TENTERDEN TOWN COUNCIL - EXTERNAL COMMITTEE KILN FIELDS RESERVE AND WILDLIFE VENUES SUB-COMMITTEE NOTES OF A MEETING HELD ON 05.07.19

PRESENT:

Town Councillors: Mrs. Jean Curteis, Mr. Callum Knowles, Dr. Lisa Lovelidge (Chair), Mrs. Pam Smith

Non-Councillors: Roger Finniss, Nikki Gooch, Jean Sugden
Tenterden Town Council Staff: Lesley Owers taking notes.

- APOLOGIES FOR ABSENCE. Vicki Bance, John Burnell, John Crawford, Kate Walder.
- ELECTION OF CHAIR. Dr. Lisa Lovelidge was elected as Chair.
- MINUTES OF PREVIOUS MEETING. The minutes of the previous meeting were agreed.
- 4. MATTERS ARISING. Following the Site Meeting held on 3rd June 2019, Phil Cook, the Tree Officer at Ashford Borough Council agreed that there was a need for willow management around the pond. The trees around the culvert would need to be removed first. The logs would be put in piles for bugs and the willow chippings would be used for paths and landscaping. Prior to the pond clearance and the removal of the willow trees, residents should be kept fully informed about any work to be carried out at Kiln Field by laminated updates being displayed on the gate at the entrance to Kiln Field. It was also suggested to speak to Sanctuary Homes, as they have a Notice Board at the bottom of Priory Way and to ask if we could put information notices for residents on there.
- GREAT CRESTED NEWTS EDNA SAMPLING SURVEY RESULTS. The
 Great Crested Newts eDNA sampling survey results came back as negative.
 This only shows that the great crested newts have not used the pond in the
 last few weeks.
- FIRST DRAFT OF THE MANAGEMENT PLAN FROM KWT. KWT emailed through the first draft of the Management Plan. Committee members should read this and forward any comments to Lesley who will then pass them on to KWT.
- TREE HEALTH AND SAFETY AUDIT FOR ADDING TO MAINTENANCE PLAN: A tree health and safety audit was carried out on 24th June 2019 and we are awaiting the results.

- 8. INSURANCE COVER FOR KILNFIELD. We have received confirmation from WPS Insurance that the Kiln Field Nature Reserve is now included under the Council's liability insurance.
- 9. ADOPTION OF GREENSPACE TO CHALK AVENUE IN ST. MICHAEL'S. The Town Clerk was concerned that if TTC adopted the greenspace to Chalk Avenue in St. Michael's we would be responsible for the maintenance of any services. Kent County Council owns the covenant but it is still the responsibility of Ashford Borough Council. Callum Knowles suggested having a 25 year lease from Ashford Borough Council, the same as the land at Kiln Field, as the landlord would retain its obligations for the services and we would have a maintenance plan.
- 10. GRASS VERGES UPDATE FROM KCC. TTC has been corresponding with KCC in relation to permission to leave the grass verges to wildflowers and is waiting for their reply. Until we receive permission from KCC, our maintenance team are still mowing the grass verges except for the verge in Appledore Road in front of the Homewood Playing Field. Dr. Lisa Lovelidge will contact Plantlife to discuss the best way to leave the verges as natural as possible. It was reported that at the last Caretakers' Meeting it was suggested to merge the Caretakers' Committee and the Kiln Field Committee but this has yet to go to Council.
- 11. 'PICK UP AFTER YOUR DOG' SIGN FOR FENCE. The 'Pick Up After Your Dog' sign to be put on the fence at Kiln Field was ordered on 17th June and we are awaiting delivery.
- 12. POND CLEARANCE. Three separate contractors have visited the Kiln Field site to give us a quote for the pond clearance work. We have received quotes from two of them and are awaiting the third. This will be carried out in the winter months.
- INTERPRETATION BOARDS. It was agreed that it was too soon to purchase an interpretation board at this stage.
- ANY OTHER BUSINESS. It was reported that the signs on the bins need replacing.

Callum Knowles advised that he had received an email from Tracy Burdett at the Schools Trust and that she was very keen to get the children involved in Kiln Field. As Callum is extremely busy he asked if another committee member could contact Tracy to arrange to go to the school to have a chat with the children about why we are doing the Nature Reserve in Kiln Field and how they can get involved. Nikki Gooch and Jean Sugden would do this but thought it would be best to leave it until the new school term in September. They will contact Tracy direct.

It was reported that the 'A' boards outside Leigh Green need removing as there are so many. TTC will arrange for letters to be sent to the relevant businesses.

15. DATE OF NEXT MEETING. To be confirmed.

Agenda 1 km 75

TENTERDEN TOWN COUNCIL EXTERNAL COMMITTEE

Donations Sub-Committee

Notes of a meeting held at the Town Hall at $5.00 \mathrm{pm}$ on 5^{th} August 2019

No	Item	Action					
1	Present : Cllrs. Crawford, Mrs. Curteis & Mrs Smith. Notes taken by the Town Clerk.						
2	Apologies Cllr Mulholland						
3	Declarations of interest. None						
4	Chairman. Cllr. Mrs Curteis was voted as Chair for this meeting.						
5	Minutes of Last Meeting. On the 1st July were agreed.						
6	Matters arising. None.						
7	 a) Tenterden Museum. £1,000 grant agreed b) Tenterden Volunteer Centre. £200 grant agreed for expenditure on the lap top. No grant awarded for revenue expenditure. c) 1066 Archery Club. £1,000 grant agreed. d) St Michaels and All Angels Church. No grant awarded as this is the same project as the community chest award and reserves exist. e) Rotate. No grant awarded. Although a worthwhile cause this is a business. 	РВ					
8	Any other business. None						
9	Date of next meeting. As required						

External Committee 12th August 2019 Additional Speedwatch Device Agenda Item 8

I have attached a letter from the Woodchurch Speedwatch group. As the letter suggests, the current unit is not meeting the demand for Speedwatch activities on the Woodchurch and Ashford Rds (St Michaels) and at Smallhythe. There is another potential campaign on the Rolvenden Rd.

The proposed additional unit has a "spotting" distance of up to 500m and is far more portable than the earlier versions. A leaflet has been enclosed and the cost is £2145 plus delivery.

For information there are currently 3 sets of static posts on which a 3rd unmanned SID is used in rotation: Woodchurch Rd, Beacon Oak Rd and Smallhythe Rd. These were the only sites approved by KCC within Tenterden and any other sites will need the portable version requested.

Proposal:

- 1. That a further portable SID unit be ordered
- After a trial period, if the usage permits, the unit should be offered to nearby councils for a small rental charge

Phil Burgess Town Clerk

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

Budgetary Impact : Unbudgeted - reserves

Mr Phil Burgess

Town Clerk

Tenterden Town Hall

28th June 2019

Speedwatch - Speed Indicator Device

Dear Town Clerk

As you know I am the Co-Ordinator for Tenterden Speedwatch and we now have three active groups. The Smallhythe Group have been operational since October 2018 and are monitoring traffic in the 40 mph limit. The St Michaels Group have been operational since 17th June and have already carried out three sessions along the A28. My Group in the Woodchurch Road have been operational for a little over three years.

We are now at the point where we are carrying out four Speedwatch sessions a week and with only one device between us, it's become a question of first come, first served. I am requesting whether it would be agreed by the Town Council to purchase an updated Speed Indicator Device (SID) so we have two devices. The current device is over three years old and recently had to have a replacement battery.

Each group has sites, which have been approved by Kent Police Speedwatch, where the SID cannot pick up the vehicle's excessive speed at a distance. I understand that the updated version has a longer range and is in the region of £2,000, which includes tripod, carry case and battery.

So far in June the Tenterden Groups have carried out ten separate sessions where 147 vehicles have been recorded speeding. A total of 105 vehicles have been added to the Kent Police database as 1st time recorded. A further 13 owners have received letters from Kent Police, 9 to drivers who have now been recorded twice (one is the same vehicle, the same weekday, the same time, the same speed!) with a further four letters sent to drivers for excessive speed +50% (45 mph and over).

The highest speed recorded during these three June weeks in a 30 mph zone was 48, but we are regularly recording drivers in excess of 40 mph in the 30 mph zones.

Would you be kind enough to put this request before the next appropriate Town Council meeting, but please let me know if you require me to attend or provide further details.

Yours sincerely

Ros Debling

Tenterden Speedwatch Co-Ordinator



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02/07/2019

Tenterden Town Council

16:00

Detailed Income & Expenditure by Budget Heading 30/06/2019

Month No: 3

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EM
Externa	1							
130	Events & Donations							
-	Town Events	3.650	7.150	3,500		3,500	51.0%	
	War Memorial	0	1,000	1,000		1,000	0.0%	
	Grants to Organisations	0	6,000	6,000		6,000	0.0%	
1	Events & Donations :- Indirect Expenditure	3,650	14,150	10,500		10,500	25.8%	
	Movement to/(from) Gen Reserve	(3,650)						
310	Caretaker Scheme							
-	ABC Revenue Income	0	18,113	18,113			0.0%	
1285	KCC Revenue Income	8,000	15,480	7,480			51.7%	
	Caretaker Scheme :- Income	8,000	33,593	25,593			23.8%	
4000	Staff Costs	0	52,987	52,987		52,987	0.0%	
4245	PPE & Clothing	160	1,000	840		840	16.0%	
4700	Vehicle/Mach. Repairs & Maint	923	6,000	5,077		5,077	15.4%	
4705	Vehicle/Mach. Purchases	2,120	10,000	7,880		7,880	21.2%	
4710	Fuel	600	2,500	1,900		1,900	24.0%	
4715	General Grounds Maintenance	(240)	6,000	6,240		6,240	(4.0%)	
4720	Vehicle Insurance	632	1,000	368		368	63.2%	
4735	Tools & Sundries	0	500	500		500	0.0%	
	Caretaker Scheme :- Indirect Expenditure	4,196	79,987	75,791	0	75,791	5.2%	
	Movement to/(from) Gen Reserve	3,804						
320	Highways & Amenities External							
1330	Bowling Green	0	200	200			0.0%	
1340	Allotment Income	0	100	100			0.0%	
1370	Friday Market	690	4,000	3,310			17.3%	
1390	Kilnfields & Wildlife Reservat	1,000	0	(1,000)			0.0%	
	Highways & Amenities External :- Income	1,690	4,300	2,610			39.3%	
	VSW Contribution	0	1,500	1,500		1,500	0.0%	
	Friday Market	443	2,000	1,557		1,557	22.2%	
	Speed Indicator Device	92	0	(92)		(92)	0.0%	
	3G Pitch Hire	1,280	0	(1,280)		(1,280)	0.0%	
	General Grounds Maintenance	18	0	(18)		(18)	0.0%	
	Bench Expenditure	117	1,000	883		883	11.7%	
4750	Christmas Lights	19	25,000	24,981		24,981	0.1%	
4900	Miscellaneous Expenditure	14	0	(14)		(14)	0.0%	
ways &	Amenities External :- Indirect Expenditure	1,984	29,500	27,516	0	27,516	6.7%	
	Movement to/(from) Gen Reserve	(294)						

02/07/2019

Tenterden Town Council

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16:00

Detailed Income & Expenditure by Budget Heading 30/06/2019

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMF
Tourism & Business							
Tourism & Business	0	20,000	20,000		20,000	0.0%	
Fourism & Business :- Indirect Expenditure	0	20,000	20,000	0	20,000	0.0%	
Movement to/(from) Gen Reserve	0						
External :- Income	9,690	37,893	28,203			25.6%	
Expenditure	9,830	143,637	133,807	0	133,807	6.8%	
Movement to/(from) Gen Reserve	(140)						
Grand Totals:- Income	9,690	37,893	28,203			25.6%	
Expenditure	9,830	143,637	133,807	0	133,807	6.8%	
Net Income over Expenditure	(140)	(105,744)	(105,604)				
Movement to/(from) Gen Reserve	(140)						
	Tourism & Business Fourism & Business :- Indirect Expenditure Movement to/(from) Gen Reserve External :- Income Expenditure Movement to/(from) Gen Reserve Grand Totals:- Income Expenditure Net Income over Expenditure	To Date	To Date Annual Bud	To Date Annual Bud Annual Total	To Date Annual Bud Annual Total Expenditure	To Date Annual Bud Annual Total Expenditure Available	To Date Annual Bud Annual Total Expenditure Available

External Committee 12th August 2019 Appointing a gardener Agenda Item 10

This issue arose from the minutes of a Caretaker scheme meeting in July but was not debated at the July meeting.

Our volunteer gardener is leaving the area shortly and work will be required on the beds outside Boots and Station Rd toilets to maintain their current appeal.

The requirement for a gardener also extends to East Cross and the Millennium gardens, both of which are currently maintained by our grounds-maintenance team. A specialist gardener with an RHS qualification or similar would be very beneficial as these 4 areas are very high profile within the town.

I suggest we advertise for either a paid qualified horticulturalist or a gardening contractor who is able to offer the service. Once the response to the advertisement has been received, applicants should be shortlisted and interviewed by the Town Clerk and chair of staffing committee so that a costed proposal can be referred to council.

Once the costings are known, local sponsorship would be sought

Proposal: That the vacancy for a gardener/horticulturalist be progressed as above

Town Clerk

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

: Undefined as yet

Budgetary Impact

External Committee 12th August 2019 Walkie Talkies Agenda Item 11

The recent issue where one of the maintenance staff had a medical emergency on Kiln Field where 'phone signal was difficult has highlighted a need for better communication between the maintenance staff and back to the office. The Office could have helped significantly more had we had this facility.

The range of non-licensed radios (up to 2km range) is insufficient for extremes of St Michaels and Smallhythe and would require that most communication was via Town Hall.

A license costs only £75 for a five-year period and gives you a dedicated frequency. Licensed radios will transmit at least 10km.

The radios could also be offered to Town Events on a deposit scheme and may be useful for some Civic events.

I suggest we buy more than we need to accommodate failure and avoiding any compatibility issues with replacement sets. This would also allow us to have a set fully charged at all times. Additional battery packs would also be useful.

A suitable handset would be the Motorola DP1400 with plenty of range:

3 units with chargers

£375

3 additional handsets

£324

2 additional battery packs

£ 48

5 year license

£ 75

Total

£822

Proposal: That Walkie talkies should be purchased as above

Phil Burgess Town Clerk

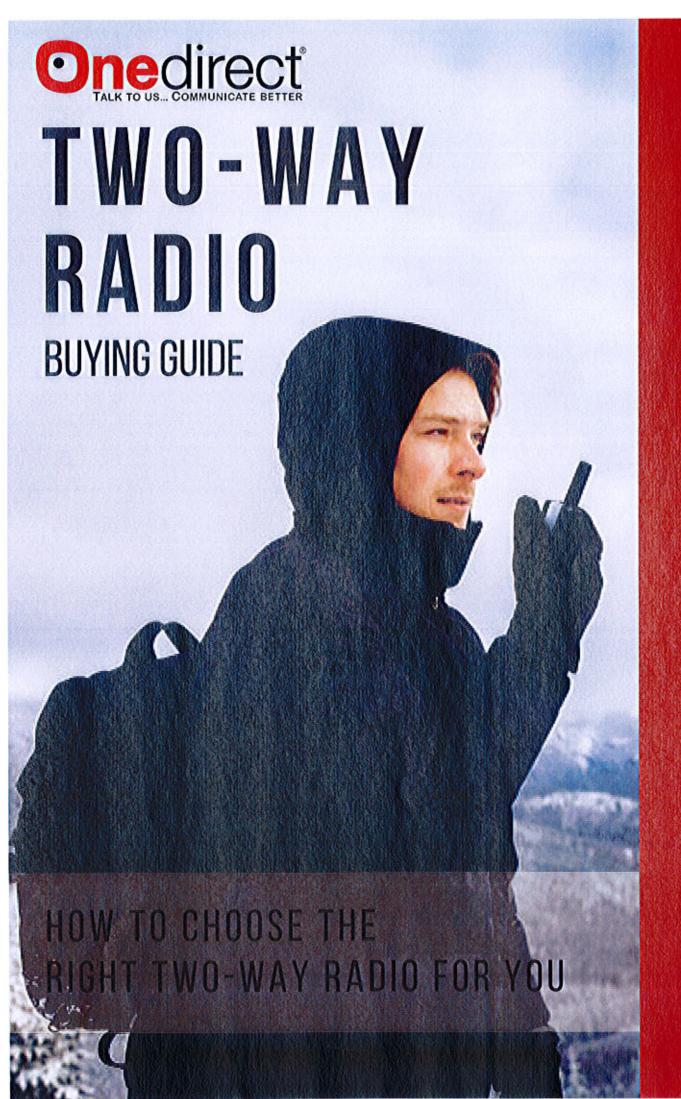
Impact on Crime and Disorder : None

Impact on Bio-diversity

: None

Budgetary Impact

: Grounds maintenance budget



0 2

WHAT WILL I BE USING THE WALKIE-TALKIE FOR?

PROFESSIONAL

Two-way radios have a great range of applications in the professional environment. In industries such as construction, hospitality, security, retail and schools, where quick and clear instructions and communication is important, walkie-talkies can be extremely useful. Keeping in contact with your colleagues can increase efficiency and safety at work.



LEISURE

Leisure and sporting activities are also good opportunities to get the most out of a two-way radio. If you're hiking, skiing, camping or fishing, having a two-way radio allows you to communicate with your group. It can also give you piece of mind that you are in constant contact with your group in case of emergency.



WHAT RANGE DO I NEED?



This is dependent on the environment you will be using your walkie-talkie in. Whether it is indoor or outdoor, anything that will cause an obstruction will reduce transmission distance. The general rule of thumb is 1 WATT = 1 MILE. Most unlicensed radios free of obstruction will transmit up to 2Km.* If you require a longer range, you are required to purchase a licensed radio and this will give you a range of up to 10Km.

*In ideal conditions: from hilltop to hilltop with clear weather, but the range diminishes if you are in a built up area. Trees, walls, hills and even the weather can affect the range of your walkie-talkie.

03 LICENSED OR UNLICENSED?

UNLICENSED

If you work in a smaller area, and don't need a large amount of coverage, you should consider buying license free radios. Depending on surroundings, license-free radios should provide about 1 mile of coverage.

Disadvantages of choosing a license free radio is that other users can transmit on the same frequency, and you may have unwanted traffic and interference. You may also be able to hear other peoples conversations and vice-versa, they may be able to hear yours. Therefore, they aren't really suitable for users who share sensitive information over the radio.

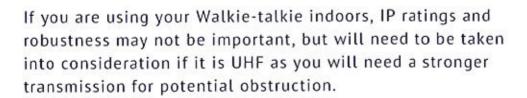
LICENSED

A radio license provides you with a unique frequency on which you can operate your radios securely. The basic license costs £75 and lasts for 5 years.

Licensed radios are around 8x more powerful than their unlicensed counterparts, and in open territory can cover up to 2.5 miles. If you work in a particularly challenging environment, you can use repeaters to increase this range. This type of radio is the best option for users who need secure conversations, and for those who need a better range with less interference.

WHAT CONDITIONS WILL I BE USING MY RADIO IN?

When choosing your Walkie-talkie you need to consider the conditions under which you are using the radio.



However, if you are using the Walkie-talkie outdoors in a tougher environment that includes water or dust, you will need to select the Walkie-talkie with a higher IP rating.



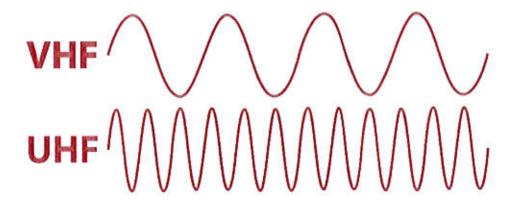




1 4 WHAT IS THE DIFFERENCE BETWEEN VHF AND UHF?

VHF (Very High Frequency) ranges from 150MHz to 175MHz and needs a clear pathway free of obstruction for optimum communication conditions. An advantage of VHF is that the extended wavelength can cover greater distances. VHF radios are ideal for outdoor activities. Also, they are utilised for marine or aviation communication where the signal is sent over open water or sky to ground.

UHF (Ultra High Frequency) ranges from 400MHz to 475MHz. These waves are shorter and more effective in urban areas. Ideal for anyone working in the construction, agricultural, security or hospitality industries as they are more efficient indoors where there may be the possibility of obstruction from thick walls. For both indoors and outdoors, UHF is the best choice as it will penetrate through dense forests as well as built up areas.



HOW MANY CHANNELS DO I NEED?

Walkie-talkies are generally manufactured to deliver multiple channels. Some unlicensed radios offer between 8-16 channels, many of these will include sub-codes to provide more privacy.

Licensed walkie-talkies typically provide up to 16 channels. You should take into consideration how many people will be communicating with one another and if you have more than one group, it would be easier if they each have their own channel to avoid unnecessary interference.

05 ARE ALL WALKIE-TALKIES COMPATIBLE?

Compatibility often depends on the make, model and frequency programming. Most models of one brand will communicate with one another (providing that they are on the same frequency) but this is not always the case.

However, please remember that UHF radios are not compatible with VHF radios.

If you are unsure about compatibility for your two-way radios please contact our experts on 0333 123 3050.

WHAT ARE PTT AND VOX FUNCTIONS?

A typical Walkie-talkie will generally feature a PTT (Push to Talk) button where the speaker will need to press it in order to activate the transmitter. The user can immediately start to talk and release the button to listen to others in your group.



VOX mode provides completely hands free communication. It is sound activated so it will start transmitting the moment you speak. Bear in mind the environment you plan to use the walkie-talkie in, as the VOX mode is sensitive to background noise.



WHAT ARE PRIVACY CODES?

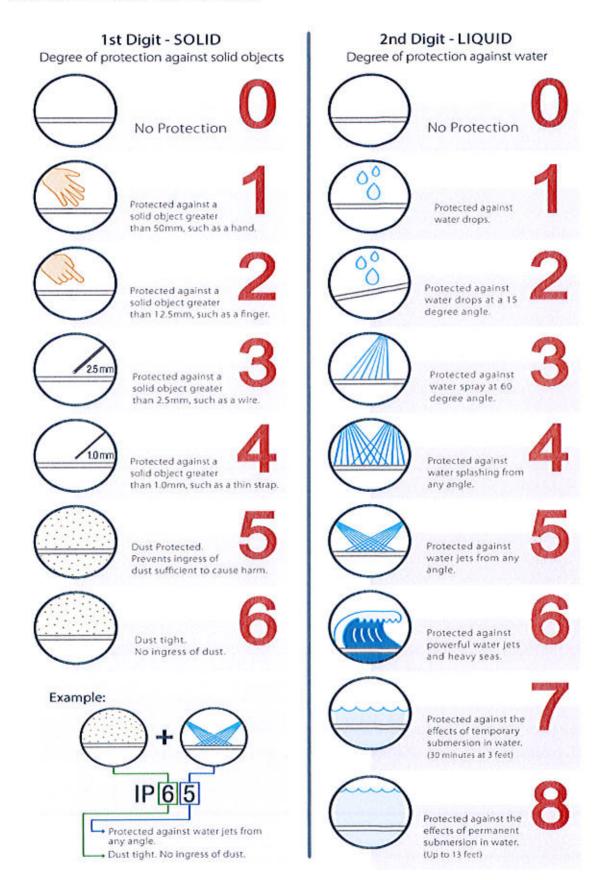
Privacy codes, also known as interference elimination codes, greatly reduce the risk of someone else intruding on your conversation, although this is not guaranteed.

They prevent you from hearing other conversations that are on the same frequency but they may be able to hear you if they are operating without codes.

You and the person you are speaking to will need to be on the same frequency and the same privacy code for communication.

06 IP RATINGS EXPLAINED

Ingress Protection (IP) ratings, measure how resistant a device is to dust and water. Here's how it works:



07 ONE DIRECT TOP PICKS

LICENSE FREE TWO-WAY RADIOS

KENWOOD PKT-23 TWIN

Why you'll love it:

- · Up to 15 hours of operation
- · Exceeds Military standard 810
- · VOX (Voice Activation)
- · Impressive IP54 rating
- · Up to 8 channels with voice guide

MOTOROLA TALKABOUT T82 EXTREME

Why you'll love it:

- · IP X2 rating
- · Easy pairing
- · 16 channels and 121 privacy codes
- · Emergency alert
- · Long battery life

LICENSED TWO-WAY RADIOS

MOTOROLA DP4600E VHF

Why you'll love it:

- · Works on analogue and digital networks
- · GPS and Bluetooth function
- · Rugged IP68 rating
- Noise reduction technology
- · Receptor that improves sensitivity

MITEX GENERAL UHF TWO-WAY RADIO

Why you'll love it:

- Pre-programmed straight from the box
- · Up to 10km city range
- · Up to 25km countryside range
- 5 watt
- · License forms included in pack









08 ONE DIRECT TOP PICKS

ROBUST TWO-WAY RADIOS

MOTOROLA XT420 WITH CHARGER

Why you'll love it:

- · Robust metal casing
- US Military Standard 810, C, D, E, F & G
- · 8 channels, 219 codes
- · VOX/ iVOX hands free
- Simple cloning

MITEX SITE UHF

Why you'll love it:

- · 5 watt radio
- · 25km range in optimum conditions
- · Pre-programmed and ready to use
- · Water resistant
- 16 pre-programmed channels

ATEX TWO-WAY RADIOS

ENTEL HT953 ATEX PMR446

Why you'll love it:

- ATEX approved to II 2 G Ex ib IICT4 Gb
- · IP 68 rating
- Military Standard 810C/D/E/F
- 255 programmable channels
- · Extra loud noise

ENTEL HT822 ENTRY LICENSED ATEX VHF

Why you'll love it:

- VHF 136 174MHz frequency band
- · Atex IIA certified
- · 16 channels
- IP 68
- Exceeds Military Specification 810 C/D/E/F











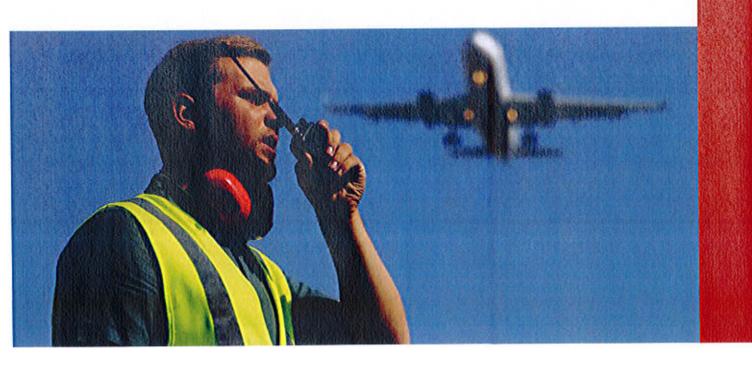
STILL HAVE MORE QUESTIONS ABOUT TWO-WAY RADIOS?

GIVE OUR EXPERTS A CALL ON:

0333 123 3050

OR HAVE A LOOK AT OUR GREAT RANGE OF TWO-WAY RADIOS ONLINE AT:

WWW.ONEDIRECT.CO.UK



External Committee 12th August 2019 <u>Cinema Project</u> Agenda Item 12

I have attached a summary of progress on the project and this has also been circulated to the cinema focus group.

During the pre-application process, the architects, Burrell Foley Fischer have been advised to obtain the following reports and have a price for each (the quotation is enclosed for Wessex Archaeology:

KCC Highways and transportation pre-application advice £765
Wessex Archaeology – Desk Based Heritage Environment Record (HER) assessment £1750

In regard to the HER assessment, the architect has advised:

"You will note that if the project proceeds, a formal HER Search and Deskbased Assessment would need to be lodged in support of an application for Full Planning Permission and the cost of this would need to be factored into the professional and statutory fees for proceeding to this stage. If there is a need to include for archaeological fieldwork this will have an impact on the programme. It would assist with de-risking the construction programme if any fieldwork were carried out in the pre-construction period.

While the advice being given is that there are no designated or non-designated assets of importance on the site there is the potential for archaeological remains. This supports the preference of both Historic England South East and Ashford Borough Council for Alternative Scheme 2 which involves less deep excavations."

Once these two reports have been received, the project can progress to the building feasibility stage, with relative confidence that the planning application will be approved. A tender process will need to be initiated for the building feasibility stage.

Proposal: That Council should consider expenditure totalling £2515 as above prior to the building feasibility stage.

Phil Burgess Town Clerk

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

Budgetary Impact : Part of the cinema expenditure budget



69 College Road Maidstone Kent ME15 6SX

Tel. 03303 133546 info@wessexarch.co.uk www.wessexarch.co.uk

Our ref: MK/224090/19.07.24

Thursday 25 July 2019

Via e-mail

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

FAO Town Clerk

Dear Sir/Madam,

Re: The Pebbles Building, 55 High Street, Tenterden

Thank you for approaching us to provide heritage services on the above project. Please find attached our fee for producing an archaeological desk-based assessment (ADBA; Item 1).

The ADBA would consider both the archaeological potential of the site itself, based on existing records and within a 1 km study area. The results of the ADBA would enable reasoned proposals and decisions to be made whether to mitigate, offset or accept without further intervention any potential impacts identified during the report.

The archaeological desk-based assessment will not consider built heritage, the setting of heritage impacts nor the impact of the development on that significance through change within setting.

The ADBA will utilise appropriate data which would be sourced from the Kent Historic Environment Record (KHER), the National Heritage List for England (NHLE), the Kent History and Library Centre, online sources and Wessex Archaeology's in-house collections. All assessment work would be undertaken in accordance with the NPPF, and following the relevant standards and guidance published by the Chartered Institute for Archaeology and Historic England.

Upon receipt of written appointment to the project, and subject to prompt delivery of the required dataset from the HER, and ready access to the county archives and the site (for walkovers/visits), we can presently provide a completed first draft of the DBA within 3-4 weeks of commission.

Should any additional or post-assessment consultations be required, these will be charged at our standard consultation rate (Item 2), and any subsequent works beyond the scope of this proposal, would also attract additional fees, and would be subject to separate written proposals. Also included are a sample copy of our Terms & Conditions of Contract for your information.

I trust this provides you with the information you require, however please do not hesitate to contact me if you have any queries. I look forward to hearing from you in due course.

Yours sincerely

Marie Kelleher

Marie Kelleher Senior Heritage Consultant m.kelleher@wessexarch.co.uk







The Pebbles Building 55 High Street Tenterden Kent

Archaeological Desk-Based Assessment

Fee Proposal

MK/224090

Item	Description	Cost
	Desk-Based Assessment	
1	Archaeological Desk-Based Assessment (inclusive of HER data fees)	£1,750.00
	Additional Rates	
2	Additional consultancy per hour (if required)	£65.00
3	Expenses associated with item 2	At Cost

These costs are provided on the following basis;

- Invoicee details will be required on commission;
- · Novation of a project account will incur an administration charge;
- Under the General Data Protection Regulations (GDPR), Wessex Archaeology will not include personal identifiers (name, address etc.) in reports commissioned by or on behalf of private individuals;
- Under the General Data Protection Regulations (GDPR), Wessex Archaeology must have explicit consent to share personal details
 (e.g. name, address etc.) for projects commissioned by or on behalf of private individuals when fulfilling our statutory obligation to
 obtain a Museum Accession Code;
- Under the General Data Protection Regulations (GDPR), Wassex Archaeology must have explicit consent to share personal details (e.g. name, address etc.) for projects commissioned by or on behalf of private individuals when fulfilling our statutory obligation to complete a Transfer of Title document;
- Invoices will be submitted at the end of each calendar month in respect of our costs to that date and/or by the end of each month
 in respect of the balance of the total costs thereof, and invoices will be due for immediate settlement;
- The client will implement all appropriate access permissions and/or arrangements, and pass all relevant information to WA;
- Following the Ordnance Survey update to the UK coordinate system our default policy will be to use OSGB36 (15). Any data
 provided to WA in a different coordinate system will incur additional costs, proportionate to the amount of data which needs
 transforming.
- In accordance with HSE requirements, it is the client's responsibility to provide sufficient information regarding site boundaries, adjacent land usage, suitable access points and implemented measures to exclude unauthorised persons, demarcate and manage rights of way etc.:
- Wessex Archaeology will retain the rights in the arising Intellectual Property (arising IP is that generated specifically for the project).
 Wessex Archaeology will grant the client royalty free, perpetual licences to use the deliverables that we produce, for the purposes for which they were intended, without re-assigning IPR. The IPR in pre-existing information, data, maps etc, including any information derived from such pre-existing IP will and shall remain vested in the owning party;
- Any relevant digital mapping held by the client or their consultants/ subcontractors will be provided (including appropriate licenses where relevant) free of charge to aid the production of the report;
- Fees include the submission of a single 1st draft of the report to the client for one phase of editing/comment, after which a final
 report would be issued. Any additional alterations, editing or updates beyond this procedure, would be charged at an additional
 staff rate and subject to an additional written agreement;
- If hard copies of reports are required, additional costs will apply to cover materials, labour and postage;
- Reliance upon any completed reports may be assigned to 3rd parties on request (an administrative fee will apply), in a standard WA Letter of Reliance template (a copy can be provided on request);
- This fee proposal assumes all work would be subject to Wessex Archaeology's standard terms and conditions (enclosed) where
 other contractual terms are required this may after proposal value;







- All quotes are valid for 90 days from the date shown on our proposal;
- Unless explicitly covered in specific quotations, an appropriate cost of living increase will be applied to all fees for projects that extend over multiple financial years.
- · Fees are inclusive of all expenses unless otherwise stated;
- Fees exclude additional consultations, site visits and project or client meetings which will be charged at an agreed rate plus
 excenses:
- For new clients, WA reserves the right to require a 25% advance payment bond, and/or retain the final report until the account is settled.
- Additional costs incurred at the client's request will be passed directly onto the client.
- Additional fees may apply for variations from the above caveats and assumptions.
- . This fee proposal excludes VAT, which will be charged at the prevailing rate;
- Following submission of the 1st draft of the report, client approval or comments will be requested, should nothing be received within
 three calendar months of submission the report would assumed to be final and would be reissued to the client as such. Any changes
 required by the client beyond this timescale would be charged as additional work;
- Fees do not include for the creation of photomontages or wireframes. Any requirement for such should be carried out by a separate consultant;
- The GIS-based Viewshed Analysis (ZTV) will be conducted using a GIS 'bare-earth' model to enable the assessment of potential
 impacts on the setting designated heritage assets through a worst case 'contour only' scenario. The purpose of this assessment is
 to scope-out or establish potential inter-visibility between the proposed site and designated heritage assets within the wider
 landscape, up to a maximum 5 km;
- The client will be responsible for all project fees charged by the Local Planning Authority to WA (e.g. compulsory HER searches, documentation review, site visits etc.);
- The timescale is subject to ready access to the site and availability of external data (including HER data and access to local archives):
- Fees assume no major changes to plans supplied by the client at the start of the project. Any significant change to the original
 scheme may incur further costs, although this would be through prior agreement with the client/their agents;
- Proposals assume any planning submission will be within 12 months of producing the initial report. Following 12 months, if required to support a planning application, the report may need to be revised and further costs may be incurred;
- These fees are provided on the basis that any subsequent or additional requirements of the County Archaeologist, Conservation
 Officer, Local Planning Authority, Historic England, or any other relevant Stakeholder, do not substantially after the scope and remit
 as outlined in this proposal. Any major changes to the scope and remit would require an amended fee proposal;

Wessex Archaeology 25.07.19





External Committee 12th August 2019 Removal of Hedges and Shrubs Agenda Item 13

Hedges and shrubs have been removed under the caretaker scheme near the Leisure Centre and some roads within the town. All these were at the request of the residents (manager in the case of the Leisure Centre). Minute 0049 of 29th August 2017 refers.

These were removed for practical and on-going maintenance reasons as they were difficult to maintain and sometimes blocked sight lines.

Any further requests for removal of shrubs or hedges should be referred to the Kiln Field & Wildlife Verges (KFWV) sub-committee (or its successor if merged) so that their wildlife significance can be assessed before resident consent in the area is sought.

Proposal: Refer all proposed hedge and shrub removal to KFWV sub-committee

Phil Burgess Town Clerk

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

: Beneficial

Budgetary Impact

: None

External Committee 12th August 2019 Sub-committee Regularisation Agenda Item 14

 A proposal to split Tourism and Business committee was deferred from the July meeting in order to clarify the membership. The two resulting sub-committees would be a) Tourism & Business and b) High Street Regeneration and Conservation Area Management Plan (CAMP). 10 members were elected to Tourism and Business at the June meeting as follows:

Cllrs. Carter, Crawford, Mrs. Ferguson, Miss. Gardner, Mulholland, Nelson, Quinton, Mrs. Smith, Sugden & Mrs. Walder.

- 2. The following committees may be suitable for merger:
- a) Kiln Field and Wildlife Venues and Caretaker scheme. The caretaker scheme is now in its third year and running smoothly. There is much crossover between the committees and the new committee could deal with Soft Landscaping and Wildlife issues. Note: one of the maintenance team is already a member of KF and WV committee as are members of the public Current Councillor membership KF &WV:

Cllrs. Crawford, Mrs. Curteis, Knowles, Dr Lovelidge, Parkin, Mrs. Smith & Mrs. Walder.

Caretaker committee: Cllrs Carter, Mrs Curteis, Dr Lovelidge & Sugden

Proposal:

- 1. That Tourism and Business is split as above and members re-elected
- 2. That Kiln Field and the Caretaker committees be merged and members re-elected.
- That Terms of reference should be re-written and agreed at the first meetings of the newlyformed sub-committees subject to this committee's approval

Phil Burgess Town Clerk

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

External Committee 12th August 2019 Bowls Club Grant application Agenda Item 15

Background

The council has made the decision to retain the bowls club in its present position and to remove it from the recreation ground re-ordering project.

The bowls club had secured financial assistance from ABC when they planned to replace the clubhouse in 2016. TTC response at this stage was that the bowls club would be included in the recreation ground re-ordering.

The council has decided not to renew the lease beyond 2031.

The bowls club has therefore requested that TTC assist with improvements at the club as follows:

- 1. Create a new entrance at the south eastern corner of the car park.
- 2. Extend and improve the facilities.

I have attached:

- 1. The minutes of a recent meeting with the Bowls club
- 2. The grant application making the case for assistance
- 3. A plan of the proposals (note the full plans are drawn and too large to photocopy a copy is available in the office and we have requested electronic versions.)

The lease will require amendment if the full extension is allowed (the new clubhouse would encroach by approximately 3 metres beyond the existing hedge. We have enquired with Ground control to check if this will have any impact on plans for phase 2 of the recreation ground re-ordering (new play area).

Should the lease expire and no continuation agreement under licence be agreed, or should the Bowls club fold, the new building could be treated as a hireable space in the longer term.

Proposal:

- 1. That an amendment to the lease should be considered to accommodate a larger building.
- 2. That consideration should be given to an agreement in principle on funding.
- 3. If thought appropriate at this stage, a budget limit should be set.

Phil Burgess Town Clerk

Impact on Crime and Disorder : None

Impact on Bio-diversity : None

Budgetary Impact : Major - non-budgeted

TENTERDEN TOWN COUNCIL

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

Website: www.tenterdentowncouncil.gov.uk Telephone: 01580 762271



Email: townhall@tenterdentowncouncil.gov.uk Facsimile: 01580 765647

DONATIONS 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.

Name of Organisation	
Tenterden Bonis Club	
Registered Charity Number (if applicable)	
Casc No. 02207	
Registered Address	
THIS GREEN , RECREATION GROWND RD , EAST CROSS, TOWERDEN TUBO	6RB
Contact name(s) and position	
J. CRICKMORE - PORTER _ PRESIDENT P. JEPEREY J. LINK _ CHAIRMAN MEMBERSHIP SEC	
Contact telephone number(s)	
J. C.P: 01580 765630 J. LIPK: 11- 765329 P.J.: 01580 761177	
Contact email address	
philip. Jeffrey & bt connect. com	
Brief summary of the organisation (date formed, aims, structure etc.)	
Please refer to accompanying statement.	
Formed in 1908	
Objective of funding (including what will be deliverables, timescales, as appropriate)	
Please refer to accompanying statement	
Other organisations (if any) that provide this propose deliverable / service	
None in Tenterden.	

DECLARATION

Tent	252	dan	Bowls	Club	_ (name	of	organisation).
Signed:		A.	JAM JEFE	HERM			
Position	in			rembers	hip So	cre	etary

Tenterden Town Council Town Hall High Street Tenterden TN30

22 July 2019

FAO P. Burgess, Town Clerk

Tenterden Bowls Club hereby apply for assistance from Tenterden Town Council in upgrading the Clubhouse and facilities to enable the club to expand and prosper. Our current facilities are old and inappropriate for the use that we envisage for the future.

The current Clubhouse is of adequate length but very narrow — 14.4m x 3.5m, this requires tressel tables to be positioned in ranks with barely adequate space to pass. When we have visiting teams to play us i.e. at least once a week in the season there is a struggle for people to manoeu'vre past each other to sit down to tea. Other clubs we visit are able to stagger table positions achieving plenty of space. Meetings are very difficult for the same reason, please see drawing TBC002.19/01 which shows the cramped seating arrangement and TBC002.19/02 which shows what could be achieved.

There is no heating or insulation in the Clubhouse which means we can only use it in the summer and in hot weather it is extremely uncomfortable to spend more than half an hour inside. Teas often involve melted chocolate biscuits.

We would like to use the Clubhouse for more activities and for the whole year, we would like to open the club up to other members of the community such as children, teenagers and non-bowling adults. Previously pupils of St Michaels CP school visited us over a six week period to learn about bowling which was enjoyed by the children, their teachers and the bowlers; we would like to repeat this with not only St Michaels but the other local schools. Our Committee have also considered throwing out a challenge to pupils of Homewood School to take us on for a match, which we believe would improve relationships between the different age groups, hopefully encouraging some to join the club as players[other clubs do have teenage players — bowls is a game of skill & tactics, for all ages] and with better facilities we could do this with more confidence.

If the Clubhouse were twice it's current width, insulated and heated it could be used for a number of social events for club members and the general public. Social afternoons/evenings such as quizzes, debates, film shows, bingo, whist drives, bridge [and other card games] also more physical activities such as short mat bowls, floor curling, even pilates, yoga etc. All of which could be open to non-members as well. Toilets accessible from the Clubhouse as well as from changing rooms is a further requirement to enable such activities.

We want to be part of the Tenterden community, not cut off from the rest of the town folk, hidden behind a 7 foot high hedge. Currently we host The Parkinsons Society each week and hold a match against them each season, which they greatly appreciate; we also host matches against Rochester Blind each year, this years being the 26th year. We would like to be able to do more in this field but are prevented by our lack of adequate facilities.

To achieve these ambitions we would need Tenterden Town Council to offer us a small additional strip of land, behind our current buildings i.e. between the Bowls Clubhouse and the tennis courts [as they are currently positioned]; a strip of 3 or 4 metres would be adequate and would fit into the proposed recreation ground re-arrangement with almost no modification. We also require funding to implement these works but believe that modification of the existing Clubhouse building could be carried out to keep the cost down and that as a group of individuals with much Managerial experience we could achieve very good value for money if allowed to negotiate directly with Contractors for implementation of the works. We would also be able to provide Architectural drawings of our proposal and make all necessary Local Authority applications, if required. We estimate that a sum of £150,000 would be required to implement all our wishes, but would be grateful for any offer Tenterden Town Council would consider.

The Club's membership has increased over the past two years, despite us losing members who have passed away [a sad reality due to the general age of members] and some that have moved on to other clubs; this year we have currently signed 11 new members plus had several past members return, with actual membership being 58. Our open evenings held on each Thursday regularly attract approx. 30 players and we anticipate membership to exceed 60 by the end of the season. It is our intention to upgrade our presence in the town by obtaining permission to put up leaflets in local shops and to drop leaflets through the letter boxes of all the recently constructed houses in the town.

We regularly play at least 4 league matches a week, entertaining other clubs to our green or visiting other clubs at theirs, it is with some embarrassment that we mostly find that these other clubs have much superior facilities to ours, despite often being much smaller communities than Tenterden. Each year one of the Cinque ports hosts a tournament to which all of the others attend and Tenterden shall be expected to act as host within the next couple of years; it would say much of the Town if we could do so in a clubhouse befitting our status as one of the Cinque Port towns.

We intend to seek additional funding from other sources such as Ashford Borough Council, KCC, Sport England, Bowls England and The National Lottery, but are unable to do so without the confirmation of Tenterden Town Council that the additional piece of land sought shall be made available to us. Tenterden Bowls club currently hold funds of their own in the approximate sum of £13,000, although face ongoing costs for maintenance of the buildings and equipment etc. We would like to point out that although having occupied this site for 60 years or more, apart from the peppercorn rent charged by TTC and the cutting of the outside and top of the hedge we are self sufficient and have made little call upon the Town Council's purse, carrying out our own upkeep and maintenance, which is unlikely to be the case with those other facilities planned to be provided on the recreation ground.

As a proportion of the towns population it could be argued that the clubs membership is small, however the same could be said of any of those other facilities that are to be provided/enhanced upon the revamped recreation ground, we applaud the encouragement these facilities shall provide to younger generations to participate and enjoy sport/leisure and hope that they shall eventually be able to claim a 111 year heritage such as ours; the re-development of the Recreation Ground is an opportunity to provide a space to be enjoyed by all generations of the community, the Bowls Club's

presence ensures that the retired generation are included and our plans for the future can enhance that.

The Bowls Club wish to seek tenders to carry out the construction of the proposed extension, but again, are unable to pursue this without agreement to the additional piece of land from Tenterden Town Council. We request that the Council give our application favourable consideration.

Yours faithfully

- J. Crickmore-Porter, President, Tenterden Bowls Club
- J. Link, Chairman, Tenterden Bowls Club
- P. Jeffrey, Committee Member, Tenterden Bowls Club.



MEETING BETWEEN TOWN COUNCIL & BOWLS CLUB REPRESENTATIVES

Notes from a meeting held on Friday, 5th July 2019 at 9.15 am

Present: Cllr. Mrs. Jean Curteis, Cllr. Mrs. Pam Smith and Deputy Town Clerk Mrs. Claire Gilbert from the Town Council. Cllr. John Link, Mrs. Jenny Crickmore-Porter and Mr. Philip Jeffrey from Tenterden Bowls Club.

- Philip Jeffrey had produced a 'thoughts' sheet on how to extend the Bowls Clubhouse (see attached). This would form the basis of a proposal to the Town Council.
- Claire Gilbert advised that it would be highly unlikely that parking spaces could be installed to the side of the current Bowls Club entrance. This is because the new skatepark and children's play area would not be too close.
- 3. Claire Gilbert suggested installing an alternative entrance into the Bowls Club via the Recreation Ground Car Park through the hedge from where the box junction is located. This would make the Club more visible and easier access for pedestrians. The Bowls Club members agreed that this would be a good idea and also requested that some form of entrance be installed near the clubhouse, current play park side as this would mean the clubhouse could be hired out for other uses and not impact on the bowling green itself.
- 4. The Bowls Club are proposing a 3m extension to the rear of the clubhouse for just over half of its length. This would mean extending the boundary and the lease would need revising. By having the extension, this would enable the club to upgrade their facilities for multipurpose use and also make it much easier for the club meetings.
- Claire Gilbert informed the Bowls Club Representatives that the Town Council had resolved not to renew the lease in 2031. There was extreme concern over this decision, however, Claire did report that although the lease would not be renewed, the Town Council may consider a license.
- To ensure better visibility of the Club, it was agreed that the hedge would be cut down to just under 5ft at the end of the nesting season (around the end of August. The height would be just under 5ft internally, not externally.
- Jenny Crickmore-Porter reported that any works that needed to be carried out at the Bowls Club, i.e. extension, etc. would need to be done in the winter months when the Club does not operate.
- The Club would need to find £150,000 for the planned building works and Phil Jeffrey would be drawing up the plans. The Club would be looking to the Town Council for funding, but also investigating other sources.

- The Club now has over 60 members, 48 of which are playing members.
 In addition to these numbers, when matches are played at 'home' this could mean an additional 18 to 20 visiting players are in attendance.
- 10. It was agreed that the Bowls Club would need to elected two new members to sit on the Recreation Ground Focus Group rather than more join. Pam Smith suggested that the two new members try and meet with Cllrs. Ken Mulholland and Alan Sugden before the next Recreation Ground Focus Group meeting on Wednesday, 10th July 2019.
- 11. It was agreed that the Club would put together a proposal for the Town Council to be discussed at the 12th August 2019 Internal Committee meeting. Any papers for consideration should be submitted to the Town Clerk by Monday, 5th August 2019 at the latest.

DOCUMENTS on DEPOSIT



These documents should remain available for public inspection until Monday 2 September 2019

THE KENT COUNTY COUNCIL
(VARIOUS ROADS, THE BOROUGH OF
ASHFORD)
(20MPH, 30MPH, 40MPH, 50MPH SPEED
LIMITS AND DERESTRICTED ROADS)
(AMENDMENT NO 20) ORDER 2019

Please return to:

Schemes Planning and Delivery Manager
Kent County Council Highways, Transportation & Waste
Ashford Highway Depot
Javelin Way
Ashford
TN24 8AD





THE KENT COUNTY COUNCIL (VARIOUS ROADS, THE BOROUGH OF ASHFORD) (20MPH, 30MPH, 40MPH, 50MPH SPEED LIMITS AND DERESTRICTED ROADS) AMENDMENT NO.20 ORDER 2019

Notice is hereby given that KENT COUNTY COUNCIL hereby make the above named Order under sections under Sections 81, 82, 83 and 84 of the Road Traffic Regulation Act 1984, and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Paragraph 20 of Schedule 9 to the Act:

The effect of the Order would be to reduce the speed limit to 50mph in the following section of roads:

Road Name	Parish	Description
APPLEDORE ROAD (B2080)	TENTERDEN	From a point 20 metres south east of its junction with Collison Place to a point 250 metres north of its junction with Reading Street.
PRESTON HILL LANE	TENTERDEN	From its junctions with Appledore Road for a distance of 30 metres in a north easterly direction.

The Order was made on 15 July 2019 and its provisions will come into effect on 22 July 2019.

A copy of the Order, statement of the Council's reasons for making the Order, a map indicating the location and the effect and a copy of any Orders which will be amended by the Order may be examined on Mondays to Friday at The Kent County Council, Sessions House, Maidstone, ME14 1XQ; The Kent County Council, Highways Transportation & Waste, Ashford Highway Depot, Henwood Industrial Estate, Unit 4 Javelin Way, Ashford, Kent TN24 8AD normal office hours or viewed online at www.consultations.kent.gov.uk

Anyone may, by application to the High Court within 6 weeks of the date of publication of this Notice, challenge the validity of the Orders or of any provision contained in them on the grounds that it is not within the powers conferred by the Road Traffic Regulation Act 1984, or any instrument made thereunder, or that there has been a failure to comply with any statutory requirement to the Orders.

Simon Jones Director of Highways Transportation & Waste





THE KENT COUNTY COUNCIL (VARIOUS ROADS, THE BOROUGH OF ASHFORD) (20MPH, 30MPH, 40MPH, 50MPH SPEED LIMITS AND DERESTRICTED ROADS) AMENDMENT NO.20 ORDER 2019

The Kent County Council as traffic authority has made the Order referred to above and as shown on the drawing accompanying this document for the following reasons:-

- For avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising.
- For preserving or improving the amenities of the area through which the road runs.

Simon Jones Director of Highways, Transportation and Waste

THE KENT COUNTY COUNCIL

(VARIOUS ROADS, THE BOROUGH OF ASHFORD)
(20MPH, 30MPH, 40MPH, 50MPH SPEED LIMITS AND DERESTRICTED ROADS)
AMENDMENT NO.20 ORDER 2019

ROAD TRAFFIC REGULATION ACT 1984

THE KENT COUNTY COUNCIL, acting as local traffic authority and in exercise of its powers under Sections 81, 82, 83 and 84 of the Road Traffic Regulation Act 1984 (hereinafter referred to as 'the Act') as amended, and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, hereby make the following Order.

REVOCATION, MODIFICATION AND AMENDMENTS

The "Kent County Council (Various Roads, The Borough of Ashford) (20mph, 30mph, 40mph, 50mph Speed Limits and Derestricted Roads) Consolidation Order 2012" ("the Order of 2012") be amended as follows.

In the Schedule 5 of the Order of 2012 the following shall be added from the Table below.

ltem No	Road Name	Parish	Description
30	APPLEDORE ROAD (B2080)	TENTERDEN	From a point 20 metres south east of its junction with Collison Place to a point 250 metres north of its junction with Reading Street.
31	PRESTON HILL LANE	TENTERDEN	From its junctions with Appledore Road for a distance of 30 metres in a north easterly direction.

CITATION AND COMMENCEMENT

This Order may be cited as "The Kent County Council (Various Roads, The Borough of Ashford) (20mph, 30mph, 40mph, 50mph Speed Limits and Derestricted Roads) Amendment No.20 Order 2019" ('the Order') and shall come into operation on the 22nd day of July 2019.

GIVEN under the Common Seal of the Kent County Council

this

day of

2019.

THE COMMON SEAL OF THE KENT COUNTY COUNCIL was hereunto affixed in the presence of:-

