

**Remembrance Day 2018**  
**Notes from a meeting between the Royal British Legion, Town Council**  
**and Organisations**

**Tuesday, 14<sup>th</sup> August 2018 at 6.00 pm**

**Present:** Cllrs. H. Edwards, Mrs. P. Smith, Canon L. Hammond, The Reverend J. Kennett, Mr. R. Thomas and Mr. W. Chantler of the Royal British Legion. Deputy Town Clerk Mrs. C. Gilbert took notes.

1. Road Closure. Claire Gilbert confirmed that Kent Events Ltd were booked to conduct the road closure. Following tentative agreement at this meeting to hold the reception at the Railway, Claire will sort out the final arrangements with Kent Events and ensure that the traffic management plan is submitted to Ashford Borough Council.
2. Service at the War Memorial.
  - 2.1 Claire agreed to check that Andy Bantock was booked to provide the PA again this year and also find out how much it would cost for him to be available for the evening on the Recreation Ground. It was agreed to check if the Railway had a PA system for the short service that may be held there.
  - 2.2 Claire agreed to ensure that the Mayor's Cadet was booked for Remembrance Day.
  - 2.3 Given this is the centenary year, Roger Thomas advised that there may be more wreaths laid. This will of course impact on the timings. However, in the Event Management Plan already sent to Ashford Borough Council, there was enough leeway factored in already (Road closure until 11.45 am). As the reception may now be held at the Tenterden Railway, Roger reported that more advanced closure signs would need to be purchased for Pittlesden and Rogersmead.
  - 2.4 It is important that the Leader of the Tenterden Cadets is involved in discussions and will be invited along to the next meeting.
  - 2.5 Lindsay confirmed that he was sorting out the bugler for the service and will be approaching the same person who assisted last year.
  - 2.6 Lindsay, Bill and Roger would be meeting separately to run through the timing of the parade and the timing of the reading out of names at the Service to gauge the length of each part.
  - 2.7 Lindsay would make an announcement about the events at Tenterden Station at the conclusion of the War Memorial Service.

### 3. Reception

- 3.1 *The Cavell Van.* Henry Edwards reported that he was facilitating discussions between Brian Janes, Curator at the Railway Museum and the Town Council with regard to the Cavell Van being available for the reception following the service at the War Memorial. Henry advised that the Cavell Van will make its way to the Tenterden Station and be in place by 12.40 pm, following the service that is being held in Bodiam.
- 3.2 It was noted that after the parade from the War Memorial to Tenterden Station (the order of which would need to be clearly established) there would be a Reception for approximately one hour before the Cavell Van arrived. This part of the day would include the Mayor's Dismissal. The Town Council would assist with the funding of free tea, coffee and biscuits and it was suggested that the Railway may like to provide hot food for the public to purchase. Ideas would be discussed with Helen Douglas and Andre Freeman at the Railway.
- 3.3 Henry will discuss with the Railway whether it is worth keeping hold of the marquee from the last Thomas weekend this year and maybe the Town Council might help to fund this. A marquee will be required given the unpredictability of the weather in November.
- 3.4 It was agreed that Lindsay Hammond would liaise with Helen Douglas at the Railway with regard to a service being held at Tenterden Station and wreaths laid on the Cavell Van (approximately 25 minutes); the Town Council will need to order an additional wreath, preferably the 100 year version.
- 3.5 It was agreed to ask Helen Douglas if the media (i.e. TV) could be approached for coverage of the service and the Cavell Van. The Kentish Express will also be contacted.

### 4. Beacon.

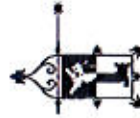
- 4.1 The beacon, which has been funded by the Lions Club, is currently in production and planning permission has been granted for its installation on the Recreation Ground. Beacons across the Country will be lit at 7.00 pm on 11<sup>th</sup> November.
- 4.2 It is unclear at present if the Lions Club is arranging a service, blessing of the beacon or activities prior to its lighting. Claire had contacted the president, however, she was told that Major Jonathan Slegg was involved with the beacon. Claire agreed to follow this up and find out their intentions. The Town Council may need to put up barriers to protect the public during its lighting – an Event Management Form would need to be submitted to Ashford Borough Council.
- 4.3 It was suggested that refreshments could be provided prior to the lighting of the beacon. Again, liaison will take place with the Lions to see if they had anything in mind.



It was suggested that members of the public could bring their own as they did for the lighting of the beacon to mark the Queen's 90<sup>th</sup> Birthday.

- 4.4 Lindsay reported that he was happy to put something together which could be used around the lighting of the beacon.
- 4.5 Roger agreed to find out from the National Legion Representative whether the Royal British Legion were supposed to be involved in the beacon ceremony and report back to the next meeting.
5. Next meeting. To be held at 6.00 pm on Monday, 17<sup>th</sup> September 2018 in the Town Hall. The Parade Marshall, Lions Club and Railway will be invited to attend.

# TENT 1 JOINT STEERING GROUP



## MINUTES OF A MEETING HELD ON 21<sup>ST</sup> AUGUST 2018

### PRESENT:

**For Ashford Borough Council:** Cllrs. Mike Bennett & Paul Clokie, Ms. Katy Magnall (Planning), David Harrison (Building Control and Quality Placemaking Manager)

**For KCC:** Cllr. Mike Hill

**For Dandara:** None.

**For Taylor Wimpey:** Paul Gibson

**For Tenterden Town Council:** Cllr. Mrs. Jean Curteis

**TDRA:** Alan Bates

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

**APOLOGIES FOR ABSENCE:** Apologies had been received from Mike Bennett (ABC), Colin Kinloch (ABC), Ciaran Downey (Dandara), Cllrs. John Crawford, Miss. Nikki Gooch & Ken Mulholland and Town Clerk Phil Burgess.

**NOTES OF THE MEETING HELD ON 5<sup>TH</sup> JUNE 2018:** The notes were agreed as a true record.

**UPDATE FROM DEVELOPERS:** To be read in conjunction with written updates provided.

**Taylor Wimpey (TW):** 50% of rooves are now on with 50% first fixed and 30% second fixed. 20% of the car ports are complete. Foul rising main is 100% complete. The attenuation basin is formed, hard landscaping is 80% complete with the soft planting commencing in the autumn. The legal process is underway to offer the roads and sewers for adoption to the statutory authorities to get Sections 38 10 agreements in place. The gas, electric and water main serving the development are complete. The first of the new homes is complete and four units are now occupied, with a projected target of 24 units by the end of the year.

Following the withdrawing of the planning application to remove the protected Oak tree, a revised planning application was validated by ABC on 25<sup>th</sup> July 2018 for the re-plan of plot 60-63; it is hoped that a decision will be made by early September. In light of this, Cllr. Paul Clokie asked whether Dandara were able to progress with their section of abutting land. Paul Gibson reported that the four houses did not need to be completed before that section of Dandara's land was developed.

David Harrison raised an issue with a property at the top end of the site; there appeared to be cracking in the brickwork and there did not seem to be expansion joins. Paul Gibson agreed to provide David with a structural assessment and they would both conduct a site visit. Paul assured the group that, looking at the photo taken, the build would not be compromised by the crack.



John Merill has been chosen as the artist for the public art and it is hoped that work will start in September. Paul agreed to circulate the final designs to the Group before work commences.

Paul reported that they had started to put up the road signage and the road signs include a poppy as requested. Property sales were going well.

**Dandara:** Most of the 44 dwellings on Phase A are now complete. All 27 of the houses in Phase B are at varying stages of construction from foundations to painting. Phase C is due to in January. The ongoing delay in re-planning the houses affected by the oak tree on Taylor Wimpey's site is delaying Phase D. The 25 'Affordable Housing' units in Phase A have been handed over to MOAT Housing Association. The nine rental apartments are now occupied. Some of the 16 shared ownership dwellings have also been occupied; being sale transactions these naturally take longer to sell/occupy. All bar one of the houses in the Phase A have been sold. July and August have been surprisingly good months from a sales perspective despite it being the height of the holiday season. Seven of the 26 homes in Phase B are also sold; a further two reservations are expected this week. There is still a lot of ongoing interest, particularly from local people with homes to sell. Older purchasers are proving to be cautious, waiting to see the finished product rather than buying off-plan.

**Six Fields Path:** the upgrading works between the end of Bells Lane and the junction with Three Fields path have been rescheduled for November, the earliest date we can provide an alternative safe access through Church View for the residents of Six Fields Path. We have applied to divert a short section of Three Fields Path (to avoid tree roots) and a section of Six Fields Path (moved onto the adjacent newly constructed shared access). There have been no objections as both are minor. The Diversion Order has been advertised.

Katy Magnall asked for an updated on the Restricted Parking Zone (RPZ). Paul Gibson reported that Dandara had tabled a plan at the last meeting as to what was required by RPZ. There appeared to be too much signage on the development and Paul had commented that a more sensible decision was required. Paul had met with the Team at ABC and it was felt that the signage in Dandara's proposals could be significantly reduced. A design proposal will be put together in a couple of weeks and it is expected that agreement will be reached between all parties regarding the signage for the RPZ. Paul reported that signage is not normally put up until the roads have been adopted and full adoption does not happen straightaway. Once the adoption is ready, new residents will be written to about the forthcoming restrictions and will be written to again once KCC have adopted them. Cllr. Clokie asked whether the adoptions are applied for jointly with Dandara; Paul responded that it is two separate Section 38 agreements.

## **THE WOODLAND AREA**

**Plans for the area.** Paul Gibson reported that TW Sales Team would like the Tent1 Management Company to retain control of the woodland area. From a purchaser's point of view, TW would like to keep hold of it. Paul had discussed this with Ciaran Downey and this was a joint decision to retain control of the area. (Post-meeting Note: Ciaran Downey advised that Dandara will not be making a decision until the development is complete.) A play area is already funded, and the developers would prefer this to the BMX ramps. (Post-meeting note, again Ciaran Downey advised that Dandara will not be making a decision until nearer completion.) Cllr. Paul Clokie was keen for the BMX area to stay and was concerned that there would be a gap in provision for the users if it was removed before a skate park was installed at the Recreation Ground. Cllr. Clokie suggested leaving the BMX area as is until an



alternative was found. Paul Gibson could not commit to this option, however, the play area could be installed and the BMX area could stay in addition temporarily (subject to Dandara's agreement). Cllr. Clokie would like on the next agenda of the Town Council's External Committee the concern expressed by the Steering Group over the delivery period for the skate park as it is now becoming more urgent.

**UPDATE FROM ASHFORD BOROUGH COUNCIL:** Cllr. Clokie asked why it had taken so long for ABC to make the decision to keep the Oak tree. Paul Gibson reported that thorough discussions took place with ABC before coming to a conclusion. Katy Magnall reported that ABC had underestimated the power of the tree; given its age, they had originally thought the housing layout would last longer than the tree. However, the plans were revised in order for the tree to remain.

**MEMBERS QUESTIONS.** None.

**ANY OTHER BUSINESS.**

1. The issue of the constricted path which runs alongside the Dandara development and Townland's was discussed. Paul Gibson reported that the fence could be moved over to the kerb of the new road to allow easier passage, however, any move would be temporary as once the build was complete, the footpath would move to the shared space on the development (see Dandara report attached).
2. Katy enquired as to whether access will be put in from the Taylor Wimpey site to Tesco. Paul reported that there was currently a height difference from the TW site to Tesco car park, steps would have to be installed and the kerb would have to be dropped in the car park. It was agreed that Katy and David would draft a letter to Tesco with the proposal.

**DATE OF NEXT MEETING:** to be confirmed; the Group prefer Tuesdays at 2pm.

**The meeting opened at 2.00pm and closed at 2.45 pm**

# TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

## YOUTH POLICY WORKING GROUP

### NOTES OF A MEETING ON 20<sup>th</sup> August 2018

**Councillors Present:** Freeman, Nelson & Sugden

**Non-councillors present:** Jim Winter (KCC)

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

**1. APOLOGIES FOR ABSENCE.** Cllr. Mrs Smith

**2. MINUTES OF THE LAST MEETING.** Were agreed.

**3. MATTERS ARISING.**

**4. RECRUITMENT OF YOUTH WORKER.** There is a requirement for a youth worker to assist with the planned transition to the youth hub on the recreation ground. Jim Winter of KCC attended the meeting to advise and made the following points:

- a) There are two levels of youth worker that TTC may be interested in, the base level being general youth services and face-to-face delivery, the higher level (JNC qualified workers) is an area worker with more of a management role and someone able to attract outside funding. The budget for the latter role (appropriate to TTC) is £30-35K p.a. total expenditure (including on-costs) for a *full-time* role.
- b) TTC should recruit through an outside organisation since the infrastructure is already in place. This would be on a contract basis for which TTC need to tender. KCC use this system and have abandoned Service Level Agreements as they are not legally enforceable. In the case of a contract, liability remains with the contractor. Suitable local voluntary organisations are:
  - i) Sk8side - (contract Deirdre O'Neill\*).
  - ii) Salus – Folkestone & Hythe.
  - iii) Uprising (Hang10 and Stanhope Youth Hub Ashford - Contact Holly).
  - iv) Canterbury Academy Ashford (Contact Adam Fairbrass\*).

\*Fundraising experience

Whilst TTC must put the contract out to tender it is likely that only the above will apply.

No funding would be available from KCC nor, in all likelihood, ABC, apart from individual members' grants

c) Suggested contract considerations:

- i) Length of contract should be 3-5 years
- ii) Payment is normally made quarterly, based on results of funding applications.
- iii) The tender should include a DBS check requirement. (KCC will provide a skeleton draft contract and tender document for amendment).
- iv) The contract should be secular.
- v) Funding targets should be stipulated (i.e. £15k funding sourced for a £20K contract of around 18 hours per week 2-3 nights per week).



- vi) The tender should include TTC aspiration for 5 nights per week with 3 per week to start.
- d) Contract Process.
  - i) Sheila Jones or Ian Brooks should be approached to do the local work for a needs analysis and data trawl (data collection is through KCC and Sheila or Ian would source this). They will be aware of the specific needs for local young people and would be more cost-effective than employing a consultant. Simon Harris of ABC would also be able to assist. A community profile and work schedule should be drawn up.
  - ii) Specification of tender – a skeleton tender will be provided by Jim Winter. Attention needs to be paid to the outcomes and outputs.
  - iii) Assessment of tenders and selection of provider by this group with assistance from KCC and local youth workers prior to the new council session. Members agreed that the new council should be asked to authorise the expenditure for a four-year term (i.e. the period of the new council term starting in May 2019). £20,000 should be included in the 19-20 precept request for this purpose.
  - iv) Once the contract is in force, Quality Assessment methods should be used (SWEM WEB). KCC will assist in this respect.

Note Jim Winter feels there is little chance of revenue funding from either KCC or ABC, although Cllr Hill's member's grant may fund capital expenses.

**5. RECOMMENDATIONS TO STANDING COMMITTEE.** Proposals as follows:

- a) That local Youth Workers should be approached to prepare the needs analysis on a paid-for basis (at KCC overtime rates).
- b) That a tender should be run to for youth work to the value of £20k (18 hrs p.w. approx.) with a view to extending the service to five nights a week subject to sourcing external funding
- c) That the precept budget for 2019-20 should contain £20,000 for youth work as TTC's contribution.
- d) That the final decision on the selected provider and the 4-year term should be authorised by the new council. (Elected May 2019).

**6. NEXT MEETING. TBA.**

**7. AOB.**



**External Committee 10<sup>th</sup> September 2018**

**Memorial Benches – Floral Tributes**

**Agenda Item 8**

The Town Council maintains 90 benches around the town. A report has been received that benches, on the High Street in particular, have had floral tributes laid which have remained long after the flowers have died.

It is natural that relations would want to remember special dates and the council needs to balance the sensitive subject of the needs of those relatives against the requirement to maintain the appearance of the High Street and other areas.

Other councils have adopted a practice of allowing a tribute, loosely secured to the leg of the bench and with no plastic wrapping, once a year. A duration of a week would be allowed, after which time the flowers and any container would be removed by the council.

*Note: Council has already resolved to limit further benches on the High Street to 2 between Montalbano and the Caxton (South side) and one of these has been allocated.*

**Proposal:** That conditions should be associated with new benches as above and that the rulings should apply retrospectively.



Phil Burgess  
Town Clerk

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

## External Committee 10<sup>th</sup> September 2018

### PR Consultancy

#### Agenda Item 9

Richard Harvey was appointed as PR consultant to the Town Council in the Summer of 2017 on a 3-month trial. He had done some very successful work for the Council on an ad-hoc basis prior to this. His contract was confirmed following successful completion of that trial at the meeting of the External Committee on 9<sup>th</sup> October 2017. At that point no time limit was set for the service.

The remunerative basis of his engagement was a monthly retainer of £1,056. Services provided are as follows (an activity report from Richard is appended below):

- Regular attendance at Town Hall to arrange press releases
- Numerous press releases for the local paper (13 in July for instance)
- Facebook and twitter advice – suggestions provided weekly for daily release
- Advice on timing of releases
- Defensive statements in the events of bad publicity
- Four newsletters per year, two mini-newsletters and two full. The last Newsletter was very well received.
- Fast response even when Richard is away.

No additional charge for is made for extra work and the main advantage of having PR assistance is the fact that the council is now pro-active rather than re-active. Communication with the public has improved greatly. The fee charged is very similar to other PR consultants.

Richard's work with us has been more than satisfactory and often invaluable.

**Proposal:** That the agreement with Richard Harvey should be continued with a review period as required by the procurement regulations.



Phil Burgess  
Town Clerk

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



Morning Phil,

When we met yesterday, you asked for a summary of my PR activity for Tenterden Town Council since I was appointed in July last year. I hope the following helps....

- I was initially asked by the Council in July last year to advise on the PR response to the substantial negative reaction - particularly on social media - surrounding the council's relationship with the organisers of Tentertainment.
- It was also Justin Nelson's aspiration, as Mayor, to improve the council's communications with local residents.
- In the past 11 months, I have.....

Written almost 60 press releases and Town Council website statements, on subjects ranging from the major local housing developments to the Christmas market; Action Groups activity updates to the Community Chest; the Friday Market to the new Policing Forum; protection of local bus services to grants for local organisations; the residents' survey to the new tourism strategy.

- Provided advice and written responses to Kentish Express enquiries on almost a weekly basis.
  - Supplied more than 200 suggested social media postings.
  - Researched, wrote and supervised production from design through to delivery of two eight-page colour newsletters, and an interim two-page newsletter.
  - Inputted to the new social media strategy.
  - Met regularly with the Town Clerk, Deputy Town Clerk and Mayor to review and agree activity.
  - ...and delivered a consistent and sustained service.
- Before I was appointed, I estimated the time it would take me to deliver the anticipated level of activity, and produced a budget to fit that.
  - My estimate was three days a month, and I quoted a fee of £1,056 per month, a 20 percent discount on my basic fee of £55 per hour. I offered that rate (less than a PR agency would charge for its most junior account executive!) because I have been a local resident for 20 years, a member of the Chartered Institute of Public Relations for 25 years, and believed I could make a concrete difference to the council's communications. The estimate has proved accurate and reliable.
  - The results of the new residents' survey have shown encouraging reaction to the upweighted council PR programme. Most residents say they feel 'very informed' or 'somewhat informed', with particular approval for the newsletter.
  - The results of the survey will have a significant impact on the council's communications programme for the coming year.
  - I look forward to continuing to provide the sort of service and results which I hope has met with approval over the past year.

Phil, please let me know if you would like any further information.

Thanks and kind regards,  
Richard

**External Committee 10<sup>th</sup> September 2018**

**Sub-Committee Amalgamation**

**Agenda Item 10**

I have listed below the 30 sub-committees and focus groups which are current.

In order to save work, it has been suggested that some of these should be amalgamated. I have highlighted the ones below which are perhaps suitable for amalgamation.

Other pairings should be considered, and it is possible for some sub-committees to cross over the internal/external divide. In these cases, resolutions will require the approval of both committees.

**Proposal:**

1. That the committees below marked with the same highlighting should be merged.
2. That other sub-committees within Internal committee control should also be considered

**Proposal:**



Phil Burgess  
Town Clerk

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



### Internal Committees

Corporate Plan

Section 106 funding – determining usage for future funding

Public Engagement Committee

Archives and regalia – exhibition of TTC artefacts

Regalia – design of badges

Standing Orders and Financial Regs

Staffing

Web Site

Committee Structure

Focus Groups Steering committees etc

Town Hall

Recreation Ground

### External Committees

Wildlife venues and Coombe Lane

Kiln Field wildlife reserve – note Kiln field will become internal

Community transport Scheme

Donations to outside organisations

May Fayre

Participatory budgeting – now defunct after Mondays decision on Community chest but *may* be resurrected

Tourism and Business

War memorial Committee – the memorial itself

Remembrance Sunday committee – the organisation for the day

Xmas Lights

Youth Policy

Friday Market

Cycling strategy

Caretaker scheme monitoring

Focus Groups Steering committees etc

Cinema

Village Halls and venues

Police forum

Sports review

Tent1 Steering Group

**External Committee 10<sup>th</sup> September 2018**  
**Maintenance – Hedge Cutter**  
**Agenda Item 11**

Currently hedge cutting work is carried out by the Maintenance Team, both as part of the caretaker scheme and on Council owned land. For extensive and hard to reach areas, an outside contractor is used. Regular trims during the nesting season are required to keep the hedges looking their best; however, this has to be done manually at the moment and all debris has to be cleared by hand.

Site Manager, Dave Bournier, has been investigating hedge cutting equipment that could safely be attached to the Massey Ferguson 1547 Compact Tractor. Although Dave had contacted three separate suppliers, only one came back with a product suitable for this type of tractor.

**McConnel PA3430 hedge cutter with 1.5m cutter bar**

Electric joystick control £10,445 + VAT

Extras:

Road lighting kit           £150 + VAT

Lift float kit               £275 + VAT

**Grant total:               £10,870**

**\*\*Current lead time for a McConnel machine is January/February 2019\*\***

The cost for hiring an outside contractor, who uses a flail cutter which is a more aggressive way of cutting, is currently £250.00 per day. Three to four minor cuts are made during April to September due to the bird nesting season and two major cuts would be carried out in the winter.

The McConnell hedge cutter mulches as it cuts, therefore, saving man hours on manual cuts. It will provide a neater finish and will be cut more often as a result.

The Council may wish to consider the possibility of hedge cutting taking place at Plummer Lane and Hales Place for example, subject of course to consent from the owners, to improve the breakeven timeframe. There is also the possibility of additional paid works being carried out during quieter periods which would be charged to either ABC or KCC.

**Proposal: That the hedge cutter is purchased at a cost of £10,870.**

*C. Gilbert*

Claire Gilbert  
Deputy Town Clerk

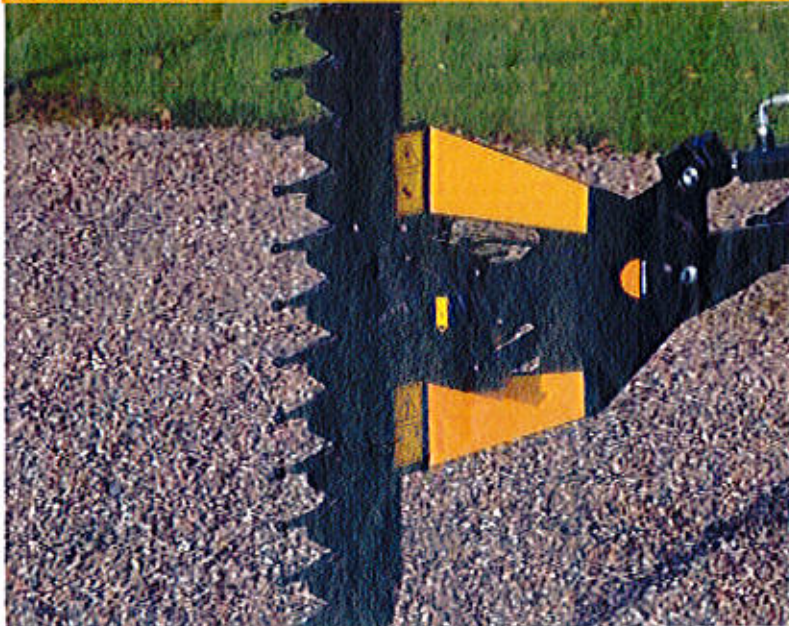
Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: Capital outlay to reduce revenue spend and potentially increase income



# CUTTERBARS SD

MHL150, MHL180, MHL210

## SD Cutterbars



Three different working widths are available: 1.5m, 1.8m, and 2.1m with a cutting capacity of 30mm

High-performance cutterbars designed for the regular trimming of hedges and bushes.

McConnel's SD machines are equipped with special serrated teeth which deliver a fine-cut finish and can tackle material up to 30mm.

### Features and benefits

- Choice of 1.5m, 1.8m, and 2.1m working widths
- 30mm cutting capacity
- Minimum oil flow: 16-32 ltrs/min
- 200-400 cuts per minute
- Hard-wearing teeth
- Fingers armed with rounded ends prevent trapping of material
- Easy to replace blades
- Weight: 60-68kg