large Tesco and Waitrose supermarkets also have a presence in the town centre.

3.0 The Market Offer

3.1 It is known that a market has taken place in Tenterden for many years. For a long period the market was located in the Museum car park and now takes place on the wide public footway of the High Street in the vicinity of the 18th Century Town Hall. The market operates every Friday between 9.00am and 2.30pm.

3.2 There is capacity for around 13 pitches, but more space could be utilised if required. The number of traders fluctuate with an average of 6 on a regular basis. The market stalls are a mix of gazebos, open top tables and purpose built vehicles. All the stalls are the responsibility of the traders.

3.3 The goods and services being offered at the market included; pottery & wood sculptures, general housewares, fruit & jams, plants & hanging baskets, soaps & creams and lifestyle items & gifts.

4.0 Ownership and Management

4.1 Tenterden Town Council took over the ownership and management of the market from Ashford Borough Council in April 2018. Currently, the only resources provided by the Council is part-time administration support.

4.2 On market days the Market Manager is Mandy Vear, who is also a long established trader and pays a reduced fee in recognition of her contribution. Her responsibilities include; allocation of stalls, collection of fees, record keeping, trying to get new traders and dealing with minor trader issues.

5.0 Main Issues

5.1 The Town Council inherited an ailing market from the Borough Council and there is a strong local political desire to improve its offer by increasing the number of stalls and appearance on the High Street. This can only be achieved with appropriate resources and management in place.

5.2 Sustainability is a concern, there is a privately owned market that takes place in Market Square on the same day and is only across the road. Also, similar to other markets around the country, it has probably felt the effects of internet shopping and "pound" shops. These factors alone have had a major impact on market sales and certain traders who can no longer competitively compete. Feedback from traders included; "It's a nice market, but we need more traders", "I would like a bit more interest from the Council" and "We need to be promoted a lot more".

6.0 Proposals for Consideration

6.1 Management

6.1.1 For the market to succeed it is essential to have a strong management structure in place where areas of responsibility are clearly defined. Although the Market Manager's role is carried out by one of the traders, it was noted that there had been no conflicts of interests, however, it is considered that this arrangement is not appropriate. It is suggested the following structure is considered;

- Town Clerk - to control the overall policy for the market, that is, strategically and financially. Not to get involved with "today" issues, but concentrate on the market's future to achieving the growth, development and promotion of the market offer for the community. To represent the market's interests with local businesses and other stakeholders.
- Market Manager - to be responsible for all operational matters, be assertive with proven experience in providing a customer focused service, work effectively with minimal supervision, a team player with a hands-on approach. This person would need to be the market ambassador, being the first point of contact with traders and visitors. Have the necessary skills for routine monitoring, recording and ensuring the market is well presented. A visible Officer, preferably wearing a fleece/jacket with the Council logo, who is able to interact with the traders and deal with issues promptly and effectively. Also to have excellent communication and IT skills for arranging events, promotions, development of a market web site and updating social media sites for maximising occupancy rates and customers.
- Part-time Administration Officer - to have excellent communication and IT skills for providing support to the Market Manager on market related matters.

6.1.2 There was no evidence of a Market Policy document, where it is essential that such a document is in place and reviewed on a regular basis. The Policy should include the Market Rules and such things as;

- Know the origins of the market rights. Identify the powers under which the market is held.
- Have a vision/strategy for the market with policy considerations
- Determine the extent, if any, for controlling other markets
- The process for granting a market licence and any conditions
- The scale of fees and charges
- Enforcement procedures
- Have a statement on your market setting out location(s), days and times
- Maintaining adequate records
- Statement on risk assessment
- Statement on health and safety

- Food hygiene approvals
- Requirements for Liability cover
- Waste disposal
- Vehicle access, movements and parking arrangements

6.1.3 Markets, like any other business, need short, medium and long term plans. It is suggested a 5-year Business Plan is prepared. The Plan should be reviewed on an annual basis to ensure targets are on line and modifications made when and where necessary. The Business Plan should include the following;

- a Marketing Plan to "market the market" to ensure occupancy rates of stalls are fully maximised
- produce an Annual Events Programme with activities planned on a regular basis throughout the year, to provide variety and interest to different parts of the community
- closely monitor income and provide future projections
- footfall counts in the town centre on a quarterly basis to monitor the level of visitors
- review of the Markets Policy

6.1.4 It was good to note that the current Market Manager also acts as the Traders' Representative, which should be encouraged to continue. Consideration should also be given to having Open Forum style meetings, say, on an annual basis where the Market team, traders, local Councillors, Tenterden & District Chamber of Commerce Ltd. and other interested parties are invited to attend. The agenda should include a review on what has happened, which can act as a reminder to what has been done and achieved, but more importantly, these meetings should mainly be used to discuss the market's project plan for its short, medium and long term proposals. These meetings will also allow attendees the opportunity to raise issues directly. If a partnership arrangement can be achieved then dealing with any contentious issues may help with the consultation and implementation processes.

6.1.5 It was noted cash payments were made to the Market Manager at the trader's stall. This practice has potentially serious health and safety implications and it is strongly advised that all payments are either made cashless or a cash payment facility made available in the Town Hall's offices.

6.2 Sustainability

6.2.1 Although Tenterden is a popular tourist town, it is likely the majority of visitors are unaware of the market's existence and should therefore be encouraged to visit it from other areas in the town. Consideration should be given for the provision of additional directional signage, especially from the other visitor attractions and public car parks. Apart from the existing sign on the back sheet of one of the stalls, as shown in Fig1, there appeared to be no other signs. Consideration should be given to adding a pointer to the existing finger signs, as shown in Fig 2.



Fig 1



Fig 2

6.2.2 It is important that surveys are carried out of all stakeholders in the town centre, including; market customers, visitors, local residents and businesses, market traders and any other associated parties. Consideration should be given to carrying out surveys away from the market area to try and capture feedback from those in other parts of the locality. The surveys could be done face-to-face, online or by completion of a survey form. Returns could be encouraged with a lucky draw competition with the winner(s) having a voucher to spend at the market. Surveys not only provide feedback, but they also act as an advertising tool. It is also important that the feedback is made available to all and a plan put in place to deal with the issues raised, otherwise the whole exercise would be a waste of resources. In addition to surveys, consideration should be given to having regular footfall counts, which will then provide actual data rather than relying on perceptions. To assist with these important information gathering exercises, it is suggested contact is made with local colleges to determine whether they would be interested in taking part in these projects.

6.2.3 It was noted that web site coverage for the market is limited. It is suggested that the web site is developed with more information, not only about the traders and products, but also all market related documents, such as, the Business Plan, Terms and Conditions, application forms etc., which should be available to be downloaded as pdf documents. All the application forms should be able to be completed and submitted on line. The more information that can be provided via the web site would alleviate the impact on the Council and provide a more effective and efficient service.

6.2.4 One of the unique selling points of a market is it's traders. In most cases the traders are individual businesses who offer their goods, services and more importantly their knowledge direct to the customer, which today is a rare retail practice. It is important that more emphasis is placed on the customer interaction by providing a more enjoyable shopping experience in relation to other retail outlets. The traders should be encouraged not only to promote their goods and services, but also themselves with their personal knowledge and experience. The traders should not solely rely on the Council for marketing and promotion, but should be encouraged to take responsibility for this important factor, especially in respect of social media, which is probably today's most effective advertising tool.

6.2.5 It is suggested a programme of varied entertainment be provided. It is worth considering making contact with local groups who would welcome the opportunity of performing as a way of promoting their acts and taking donations. Consideration should also be given to inviting the Kent & East Sussex Railway and Chapel Down Vineyard to exhibit at the market, not only to promote themselves, but also to add interest to the market offer. Likewise with local restaurants, who may wish to offer food tasters to potential customers that may then lead onto providing street food on a more regular basis, which is currently very popular nationwide. A Market information stall could also be considered, that would provide literature on local and community events.

6.2.6 For such a prestige location, outside the historic Town Hall, the market lacks quality of presentation, especially for approaching pedestrians and for those passing in vehicles, which does not enhance the retail offer for the town centre. The trailer stall at the southerly end, as shown in Fig 3, has attractive and colourful goods, but the blank tow bar end spoils the "entry" to the market area. Consideration could be given to either turning the trailer 90 degrees, so that the tow bar faces the road, or using the tow bar end for a better display of goods, thus enhancing the approach experience.



Fig 3



Fig 4

With regard to the stall with the pottery and wooden goods on the northerly approach, as shown in Fig 4, has again very attractive produce, but is not displayed to benefit the presentation of the market. Also, goods displayed on the ground can be a health & safety issue for less abled people. The stall and the start of the market would be greatly enhanced if it was contained within a gazebo, similar to others on the market. The same can be said for the household goods stall, where most of the products are contained in cardboard boxes. This trader should also be encouraged to operate from a gazebo, which would also create some uniformity of appearance for the market.



Fig 5



Fig 6

The market lacks identity, it requires branding, with its own logo, contact details, web site etc, that could be shown on large colourful banners placed on the roadside of the market, as shown in Figs 5 and 6, which would be more appealing and attractive than blank back sheets and sides of vehicles.

7.0 Acknowledgements and Disclaimer

7.1 The brief was to provide a short analysis on the existing operation of Tenterden Street Market. This report has been based on data and time allocated for this review. Proposals have been suggested and if any of these are to be implemented, it is advisable to consult and seek approval from all interested parties, especially those relating to Planning, Highway, Legal and Health & Safety issues.

7.2 This report would not have been possible without the assistance and co-operation of Phil Burgess, Councillor Pam Smith, Mandy Vear and the traders who took part in the discussions.

7.3 It is hoped Tenterden Town Council continues to use Nabma services through its membership and enjoy all the benefits it offers.

7.4 The advice and comments within this Market Health Check Report are provided on the basis that there is no liability for the use of its content, either by Nabma or the Nabma Consultancy Colleague carrying out this free service to Nabma members. Content attributable to Nabma should not be published or transmitted to third parties without the consent of Nabma.

	A	B	C	D	E	F	G	H
		Budget	Actual	Budget	Actual	Budget	Actual	Proposed
		2016-17	2016-17	2017-18	2017-18	2018-19	18-19 (6 mth)	2019-20
33								
34	EXTERNAL INCOME							
35	ABC Revenue Income			22,876	25,016	22,876		22,876
36	KCC Capital Income			0	10,000	0		0
37	KCC Revenue Income			8,000	15,135	15,000	5,180	15,480
38	Miscellaneous Income	0	1,500	0	0	0	0	0
39	Friday Market						2,510	4,000
40	Bench Donations	0	2,860	0	325	0	325	0
41	Land Sale						84,743	0
42	External Total	0	4,360	30,876	50,476	37,876	92,758	42,356
43								
44	Income Grand Total	442,512	471,849	442,786	508,580	566,850	571,854	114,286
45								
46								
47								
48								
49								
50	Precept budget 2018-19							
51		Budget	Actual Exp	Budget	Actual Exp	Budget	Actual Exp	Proposed
52	INTERNAL EXPENDITURE	2016-17	2016-17	2017-18	2017-18	2018-19	18-19(6mth)	2019-20
53	Council Staff Costs	167,000	175,571	167,000	195,119	195,000	98,232	210,000
54	Refreshments			0	544	600	137	600
55	Gifts			0	341	200	237	500
56	Insurance	10,000	13,071	12,500	12,701	13,000	13,352	15,000
57	Solicitors Fees				1,973		0	
58	Consult'/Arch'/Surveyor	35,000	18,454	35,000	6,661	35,000	24,325	45,000
59	Other Professional Fees		4,644		21,469		12,588	
60	Cllr & Staff Training & Exp	3,000	3,519	3,000	6,365	4,000	2,533	6,000
61	Advertising & Publicity	3,500	1,254	3,500	3,165	5,000	1,380	5,000
62	Website	7,500	11,640	5,000	1,318	1,500	195	1,500
63	Printing, Stationery Etc	1,000	1,035	1,000	642	1,000	1,000	1,500
64	Photocopier	2,000	2,803	2,000	2,961	2,000	2,120	1,500

	A	B	C	D	E	F	G	H
65	Telephone/Fax/Internet	2,400	2,623	3,000	1,587	2,000	1,106	2,200
66	Postage	800	675	800	1,133	1,000	377	750
67	Bank Charges	500	869	500	647	500	135	500
68	Misc Office Expenses	300	2,203	1,000		0	172	0
69	Office Equipment & IT	2,500	6,239	3,500	8,009	4,000	5,551	25,000
70	PR Consultancy			0	8,448	13,000	6,336	13,000
71	GDPR Cost					0	1,420	0
72	Election Expenses					0	3,672	0
73	Robes & Uniforms	300	866	600	119	600	162	600
74	Mayor's Sunday	1,500	1,568	1,500	1,894	2,000	1,609	2,000
75	General Civic Exp & Events	1,000	1,201	1,500	3,933	1,000	471	4,000
76	Mayoral engagements	3,000	1,704	3,000	2,005	3,000	2,084	4,000
77	Subscriptions	3,000	1,903	3,000	1,795	2,000	2,203	3,000
78	Local Council Aw' scheme	500	0	500		500	0	500
79	Community involvement	2,500	0			2,500	1,206	2,500
80	Youth Projects					0	6,000	6,000
81	Section 137 expenditure	400	400	0	0	0	0	0
82	TH Cleaning and Materials	13,000	9,906	13,000	10,482	12,000	4,834	12,000
83	TH Water & Sewage	1,000	589	800	429	600	379	700
84	TH Gas	4,500	2,761	3,500	1,771	3,500	1,531	4,000
85	TH Electricity	3,000	2,125	3,000	1,623	3,000	1,582	4,000
86	TH Rates	11,000	11,197	11,000	10,550	11,000	6,539	11,000
87	TH Maint'ce & Proj	6,000	11,194	8,000	11,878	8,000	11,108	8,000
88	Flower Boxes & Baskets	1,200	1,236	1,200	2,257	2,000	1,531	2,000
89	TH Flags and Access's	500	0	500	595	500	253	500
90	Weddings	1,200	556	1,200	172	1,000	358	1,000
91	TH Security Cover	3,200	1,557	500	1,250	1,000	456	1,500
92	TH Premises Expenses	1,000	307		266	500	295	500
93	Pav Reprs & Maint	2,500	3,639	2,500	3,792	2,000	988	2,000
94	Pavilion Electricity	500	707	600	435	600	461	1,000
95	Pavilion Water&Sewage	1,000	694	500	666	500	492	600
96	Storage Facility Rates	500	0	0	885	1,000	548	1,000

	A	B	C	D	E	F	G	H
97	Storage Fac' Util's & Maint	1,000	152	1,000	261	1,000	1,097	1,500
98	Pebbles Maint & Cons'	8,000	0	8,000	0	8,000	0	8,000
99	Public Toilets Rec	20,000	20,673	22,000	20,938	20,000	12,420	22,000
100	Public Toilets Station Rd	20,000	19,537	22,000	20,261	20,000	9,919	19,000
101	Public Toilets St Michaels	10,000	23,784	11,000	14,622	10,000	3,344	8,000
102	Defibrillator Costs	200	358	500	141	500	50	500
103	Misc. PB Expense	0		0	-11	0	0	0
104	Repairs/Maint (+Machinery)	3,000	2,046	3,000	972	900	1,727	1,000
105	Fuel	1,750	1,073	1,750	447	200	370	500
106	General & Ground Maint	18,000	55,143	10,000	7,913	6,000	2,797	6,000
107	Vehicle & equipment purch	5,000	20,405	5,000	33	1,000	111	1,000
108	Vehicle Insurance	700	0	0	220	250	565	1,000
109	Benches	1,000	1,241	1,000	600	500	0	500
110	Children's Play Areas	0		0	10,434	5,000	199	5,000
111	Tools & Sundries	3,000	4,146	3,000	396	500	420	600
112	Pest Control	0		0	0	300	0	300
113	Trees				1,598	2,500	1,600	2,500
114	Town Beacon				0	0	1,231	0
115	PPE & Clothing			2,000	719	1,000	368	1,000
116	Town Projects							30,000
117	Neighbourhood Plan							11,000
118	Internal Total	389,450	447,268	384,450	409,424	414,250	256,176	519,850
119								
120		Budget	Actual	Budget	Actual	Budget	Actual	Proposed
121	EXTERNAL EXPENDITURE	2016-17	2016-17	2017-18	2017-18	2018-19	18-19 (6mth)	2019-20
122	Salaries			40,000	25,606	55,000	27586	57,750
123	Town Events	8,200	5,687	10,500	6,533	10,500	4,650	7,150
124	SID						6,067	0
125	Volunteer Support Warden				585	0	0	1,500
126	Youth Provision					10,000	0	20,000
127	Grants to Organisations	5,000	3,150	2,150	6,370	5,000	1,800	6,000
128	Repairs/Maint (Machinery)	3,000	2,046	3,000	3,552	3,600	3,378	6,000

	A	B	C	D	E	F	G	H
129	Fuel	1,750	1,073	1,750	1,798	2,500	1,261	2,500
130	General & Ground Maint	18,000	55,143	10,000	5,633	6,000	2,989	6,000
131	Vehicle & equipment purch	5,000	20,405	5,000	20,964	10,000	692	10,000
132	Vehicle Insurance	700	0	0	881	1,000	565	1,000
133	Benches	1,000	1,241	1,000	680	500	1,662	1,000
134	Tools & Sundries	3,000	4,146	3,000	75	500	172	500
135	War Memorial	0	0	0		4,500	332	1,000
136	Xmas Lights	3,500	5,111	11,000	23,352	40,000	3,928	25,000
137	Friday Market				73		982	2,000
138	Tourism & Business				87		0	20,000
139	Consultants/Architect..Surveyors				378		0	
140	PPE & Clothing			2,000	1,607	1,000	767	1,000
141	External Total	49,150	98,002	89,400	98,174	150,100	56,831	168,400
142								
143	Expenditure Grand Total	438,600	545,270	473,850	507,598	564,350	313,007	688,250
144								
145								
146								
147								
148	2019-20 budget	Expenditure	Income					
149	Internal	519,850	71,930	447,920	Precept Claim Internal			
150	External	168,400	42,356	126,044	Precept Claim External			
151	Grand Totals	688,250	114,286	573,964	Precept Claim Overall			

External Committee 10th December 2018
Youth Worker – Preparation of needs analysis etc
Agenda Item 9

This committee has approved the inclusion of £20,000 in the budget from 19-20 following a recommendation by the youth policy sub-committee. It will fund the appointment of a new youth worker to handle the transition of Youth Services to the recreation ground, be an additional resource to assist youth workers in the town, and to apply for additional funding from housing associations etc to bolster the youth team further.

The new worker will be provided with an office and the support structure of the team based at Homewood, who are also involved in the Youth Café at Highbury and youth services generally in the town.

On the advice of the KCC youth officer, the sub-committee has engaged two experienced youth workers, to prepare the needs analysis, community profile and work schedule required to tender for the new worker through a specialised organisation. This information will also assist the new worker in obtaining grant funding.

The work that is required for the above will be a maximum of £1500 (representing 100 hrs at £15 ph). Included in this cost will be a detailed breakdown of the research and information gathering undertaken. Had the council employed an outside consultant to undertake the process, the expenditure would have been considerably higher.

Proposal: That council should allocate a budget of £1500 for the recruitment process. Already approved in principle following Youth Policy sub-committee recommendation in August



Phil Burgess
Town Clerk

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

External Committee 10th December 2018

Benches – Floral Tributes

Agenda Item 10

The decision of this committee (minute below) on 10th September has been referred back by Town Council for further consideration following complaints from the bereaved.

0214 **MEMORIAL BENCHES.** It was **RESOLVED** that a tribute would be allowed, loosely secured to the leg of memorial benches and with no plastic wrapping, once a year. A duration of one week would be allotted, after which time the flowers and any container would be removed by the Council. This ruling would be applied retrospectively. Cllr. Sugden reported that this was a sensitive issue, however, several complaints had been received from members of the public with regard to very old flowers being left. Cllr. Sugden commented that this was a good proposal and would satisfy both members of the public and family members.

Proposal: Councillors may wish to consider allowing two displays per year on the anniversaries of the birth and death of the deceased.



Phil Burgess
Town Clerk

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

External Committee 10th December 2018

Cycling Strategy

Agenda Item 11

The cycling group meets in in January and the attached brief details expenses attached to the prioritised two routes to be discussed.

Although ABC fully supported and produced the overall report, no grant funding is available.

The officer concerned suggested that we should approach the ward members for the areas concerned to request funding.

Proposal: That the council should agree funding in principle of the £10,350 fees and instructs the cycling group to approach ward councillors for assistance.



Phil Burgess
Town Clerk

Impact on Crime and Disorder : None
Impact on Bio-diversity : None
Budgetary Impact : Dependent on ward councillor response.

Brief	
Project Name:	Tenterden Land Assembly & Costings Proposal
Date issued:	01/10/18
Project Managers/Client:	David Young - Sustrans Phil Burgess - Tenterden Town Clerk
Issued to:	Tenterden Town Council
Budget/Project Code:	11724
Brief Description of works:	
Land Negotiations and Assembly as detailed in Tenterden Walking and Cycling Audit – June 2018	
Associated projects/documents:	
Kent Town Audits - Ashford Borough Council – June 2018 Ashford Cycling and Walking Strategy – Work in progress	
Tasks: (Tasks undertaken by others to be indicated in square brackets)	
<p>Silver Hill –</p> <ul style="list-style-type: none"> • Land Registry enquiries – C2. Chalk Avenue to C.4 Homewood School • Identify and contact relevant land owners – Homewood School and others • Liaise with Ashford Borough Council Officers as Planning Authority • Liaise with KCC officers - PROW and Highways • Write to adjoining properties along the existing footpath • Attend Town Council meetings and/or produce regular progress reports • Produce indicative costs table to support funding activities/applications <p>Col Stephen's Way Greenway</p> <ul style="list-style-type: none"> • Land Registry enquiries – A5.Turners Field to A8.Church Road and High Street • Identify and contact relevant land owners – Church Diocese and others • Liaise with Ashford Borough Council Officers as Planning Authority • Liaise with KCC officers - PROW and Highways • Write to adjoining properties along the way • Attend Town Council meetings and/or produce regular progress reports • Produce indicative costs table to support funding activities/applications 	
Outcomes:	
<p>Silver Hill –</p> <ul style="list-style-type: none"> • Permission to upgrade footway and available verge to accommodate shared use walking and cycling from Chalk Road to C2.Fire Station access and Homewood School coach entrance • Permission to relocate Homewood School field boundary fence approx. 1-2m into recreation field • Permission to widen and resurface PROW footpath AB37 from C3.Silverhill to C4.Homewood School <p>Col Stephen's Way Greenway</p> <ul style="list-style-type: none"> • Permission to extend Colonel Stephen's Way Greenway to accommodate shared use walking and cycling from F1.Eastwell Meadows to A8.Church Road 	

- Agree preferred field edge route alignment to Church Road
- Permission to construct new shared use walking and cycling path from F1.Eastwell Meadows to A8.Church Road
-

Key Dates: *(Include timeline/technical stage plan if appropriate)*

TBC

Budget

Silver Hill -

Network Development

Land Registry enquiries, desktop research & prep - 1 day
 County, Borough and Town Council Liaison and meetings - 1.5 days
 Landowner negotiations to Heads of Terms - 5 days
 Peer review – 0.5 days

Design & Engineering

GIS title plan mapping - 1 day
 Indicative costs estimate – 1.5 days
 Peer review 0.5 days

Total - 11 days @ £450 = £4,950

Col Stephen's Way Greenway –

Network Development

Land Registry enquiries, desktop research & Prep – 1 day
 County, Borough and Town Council Liaison and meetings - 1.5 days
 Landowner negotiations to Heads of Terms – 6 days
 Peer review 0.5 days

Design & Engineering

GIS title plan mapping - 1 day
 Indicative costs estimate 1.5 days – NB. Preferred route option only
 Peer review 0.5 days

Total - 12 days @ £450 = £5,400

Risks/Constraints: *(any known constraints to the work, for example land ownership issues)*

Subject to obtaining necessary permissions and land owner consents
 Unforeseen additional items, change of scope

Meetings/Reporting: *(expected frequency and content of meetings/checkpoint reports)*

Monthly by arrangement

Procedure for raising issues and risks: *(specific forms or procedures)*

Email to client and Head of Department

Relevant Standards to be used:

Highways England IAN 195/16

QA

Internal Steering Group

Network Development:	David Young – Network Development Manager, England South East - 01732 529742 Simon Pratt – Head of Network Development, England South
Design and Engineering:	Jon Fairhurst – Senior Engineer, England South Paola Spivach – Head of Design and Engineering, England South
Other (e.g Communities):	

Lead:	David Young
Check:	TBC
Approval/Sign off by:	Simon Pratt

CDM

Principal Designer:	N/A
Client:	N/A
Contractor(s):	N/A

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External Committee 10th December 2018
Potential Changes to Local Care and Hospital Services
Agenda Item 13

In November 2017, the NHS announced a “medium list” of two options to improve hospital services for urgent, emergency and acute medical care – having reviewed a longer list against criteria developed with clinicians, patients and the public, and other stakeholders. Both potential options involve significant investment. You can read the published papers [here](#).

- **Option 1** involves reorganising some specialist services across each of the three hospital sites and using the William Harvey Hospital (Ashford), Kent and Canterbury Hospital (Canterbury) and Queen Elizabeth the Queen Mother Hospital (Margate) in different ways. This would mean consolidating specialist services on one site at the William Harvey Hospital in Ashford, with more day-to-day hospital services provided at Canterbury and Margate.
- **Option 2** was added to the medium list in October 2017 following an offer by a local developer to build the shell of a new hospital in Canterbury as part of a development of 2,000 new homes and gift it to the NHS. It would involve changes at all three sites, including moving some current services provided at the William Harvey and QEQM hospitals to the Kent and Canterbury site.

Specific changes involved in the two options can be viewed here:

<https://kentandmedway.nhs.uk/latest-news/update-on-east-kent-listening-events/>

Cllr. Crawford has requested that the Town Council puts forward their comments on the proposed two options.

Proposal: that the Town Council writes to the NHS with their preferred option.

C. Gilbert

Claire Gilbert
Deputy Town Clerk

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

External Committee 10th December 2018

Library Hours

Agenda Item 14

KCC has recently announced a reduction in the hours of opening for Tenterden Library. A consultation has been opened regarding Library strategy in general.

Proposal: That the clerk should respond to the consultation and express the council's opposition to the proposed reduction in hours.



Phil Burgess
Town Clerk

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