

3G football pitch at Homewood and s.106 money

Background

The need for an adequate replacement for the existing Recreation Ground football pitch – both to provide an improved playing area for the football club(s) and to free up the Recreation Ground for re-ordering – presumably does not need re-stating.

The Tenterden Schools Trust (TST) is willing to provide a 3G (all-weather) pitch at Homewood School for shared school and community use, if the community is prepared to help in the funding of the construction and maintenance, using s.106 money from Tent1A as it becomes available.

Ashford Borough Council (ABC) is, in principle, prepared to allocate the applicable s.106 funds as requested by Tenterden Town Council (TTC), provided the allocation does not seem completely inappropriate.

S.106 funds totalling £478,750 for capital costs and £81,000 for commuted maintenance costs are expected to be available once Tent1A is fully built out. TST is willing to forward fund the provision of a 3G pitch, without waiting for the eventual payment of the allocated s.106 funds.

Tenders already received from a total of seven suppliers for the provision of the 3G pitch range from £471,000 to £511,000, with some adjustments proposed by some suppliers that might slightly reduce the amounts of their tenders if accepted. These costs exclude the cost of extra security fencing for the rest of the TST site, to allow for community use of the 3G pitch, and costs of signage, both of which would be borne by TST alone. The highest tender is being ruled out, and the likely accepted tender will be of the order of about £470,000, subject to cost increases resulting from contingencies encountered during construction.

A Community Use Agreement (CUA - initial draft attached) would be entered into between TST and ABC along with an associated funding agreement. The attached draft is based on a template provided by Sport England, but is subject to amendment and approval by the lawyers acting for TST and by ABC's legal department. The CUA will be accompanied by a legal Funding Agreement which agrees the use of the S106 monies.

Once built, a sinking fund for the cost of replacing the "carpet" would be created out of the fees paid by users (being 3.2% of the total build cost – about £14,000 – per year), and TST would be solely responsible for maintenance and renewal of the pitch indefinitely.

Any profit made or loss suffered by the provision and use of the facility would be retained or borne (as appropriate) by TST.

TST has suggested that 60% of the eventual *finished build* cost should be paid using s.106 money, and on the basis that this amounts to 59% of the s.106 money for outdoor sports pitches (note the finished build cost is likely to rise increasing the percentage of the S106 over 60%), the same percentage of the commuted maintenance costs for outdoor sports pitches under the s.106 agreement should be paid to TST for future maintenance. Whether a different percentage of the commuted maintenance funds can legally be allocated remains to be seen.

Advice from ABC officers indicates that, based on the likely proportion of community to school use (rather than the theoretically possible proportion that assumes more holiday time use by the community than is realistic), the funding proportions should be nearer 60% by TST and 40% by the community. This is based on an assumption of about 2.5 hours per day community use, averaged out over a full year.

In view of the significant benefits to the community of having a 3G pitch available for community use away from the Recreation Ground, and the fact that freeing up the Homewood School sports hall from use by the school for football means that the sports hall can be available for regular bookings by outside organisations for (eg) gymnastics, it seems to me that the community can properly be more "generous" than the arithmetical calculations would seem to indicate.

If funding acceptable to TST can be agreed, they will proceed with construction of the 3G pitch with the expectation that it will be ready for the autumn of the 2018-19 football season (early August start, 12-16 week lead time).

Proposals

1. That the town council requests ABC to pay to TST from the s.106 capital funds payable for outdoor sports pitches 50% of the cost of providing the 3G pitch – currently, this is estimated at £235,500 - 49.19% of the s.106 capital provision for outdoor sports pitches - but subject to increase in light of contingencies encountered.
2. That the town council requests ABC (in addition to item 1) to pay to TST 50% of the commuted maintenance funds for outdoor sports pitches under the s.106 agreement as the community's contribution to the future maintenance and renewal of the 3G pitch, on the basis that TST bears all other such costs – if this is legally permissible
3. If proposal 2 is not legally permissible, that the town council requests ABC (in addition to item 1) to pay to TST such percentage of the commuted maintenance funds for outdoor sports pitches under the s.106 agreement as the capital contribution under proposal 1 bears to the s.106 capital provision for outdoor sports pitches as the community's contribution to the future maintenance and renewal of the 3G pitch on the basis that TST bears all other such costs
4. That in each case the payments are to be made as the relevant s.106 funds are received by ABC, with TST forward funding all costs meanwhile.

I believe – as a result of discussions at the last Sports Review - that these requests are likely to be acceptable to both ABC and TST.

Crime and disorder reduction impact: None envisaged, except that the provision of good sporting (football) facilities should reduce the potential for criminal and disorderly behaviour by users

Biodiversity conservation impact: None envisaged – the 3G pitch will be on the site of the existing playing area

Suggested source of funds: No town council funds needed – s.106 funds being allocated instead

CLlr Justin Nelson – 07 August 2018



Sports Review – Minutes

Meeting at 10.00 a.m. Wednesday 11th July 2018 in the Mayor's Parlour, Town Hall, Tenterden.

Invitees:

TTC: Cllrs Mike Carter, Roy Isworth, Alan Sugden, Ken Mulholland & Justin Nelson.

TLC: Victoria Crosbie-Cowley & Sarah Channing

Sport Tenterden: Graham Smith

Tenterden Juniors: Glenn Thompson

Homewood School (TST): Mark Seymour & Richard Grady

Ashford Borough Council: Cllr Paul Clokie (Chair), Cllr Mike Bennett, Ben Moyle & Len Mayatt

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

1. Apologies for absence. Kevin Day & Cllr Mike Hill (KCC) Victoria Crosbie-Cowley & Sarah Channing (TLC Serco) Cllr Alan Sugden TTC & Stuart Saunders (TTFC)

2. Minutes of the last meeting. Agreed.

3. TLC Update Apologies had been received from TLC staff but an update report would be sent by Victoria Crosbie-Cowley to the clerk and distributed to members. Cllr Nelson told the meeting that the trustees have had to reorganise membership rapidly following two high-profile resignations. Following discussions with ABC and in pursuance of their grant funding request, soft market testing is an option which will be explored. Cllr Clokie said that ABC want to ensure that the money spent was not to subsidise duplication of facilities over the recreation ground and TLC. Cllr Nelson confirmed that there would be no duplication.

4. Football Provision

Tigers Cllr Clokie asked why this organisation has folded when Appledore Rd (Homewood Land) was still available. Graham Smith responded that the Tigers are separate from the Seniors but linked and he is not aware of all the circumstances. However, when the Tigers had a membership of 300, Biddenden facilities were open to them. TTC made the front of the recreation ground open to the Tigers and Homewood had made Appledore Rd available. Both the recreation ground and Appledore Rd have playability issues despite the latter having been improved by Homewood. The issue is that it is simply more attractive to play at High Halden and Rolvenden which have the support of both councils.

Ben Moyle advised the meeting that if Tigers are not in existence as a club it is difficult to demonstrate need for Sport England funding for any future pitches. Cllr Carter asked if the agreed grant to Tigers which had not been paid following their disbanding could be held in reserve for their re-formation. It may be possible for them to re-join with TTFC and they

would need as few as 10-12 players in the interim. TTC should talk to Glenn Thompson to find a resolution to this.

Homewood Visit Members agreed that the plans for the new pitch were exciting and the facilities were more than adequate. The changing rooms are very close to the pitch and although designed for youngsters they did meet the FA's minimum size requirement easily.

Section 106 funding Ben Moyle cited the example of the John Wallace Academy where the council administer the pitch and the community usage hours are greater. That is based on a 60% council, 40% school funding model. In this case he feels a 50/50 share is more appropriate. Cllr Nelson said he was happy to propose 50% to council.

It was agreed that the 50/50 funding should be based on the *end cost* of the project excluding the additional security fencing work needed to separate the school from the pitch. The lowest tender received had been £470k and Chris Metherell advised that the end cost is never set at tender stage (so this may increase). The final split therefore may exceed 50% of the Section 106 funding available if there are unforeseen expenses.

Any loss or profit from the on-going fees would be borne by the TST.

In addition to the capital provision within S106, there is a commuted sum for maintenance. Richard Grady requested that the same percentage contribution should apply in relation to this sum as applied to the end cost of the project as these sums were normally coupled. TTC would prefer to pay a straight 50% of this sum rather than the higher percentage. Ben Moyle would check whether these sums were inextricably linked.

Sinking Fund Pitch replacement (carpet) is required usually every 8 to 10. Chris Metherell advised that the lifespan can be extended by a good maintenance regime to 10 to 12 years. Cllr Clokie suggested that a pessimistic view of replacement should be adopted to ensure the sinking fund is sufficient to allow for additional unforeseen costs (repairs to the shock mat under the carpet for instance). The sinking fund provision in the business plan is £14,500 p.a.

Cllr Clokie enquired if excessive profits would be shared with the council. Mark Seymour stated that they would not! But the sinking fund would be bolstered.

General Chris Metherell offered the school advice on the tenders as he has dealt with many such issues and the information would remain confidential to him.

Cllr Isworth queried the potential link between Leukemia and 3g rubberised pitches following research on the continent. Chris Metherell said the make-up of British pitches was different and the UK had more stringent Health and Safety standards.

The project is due to commence on the 6th August with completion expected within 12-16 weeks. The project will be forward-funded by the TST as the section 106 funding will only be released in tranches following occupancy of each 20-house sector on the new development

Community Use Agreement Mark Seymour had no issues with Ben Moyle's suggested changes to the CUA. The school would specify the number of days when the pitch would not be available for such events as a parents' evening when the car parking attached to the pitch would be required for school visitors.

Monitoring meetings would be for help and support from ABC as well as monitoring. Quarterly meetings may well be excessive and their regularity later reduced. Richard Grady suggested that the specific requirements for monitoring should be included in the CUA. The CUA needs to be signed off by ABC. The updated version would be sent by TST to Ben Moyle and then be checked by legal teams. Although the CUA is to be signed off by ABC, TTC would need to agree the amounts and advise ABC. Where documents are referenced within the CUA, they would be included as an appendix.

Grass Pitches See attached confidential minute.

5. AOB.

- a) Mark Seymour thanked the members for their support and specialist assistance.
- b) Chris Metherell announced that he will be retiring from KCC next month after 34 years and this will be his last attendance at the Sports Review. His role is not being replaced - Kevin Day from KCC will attend the sports review from time to time.
- c) TST told the meeting that the sports hall would be more available following the creation of the 3G pitch, and they may be in a position to offer Kestrels gymnasts more regular usage.
- d) Cllr Clorie reported that the Local plan first draft had been received, a further consultation period is then due followed by its return to the planning inspector for finalisation around the end of September.

6. Date of Next Meeting. TBA following CUA agreement and funding level receiving full council approval from TTC.

External Committee 13th August 2018

Community Chest

Agenda Item 7B

Some time ago, the council announced that it would be considering applications for grant assistance from Tenterden organisations requiring funding for projects which benefit the residents. £165,000 was set aside for this purpose. Details of grant eligibility criteria are available from the Town Clerk's office on request.

As the council wished to take a "back seat" on this project, it was agreed that a task group should be appointed which was made up entirely of residents. Councillors and the clerk were only involved from the perspective of guidance regarding principles rather than opinions on the suitability of the applications themselves.

The decision process comprised the following stages:

1. Task group members were advised by the council of the general principles to be considered. No reference was made to the content of the applications at this stage. Group members were advised to read and briefly assess the applications (a stack of around 2 inches of paperwork!) for a yes/no/perhaps decision.
2. The second meeting was arranged for task group members to discuss and decide on the list to be invited to interview. They had dismissed some without interview and one was recommended for grant without interview as it was a small amount. Councillors and the clerk were present again for guidance on principle only and not on the content of the applications.
3. Organisations were called in to attend an interview with the panel.
4. Following this the Town Clerk suggested to the panel that they meet again to decide on the "split" of the funding.

Details of their recommendations are attached, and the total award fits in with the budgeted funding available.

Further consideration needs to be given to the community bus purchase, perhaps outside the participatory budgeting scheme.

Background information has been requested by councillors over some of the awards. These are asterisked on the attached list. If received in time for the meeting decisions will be made based on that information.

Proposal:

1. That those items on the attached list which do not bear an asterisk for follow-up enquiries should be accepted without change.
2. That the council consider adding to the award outside this process for the Tenterden Social hub/Community bus in liaison with ABC, and this should be delegated to the Community transport sub-committee.
3. That consideration should be given to the additional information relating to the three donations under query if received by the time of the meeting.



Phil Burgess
Town Clerk

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

Community Grant Applications - Task Group Recommendations

| Organisation Name | Reason | Amount Req'd | Proposed | Task Group comments |
|--|-------------------------------|--------------|----------|--|
| The Tuesdays & Ruby Tuesdays | Purchase stage & equipment ** | £12,000 | 12,000 | TTC should consider addl grant outside this scheme |
| Tenterden Youth Club | New floor / upgrade toilets | £15,000 | 8,500 | |
| Tenterden Social Hub | Purchase minibus | £68,263.60 | 19,000 | |
| Tenterden Schools Trust | Dementia understanding | £7,000 | 0 | |
| Tenterden Primary Federation | Purchase computers ** | £28,000 | 19,500 | Event already taken place |
| Tenterden Museum | WW1 Centenary exhibition | £26,000 | 19,250 | |
| Tenterden Cycling Strategy | Feasibility Study | £5,000 | 0 | Withdrawn - report provided |
| Tenterden Cricket Club | New wickets & drainage | £70,000 | 24,000 | |
| Tenterden Amateur Boxing Club | Mezzanine floor ** | £10,582 | 10,500 | |
| St Michaels Village Hall | Extension | £40,000 | 0 | |
| St Michaels Village Hall | Kitchen | £45,000 | 24,000 | |
| St Michaels & All Angels PCC | Footpath | £8,000 | 8,000 | |
| Smallhythe Cricket Club | Open membership / promotion | £1,750 | 1,750 | |
| Kestrel Gymnastics Academy | New Premises | £165,000 | 0 | |
| Hypo Hounds | Expansion to programme | £40,000 | 0 | |
| CARM | Enhance service delivery | £5,222 | 0 | |
| 2nd Tenterden Scout Group | Site extension / car park | £25,000 | 18,500 | |
| ** Further information requested before final decision | | Total | 165,000 | |

TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

WAR MEMORIAL SUB-COMMITTEE

MINUTES OF A MEETING ON 24th July 2018

Present: Cllr Mrs Pam Smith, Neil Beaven (RBL), Bill Chantler (RBL & TDRA) Canon Rev Lindsay Hammond, Maj. Alan O'Hagan, Fred Walker &. Member of the public Carol Douglas. The Town Clerk Phil Burgess was in attendance.

1. **Apologies for Absence.** Cllr Justin Nelson.
2. **Appointment of Chairman.** The Mayor Cllr. Mrs. Pam Smith was appointed chair.
3. **Minutes of the Meeting held 15th May 2018.** Were agreed.
4. **Matters Arising.** None

5. **Listing and registration of the Memorial.**

Fred Walker's findings were similar to the notes attached from Cllr Nelson. It is possible to have the memorial *listed* in the same way a building is listed to protect it in the long term. This would be undertaken through Historic England. *Listing* would protect the monument from alteration and would require the cleaning of the monument to be done in accordance with instructions from Historic England. Once the memorial is listed as a significant building it is likely to attract grant funding for maintenance.

Members were undecided over the merits of this. No costings for the *listing* were available at the meeting

Action: Town Clerk to approach Historic England to assess the "pros and cons" of listing for a decision by this committee.

Registration. It is possible to register memorials with both the Imperial War Museum and the Memorials Trust. This includes all types of memorial, not specifically stone structures. The Memorials Trust suggested *listing* the memorial with Historic England. The Memorials trust may give grants. The *registration* seems to be a cataloguing function and it is worth *registering* Ebony and Smallhythe with the Memorials Trust and Smallhythe with the Imperial War Museum (with the agreement of the relevant people) *Action.*

Fred Walker would supply the Town Clerk with the results of his research.

6. **Names of the War Dead.** Carol Douglas informed the meeting that she had identified 240 names in the first draft and acquired Christian names for Lindsay to use at the service on Remembrance Sunday for those listed on the War Memorial. Associated photos were also sometimes available which gives the records more poignancy. Lindsay confirmed that there is easy access to back copies of parish magazine dating from prior to WW1 to assist in Carol's research. Carol confirmed that the Tenterden names missing from the War Memorials (both in the church and at the High St Memorial) were intended for a book of remembrance, as they may not have fulfilled criteria for inclusion on the War memorials at the time. Bill Chantler pointed out that this was probably the case for names appearing on the church memorial and not the main memorial, some of which were paid for. The following 4 names appear on the church and not the main memorial: Babbington, Harry Gibson, James Albert Larkin and Frank E Smith.

Carol has identified 11th other names for the remembrance book. Town Hall office scanning & copying facilities were offered for her research. As yet, she had not been in contact with Debbie at the museum. *Action: Town Clerk to provide contact details and those of Colin Young who will have further information.*

7. **War Memorial Cleaning.** The Town Clerk advised that there is some pointing work still to be done and a test area would be tried with an acidic treatment to see if the result is improved. Every effort would be made for members to be present when the contractors next attended. No decision was made at this point regarding the painting in or re-incision of names.

8. **Any other Business.**

a) Alan O'Hagan said it would be good to know the month in which RBL members' lives were lost, in order to compile a list in chronological order so that those persons could be honoured at meetings. He also raised the issue of RBL members who may not require a commemorative brick, being allowed to opt-out. These were both internal RBL issues and would be addressed at their meetings.

b) Bill Chantler requested that potholes near War Memorial where people stood were reported to KCC. *Action Town Clerk*

c) Neil Beaven enquired regarding the display on street names in the new development. The Town Clerk advised that a poppy would appear to the left of the sign preceding the name. Post meeting note – photo available and will be circulated. *Action.*

d) Cllr Edwards had intended to attend the meeting, but his contribution was more appropriate to the Remembrance Sunday committee. He will be invited to that committee to advise on the availability of the Cavell Van from Bodiam on that day – the van should arrive at Tenterden Station around 12.30. That meeting date was set as 14th August at 6pm and request was made that Kent Fire and rescue be invited.

9. **Next Meeting of this committee:** Tues 11th Sept at 6pm

Meeting Closed at 19.12 p.m.

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| External | | | | | | | |
| 130 Events & Donations | | | | | | | |
| 4305 Town Events | 2,150 | 10,500 | 8,350 | | 8,350 | 20.5% | |
| 4315 War Memorial | (1,050) | 4,500 | 5,550 | | 5,550 | (23.3%) | |
| 4325 Ad-hoc Donations | 1,100 | 5,000 | 3,900 | | 3,900 | 22.0% | |
| Events & Donations :- Indirect Expenditure | 2,200 | 20,000 | 17,800 | 0 | 17,800 | 11.0% | 0 |
| Movement to/(from) Gen Reserve | (2,200) | | | | | | |
| 190 Capital Projects - Tent 1 | | | | | | | |
| 1190 Sale of Land | 41,743 | 0 | (41,743) | | | 0.0% | |
| Capital Projects - Tent 1 :- Income | 41,743 | 0 | (41,743) | | | | 0 |
| Movement to/(from) Gen Reserve | 41,743 | | | | | | |
| 310 Caretaker Scheme | | | | | | | |
| 1275 ABC Revenue Income | 0 | 22,876 | 22,876 | | | 0.0% | |
| 1285 KCC Revenue Income | 0 | 15,000 | 15,000 | | | 0.0% | |
| Caretaker Scheme :- Income | 0 | 37,876 | 37,876 | | | | 0 |
| 4000 Staff Costs | 0 | 55,000 | 55,000 | | 55,000 | 0.0% | |
| 4245 PPE & Clothing | 300 | 1,000 | 700 | | 700 | 30.0% | |
| 4700 Vehicle/Mach. Repairs & Maint | 1,007 | 3,600 | 2,593 | | 2,593 | 28.0% | |
| 4705 Vehicle/Mach. Purchases | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| 4710 Fuel | 422 | 2,500 | 2,078 | | 2,078 | 16.9% | |
| 4715 General Grounds Maintenance | 1,235 | 6,000 | 4,765 | | 4,765 | 20.6% | |
| 4720 Vehicle Insurance | 565 | 1,000 | 435 | | 435 | 56.5% | |
| 4735 Tools & Sundries | 276 | 500 | 224 | | 224 | 55.2% | |
| Caretaker Scheme :- Indirect Expenditure | 3,805 | 79,600 | 75,795 | 0 | 75,795 | 4.8% | 0 |
| Movement to/(from) Gen Reserve | (3,805) | | | | | | |
| 320 Highways & Amenities External | | | | | | | |
| 1340 Allotment Income | 35 | 100 | 65 | | | 35.0% | |
| 1370 Friday Market | 1,440 | 0 | (1,440) | | | 0.0% | |
| Highways & Amenities External :- Income | 1,475 | 100 | (1,375) | | | 1475.0% | 0 |
| 4110 VSW Contribution | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| 4160 Community Involvement | 498 | 0 | (498) | | (498) | 0.0% | |
| 4675 Speed Indicator Device | 6,067 | 0 | (6,067) | | (6,067) | 0.0% | |
| 4715 General Grounds Maintenance | 107 | 0 | (107) | | (107) | 0.0% | |
| 4725 Bench Expenditure | 432 | 500 | 68 | | 68 | 86.3% | |

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4735 Tools & Sundries | 58 | 0 | (58) | | (58) | 0.0% | |
| 4750 Christmas Lights | 3,928 | 40,000 | 36,072 | | 36,072 | 9.8% | |
| Highways & Amenities External :- Indirect Expenditure | <u>11,090</u> | <u>50,500</u> | <u>39,410</u> | <u>0</u> | <u>39,410</u> | <u>22.0%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(9,615)</u> | | | | | | |
| External :- Income | <u>43,218</u> | <u>37,976</u> | <u>(5,242)</u> | | | <u>113.8%</u> | |
| Expenditure | <u>17,095</u> | <u>150,100</u> | <u>133,005</u> | <u>0</u> | <u>133,005</u> | <u>11.4%</u> | |
| Movement to/(from) Gen Reserve | <u>26,123</u> | | | | | | |
| Grand Totals:- Income | <u>43,218</u> | <u>37,976</u> | <u>(5,242)</u> | | | <u>113.8%</u> | |
| Expenditure | <u>17,095</u> | <u>150,100</u> | <u>133,005</u> | <u>0</u> | <u>133,005</u> | <u>11.4%</u> | |
| Net Income over Expenditure | <u>26,123</u> | <u>(112,124)</u> | <u>(138,247)</u> | | | | |
| Movement to/(from) Gen Reserve | <u>26,123</u> | | | | | | |

External Committee 13th August 2018
Kiln Field – Transfer from ABC on 25-year lease
Agenda Item 9

At a recent meeting of Ashford Borough Council, approval was given for TTC to take over responsibility of Kiln Field under a 25-year lease. TTC had requested this transfer in order to dedicate the land to wildlife habitats and improve the public experience within the area. Local schools would also be invited to run "discovery days" for the children.

There are some conditions with which the council needs to comply in order to take on the land:

- TTC must produce management plan for approval by ABC.
- An Equalities Impact assessment should be produced by TTC in order to ensure optimum accessibility to the site.
- A full risk assessment should be undertaken in conjunction with Kent Wildlife Trust.

Following satisfactory completion of the conditions, the detail of the site layout for wildlife and public usage should be delegated to a task group.

Proposal:

1. That administrative action is taken to satisfy conditions and deal with the legal aspects necessary for the lease.
2. That a task group should be formed to determine the final layout. Non-councillor membership from schools etc should be encouraged to take part.



Phil Burgess
Town Clerk

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| Impact on Crime and Disorder | : Beneficial with community "ownership" |
| Impact on Bio-diversity | : Will be encouraged |
| Budgetary Impact | : Not determined as yet but low-moderate |

Agenda Item No: 12

Report To: Cabinet

Date of Meeting: 12 July 2018

Report Title: Lease of Kiln Field to Tenterden Town Council

Report Author & Job Title: Michelle Byrne, Funding & Partnerships Officer

Portfolio Holder Cllr. Mike Bennett.
Portfolio Holder for: Culture, Leisure, Environment & Heritage



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| Summary: | To agree a 25 year lease of the land known as Kiln Field, off Abbott Way, Tenterden, to Tenterden Town Council for the purpose of maintaining the area as a Nature Conservation site. |
|-----------------|---|

Key Decision: YES

Significantly Affected Wards: Tenterden South

Recommendations: The Cabinet is recommended to:-

- I. Agree the lease of the land known as Kiln Field, off Abbott Way, Tenterden, to Tenterden Town Council on a 25 year lease at a peppercorn rent;
- II. Provide delegated authority to the Head of Corporate Property & Projects in consultation with the Head of Culture and relevant Portfolio Holders to complete all tasks and documentation necessary to give effect to the above recommendation.

Policy Overview:

Financial Implications: None

Legal Implications A 25 year lease will be required, to include the production of a Management Plan to be produced by the Town Council for approval by the Borough Council.

Equalities Impact Assessment An equalities impact assessment will be required from TTC as part of the development proposals for the site and will be based on the aim to improve access to the site for all sectors of the community.

Other Material Implications: None

**Exempt from
Publication:**

NO

**Background
Papers:**

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Contact:

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Len Mayatt, Cultural Projects Manager
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Report Title: Lease of Kiln Field to Tenterden Town Council

Introduction and Background

1. Kiln Field, Off Abbots Way, Tenterden, is an area of land adjacent to the Abbots Way residential development comprising mainly of grassland but also containing some woodland, scrub and a large balancing pond that acts as a drainage point for the residential development. The site is currently used by residents for informal recreation, especially dog walking.
2. Ownership of the site was transferred to Ashford Borough Council (ABC) by the housing developer and is therefore currently in ABC ownership. However, grounds maintenance of the site is already undertaken by Tenterden Town Council (TTC) as part of the village caretaker scheme.
3. TTC has formally requested the transfer of the site to them on a long term lease at a peppercorn rent in order for them to enhance the site to encourage increased community use. A lease term of 25 years, with break clauses every five years, is being proposed as this will allow them sufficient time to secure external funding to help pay for the improvements in site management that they wish to aspire to.
4. A map of the site can be found at Appendix I.

Proposal/Current Position

5. TTC are currently maintaining Kiln Field as part of the grounds maintenance work undertaken through the village caretaker scheme. TTC has identified a potential opportunity to improve and develop the site to offer educational use to local schools while retaining informal recreational use by the local community.
6. TTC would like to further enhance and manage the site to enhance its biodiversity and to encourage local residents, schools and youth groups to engage with and learn about nature, the environment and nature conservation. One proposal, for example, is to use the site as a nature school. It is hoped that this will also reduce the incidence of anti-social behaviour on the site by engaging the local community in the maintenance of the area.
7. In preparation for making the transfer request, TTC commissioned Kent Wildlife Trust (KWT) to make an educational suitability assessment of the site and to make preliminary recommendations as to its potential future management, development and community use. The report produced by KWT can be seen at Appendix II.

8. The report that KWT produce is positive about the potential of the site and they have expressed an interest to work further with TTC to develop a sustainable and accessible resource for the community.
9. In order to apply for the grant funding needed to develop the site, TTC have requested a long term lease which is supported by officers to enable them to raise appropriate funds as already described above. It will include break clauses for both parties. A peppercorn rent is also recommended in order that all funding available can be spent on developing and maintaining the site, therefore maximising the offer to the community. The draft Heads of Terms is attached drawn at Appendix III.
10. The ward member, Cllr Callum Knowles, is fully supportive of the project and is playing an active part in his role as a Tenterden Town Councillor to develop and move the project forward.
11. If approved, all site enhancements, management, maintenance and running costs will be met by TTC. A management plan will be provided to ABC, for which the lease will be subject to, and this will be renewed as appropriate.

Implications and Risk Assessment

12. A full risk assessment will be undertaken by TTC as part of the proposals for the development of the site in partnership with KWT and in consultation with ABC to ensure all risk related to the landlord function are identified, assessed and satisfactorily mitigated.
13. This proposal will ensure the site is properly developed and managed to encourage wider community use and to enhance the bio diversity of the site which will not be compromised by that use.
14. Ongoing monitoring requirements from the lease will be undertaken as part of the existing support to the Town Council from appropriate ABC officers. TTC will not be permitted to use the site for anything other than the agreed permitted use without formal agreement from ABC as landlord.

Equalities Impact Assessment

15. An equalities impact assessment will be required from TTC as part of the development proposals for the site and will be based on the aim to improve access to the site for all sectors of the community. This will be required as part of the lease agreement and updated accordingly.

Consultation Planned or Undertaken

16. In preparation of this report, consultation has been undertaken with the Members and officers concerning future development of the site. The land does not appear in the current local plan and is unlikely to feature in subsequent Local Plans. The valuation report concluded that there would be little demand in the wider market should the land be offered for rent, and a market value of £100 per annum was suggested as appropriate. There was

subsequently no further objection to the proposal in principle for community use.

17. The Head of Environment was also consulted on the proposal and had no objection on the assurance that the grounds maintenance responsibilities for the site would remain with TTC.
18. Neighbouring residents will be consulted on proposals to enhance the site as they are drawn up by TTC. Local schools will also be consulted to ensure their requirements to use the site as an educational resource are met and they will make use of the area. This will be part of the management plan.

Other Options Considered

19. To refuse the proposal - the site will continue to be used by residents for informal recreational use but the biodiversity of the site may be jeopardised and the site would not be developed to its full potential to optimise community access and use.
20. To transfer land on a short term lease - TTC would find it difficult to source the grant funding needed to realise the aims of the project.
21. To lease the site to TCC at market rate - the valuation report set the market rate for the site at £100 pa so the potential income to ABC from the site is limited. Leasing the land to TCC at a peppercorn rent would show support of the project and reflect the positive working relationship between ABC and TTC.

Reasons for Supporting Option Recommended

22. The proposal will enable the development of the site in order to increase its biodiversity, educational potential and community access with no financial resources required from the Council's general service budgets. However, funding from the community grants fund may be appropriate and will be considered in the normal manner if an application is submitted.

Next Steps in Process

23. If the request to lease the land to TTC is approved, Legal Services will draw up the lease in consultation with Culture, Corporate Property & Projects and TTC. Ongoing monitoring requirements from the lease will be undertaken as part of existing support to the Town Council.
24. TTC will draw up proposals for the development of the site and will consult as necessary on those proposals as part of the development and implementation of their Management Plan for the site. The satisfactory receipt of the Plan will be required before signing the lease.

Conclusion

25. The proposals from TTC will provide the best opportunity for the development of the site to ensure its continued and improved use by the community and to conserve its biodiversity.

Portfolio Holder's Views

26. This report outlines in great details the potential of this site to create a special place for nature conservation and education plus informal leisure and I totally support the recommendations.

Contact and Email

27. Michelle Byrne, Funding and Partnerships Officer
michelle.byrne@ashford.gov.uk – Tel: (01233 330485)
28. Len Mayatt, Cultural Projects Manager
Len.mayatt@ashford.gov.uk – Tel: (01233 330490)
29. Christina Fuller, Head of Culture
Christina.fuller@ashford.gov.uk – Tel: (01233 330477)

The map shows the town of Tenterden, Kent. A red boundary line encloses a large area in the center and right of the town, including the 'Pip Sta Pond' and a 'Drain'. The area is labeled 'TENTERDEN' in blue. Other labels include 'ABBOTT WAY', 'GRUTTEN DEN CLOSE', 'TODEN GILL ROAD', and 'Pip Sta Pond'. The map also shows various buildings, streets, and a 'Drain' running along the right side. A red line outlines a specific area within the town, likely the site of the proposed development.

DRAFT June 2018

**ASHFORD BOROUGH COUNCIL
TENTERDEN TOWN COUNCIL**

**HEADS OF TERMS IN RESPECT OF
KILN FIELD TENTERDEN KENT**

| | |
|----------------------------------|--|
| Landlord | Ashford Borough Council of Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL |
| Tenant | Tenterden Town Council |
| Landlord's Solicitor | Legal Services, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL |
| Tenant's Solicitor | TBA |
| Property | Public Open Space known as Kiln Field, Abbott Way, Tenterden, Kent TN30 7BZ |
| Lease Term | 25 years |
| Commencement Date | July 2018 |
| Break Clause | Landlord or Tenant – Reviewable every five years |
| Rent | £1 to be collected upon request |
| Utilities | Any utilities associated with the site and used by the tenant or their agent will be the responsibility of the tenant. |
| Insurance | All insurances are the responsibility of the Tenant. Public Liability and site Insurance: minimum £10million in respect of any one claim. |
| Alterations/Exclusions | No residential or commercial development will be permitted. No selling of lease or sub-letting. No erection of any building or structure without consent of the land lord and appropriate planning permission if required. |
| Initial Fitting Out works | N/A |
| Repairs | Responsibility of the tenant |

| | |
|------------------------|---|
| Alienation | The tenant must not assign sublet or charge the whole or any part of the premises. The lease is outside of the Landlord & Tenant Act 1954. |
| Permitted Use | Use by the public for general amenity use including dog walking, health and wellbeing activities and educational purposes in partnership with education providers. Also allow specific uses such as an outdoor classroom, pond dipping and for volunteering opportunities and organised open days |
| Site Management | Tenant to produce a Management Plan for approval by the landlord within one year of occupying the site. No late night activity as in a residential area. |
| Access | The Tennant shall not block the Landlord's right to access the land at any time or to impede any reasonable request to cross the land. |

External Committee 13th August 2018

A-Boards

Agenda Item 10

TTC has, in the past, made various unsuccessful requests to KCC for enforcement action on A-boards which did not comply with their guidelines. We recently made a request was to KCC to extend the delegated the authority allowed under the caretaker scheme.

This has been a success and I attach a copy of the revised schedule of delegated tasks which forms part of the caretaker arrangements. The link to the guidelines is also shown on that document as is the method of enforcement.

Initially, I suggest we approach retailers etc by letter to request that they comply with the regulations. A co-operative approach has worked well in other towns. After a suitable grace period we should enforce.

We are empowered to remove the boards and any chains/fixings and hold them for a specified period for collection.

Proposal:

- 1. That an audit of boards should be taken**
- 2. That owners should be notified if they are in breach of the regulations a request issued for their co-operation.**
- 3. That maintenance staff should be authorised to remove the offending boards in the case of non-compliance.**



Phil Burgess
Town Clerk

| | |
|------------------------------|---|
| Impact on Crime and Disorder | : None |
| Impact on Bio-diversity | : Beneficial –improved maintenance of green areas |
| Budgetary Impact | : Own staffing |

Schedule A – updated 20th July 2018

Agreed Tasks

1. The ad-hoc clearance of gully grates
2. The ad-hoc digging out of blocked gullies
3. Making new and/or clearing verge grips
4. The ad-hoc rodding of blocked drains.
5. Advising landowners when their ditches need clearing
6. Clearing ditches with prior agreement from the landowner
7. Clearing and cleaning dirty street furniture signs and bollards
8. Cutting back trees and bushes that are obstructing signs and pavements
9. Repainting traditional finger and mile posts
10. Carrying out additional grass cutting and strimming along footways and verges
11. Cutting back highway hedging
12. The ad-hoc removal of weeds including weed spraying
13. Negotiating with frontagers for them to cut back overhanging vegetation and repair highway boundaries
14. Siding out of pavements and paths
15. Painting and repairing highway fences
16. Clearing snow from pavements and salting pavements.
17. Reflectorised posts (subject to prior approval from the County Council)
18. Clipping back signs
19. Litter picking
20. Removal of unauthorised advertising on street furniture and in verges
21. Removal of A Boards that are not complying with KCC requirements
<https://www.kent.gov.uk/roads-and-travel/highway-permits-and-licences/requirements-for-an-a-board>. Any removed board to be retained by Tenterden Town Council for a period of 14 days to allow the board's owner(s) to collect. Boards may be disposed after 14 days.

The Village Caretaker shall not be required to carry out works in the live carriageway or involving excavation of any kind (apart from planting in the highway verge in accordance with Clause 8) and no authorisation to carry out such works is given by this Agreement

External Committee 13th August 2018

Community Land Trust

Agenda Item 11

The community land trust (CLT) group is an outside organisation seeking to facilitate affordable housing within Tenterden. Minute 0278 (Internal) resolved to retain funds for the CLT as the new group does not have a bank account.

It has now come to light that the group will not be able to apply for grant aid themselves and will need to undertake this task through the Town Council.

The grant application will be completed largely by the CLT and the Town Council administrative team will provide the remaining details.

I have attached documentation from the CLT National Network relating to the eligibility criteria which must be satisfied by applicants.

The first 3 of these criteria are already achieved by TTC but a start-up affiliate membership is required in order to claim the grant. The annual fee is £200 for this level of membership.
<http://www.communitylandtrusts.org.uk/get-involved/join-the-network/associate-membership>

Once the group is properly established it is likely that they will take on a higher level of membership and become independent of the Town Council

Proposal:

1. That the council should authorise the subscription for start-up affiliate membership for a maximum of 2 years (to be reviewed at that stage)
2. That the council should submit the grant application on behalf of the CLT



Phil Burgess
Town Clerk

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

CLT Start Up Fund Guidance for applicants Stage 3

Eligibility criteria

Stage 3 of the CLT Start Up Fund has 4 key eligibility criteria. These are detailed on our website www.cltfund.org.uk/how-to-apply/starting-out. If you have any questions about whether your organisation meets these criteria, we would be happy to discuss your concerns.

The eligibility criteria are:

1. Applicants must be based in England or Wales
2. Applicants must be incorporated (or be working towards incorporation) in a form which meets the statutory definition of a CLT as contained in the Housing and Regeneration Act 2008. This definition is reproduced on our website, www.cltfund.org.uk
3. Applicants must be working towards a scheme which prioritises the delivery of permanently affordable housing. We will occasionally consider schemes which are delivering other assets in addition.
4. Applicants must be a Member or Start Up affiliate of the National CLT Network. For more details on affiliation to the National CLT Network, visit our website [www.communitylandtrusts.org.uk/ncltn/Join the Network](http://www.communitylandtrusts.org.uk/ncltn/Join_the_Network).

Activities we fund

We will fund the cost of a wide variety of activities. These fall under four broad headings and can include:

- **Legals and governance:** Legal fees including (for example): establishing the CLT as a legal entity, capacity building for the CLT board, entering into arrangements for securing a legal interest in a site, preparation of partnership arrangements;
- **Financials and business planning:** Including (for example): site feasibility studies, valuation fees and other business planning support;
- **Procurement:** Building methods including (for example): contracting a professional team, preparation of outline architectural plans as support to assessment of scheme viability. Please note: most professional technical costs will be met through the CLT Pre-development Fund rather than the CLT Start-Up Fund; our grant support is there to help meet the earliest costs which are necessary to help you prepare your ideas.
- **Community engagement and membership:** Including (for example): marketing costs for your membership, professional facilitation of community engagement and design workshops.

Please note: the CLT Start Up Fund is not able to cover retrospectively costs which have already been incurred by your CLT, support the ongoing running costs of your CLT, and certain costs (for example, the costs of your website or stationery costs) will not be considered.

If you have any questions about whether your proposed activities will be eligible for our funding, just ask us and we will be happy to discuss it with you.

At a maximum of £4,000 per applicant, it is unlikely that the CLT Start Up Fund will meet all of the costs you incur to develop your CLT. You are likely to need additional funding support from other sources.

Because we are a specialist fund for CLTs, we try to be flexible in deciding what costs we will support. In light of this, you might find it best to begin by looking at what costs you stand a good chance of meeting from other sources, and then asking the Start Up Fund to support costs which it will be harder to fundraise for elsewhere. Of course, we will still want to see that the costs you suggest to us are reasonable and necessary!

You might also find that an application to the CLT Start Up Fund is a good opportunity to leverage in match funding from other sources, for example from your local authority. You might want to discuss match funding opportunities with other funders before you make your application to us. Your local CLT advisor or Network point of contact may be able to advise you.

Assessment process

All applications to the Fund are considered by a panel of expert funders and housing development professionals, who will make the final decision whether to award a grant. The CLT Start Up Fund Panel meets every 2 months, and your application will be presented at the next meeting after it's received by us.

We will let you know the outcome in writing within 2 weeks of the Panel meeting. We will always offer you feedback on your application.

Exceptionally, the Panel might ask an applicant to provide further information before they make a decision. If this is the case, we will work with you to get the information to the Panel for a decision as quickly as possible. This may not be until the next Panel meeting.

Reporting

If your application is successful and you are awarded a grant, we will ask for a report from you to find out how you are getting on and how our funding is being used. We will usually ask for a report to be returned around six months after the grant is awarded; the exact arrangements will be set out in our grant offer letter.

Queries and contact

If you have any questions about the application process or how to complete the application form, please don't hesitate to contact us:

Polly Adams-Felton, Grants and CLT Support Coordinator at the National CLT Network
polly@communitylandtrusts.org.uk

Completing your application form

Our general advice to applicants is fairly straightforward:

- Write in clear, simple English – avoid jargon

- Don't tell us what a CLT is in general, be specific about what you are trying to achieve
- Be clear about your aims, and what you are planning to deliver
- Provide evidence and detail in support of your application where you can
- Do tell us about what enthuses you, and mention anything unique about your scheme
- Ensure that your figures add up – check them. Don't forget to add in VAT if it applies
- Be honest – in some cases, you might feel we are asking for information that you just don't have yet. We expect this – groups apply to us at all sorts of stages. If you have not finalised something, tell us your initial thoughts but don't make up information you don't have.
- Always tell us about partnerships – we are interested
- If you have a track record – tell us about it!

More specifically, you should answer the application questions bearing in mind the following guidance:

| Question | Notes/ What we are looking for |
|----------|---|
| 1 | <p>We want to know how you have come to the point of applying to the Start Up Fund. We assume that this is because you have seen a need for affordable housing in your community and you hope to address it through a CLT.</p> <p>We're interest in both what you have witnessed and what has motivated you, evidence that has been gathered by other organisations and evidence that you may have gathered yourself.</p> <p>The best place to look for solid evidence on the housing need in your local area is to look at your local council's housing needs assessment. If you haven't looked at this already, it will be useful for you to be able to quantify and better understand what housing stock already exists, what is planned and what is needed.</p> <p>You should be able to find this document by using a search engine. Try typing in 'housing needs assessment' along with the name of your local authority and hopefully somewhere in the list you'll find the appropriate document. If you can't find it do get in touch with the housing department of your local authority who should be able to help.</p> |
| 2 | <p>Many CLTs wish to address a number of issues in their community or to address a specific area of housing need. You might feel that there isn't enough greenspace, your area has a high number of empty homes or that you don't have a strong sense of community.</p> <p>We're really interested to hear about these other driving forces, as often, they're as important to people as the affordable housing itself. Please tell us about any other assets you plan to incorporate as part of your project or are already running as well as any specific areas of interest aside from affordable housing.</p> |
| 3 | <p>Here we would like you to think about all relevant people to your project. Your steering group will likely make up the majority of this list but there may also be others in your community that you have drawn on for support e.g. local businesses, parish councillors. We're also interested in the relationships you have built with other key bodies like housing associations and local authorities.</p> |

| | |
|---|--|
| 4 | <p>You don't need to go into vast amounts of detail, but do tell us about the key (relevant) skills within your group. You've selected certain people to be on your steering group – other than their willingness, why do you want them to be involved?</p> <p>A whole host of skills are beneficial to a CLT. As well as housing-specific technical skills such as architecture, project management or surveying, don't neglect more general skills such as negotiation, volunteer management, financial or business skills, legal knowledge, press and publicity, or a strong understanding and knowledge of your local community.</p> <p>If you are struggling to note down what relevant skills an individual may have, perhaps think about their profession or their involvement and connections in your local community. This can be a useful exercise to identify any skill gaps in your steering group.</p> |
| 5 | <p>The information you have got together for question 4, should help you to answer question 5. Please don't be put off of letting us know where you have skill gaps – we don't expect you to have all areas covered!</p> <p>You may find it helpful to work through the National CLT Network's Organisational Health Check (available on our website, http://www.communitylandtrusts.org.uk/start-a-clt/step-4-governance-and-legal-structures) to think about any areas where your steering group needs additional support.</p> <p>This is a useful opportunity for you to think about how you will fill those gaps. Perhaps you would like to work with your local press but don't know where to start. In this case, you could use a part of your stage 3 funding to provide a member of your steering group with media training. It may be that you need to hire someone to fill gaps that aren't so easy to provide training on.</p> <p>In this question, it is important to us that you are able to identify skills that you are missing.</p> |
| 6 | <p>We're interested in understanding what you have done so far to engage your local community. It may be that this is an area you are looking to work on which is absolutely fine, we would be grateful if you could let us know of any plans that you do have.</p> <p>We would really like to know about everything from popping a leaflet in the local shop to arranging public meetings.</p> <p>Is it also useful for us to know what the level of support from your local community has been so far. If you have had any negative opposition to your project, please do let us know. This will not prejudice your application in any way and we understand that all schemes have their objectors.</p> |
| 7 | <p>It's really helpful for us to get an idea of who you have already been talking to, but don't worry if you haven't done a lot of this yet – groups come to us at all different stages!</p> |

| | |
|----|---|
| | <p>We're not only interested in engagement with councils or authorities, it's also useful to understand if you have worked with any other relevant authorities or organisations.</p> <p>If possible, provide details of how you have engaged with different stakeholders and what support they have offered. It is useful to understand how your local authority has responded to your work and plans so far</p> |
| 8 | <p>Here is your opportunity to let us know what motivates you, what you wish to address and how you plan to do it!</p> <p>You might live in a small village that isn't able to retain young people due to high house prices or you may live in a city where the level of housing stock isn't this issue but you have a large number of empty homes. Alongside societal and affordability issues, you might have strong environmental aims or a wish to support the elderly or disabled...the possibilities are endless! Whatever it is that's making you tick, we want to know about it.</p> <p>Please do provide as much detail as possible in this section. You may not have solid plans yet but we are interested in hearing about the change you would like a CLT to make to your community. This can be much wider than the provision of affordable housing.</p> |
| 9 | <p>We are looking for a rough estimate at this time and understand that it is unlikely you will already have a strong plan. As part of the data we keep on CLT across England and Wales, we will review this number at a later date if your project goes ahead.</p> |
| 10 | <p>The options we have listed in the question are not intended to be restrictive. We understand that you may be looking to use elements of self-build alongside other homes for example.</p> <p>Please provide us with as much detail as you can at this point on how you intend to move forward with your development.</p> |
| 11 | <p>If you intend to develop with a partner, please know that we do not expect you to have a final agreement with a developer in place. What we would like to understand is the steps you have taken so far to find out what the possibilities may be for your development and if you have started to look for potential partners.</p> <p>Please let us know of any discussions you have had so far or any others you intend to have.</p> |
| 12 | <p>As developing a CLT is a big project, it is unlikely that if you intend to develop as a stand-alone CLT, that your steering group will have the necessary time and skill to do this without additional support. Have you considered what additional expertise you might need to bring on board or whether you would like to employ a project manager?</p> |
| 13 | <p>If you already have a financial plan in place, please let us know what you have done to ensure it is robust.</p> <p>We understand that at this point, you may not have a particular site in mind so will</p> |

| | |
|----|---|
| | also not have a financial plan. If this is the case, please let us know how you intend on putting this together and how you will be ensuring it is robust. |
| 14 | <p>As in previous questions, we understand that you may not yet be at this point. If you have identified a site or a number of sites, do provide as much detail as you can about your plans for securing this.</p> <p>If you haven't yet identified a site, do let us know what steps you plan to take to identify one.</p> |
| 15 | Perhaps your parish council has offered a small grant or you have done a collection at local events – we're interested in everything, big and small! |
| 16 | <p>Provide details of what these sources are, and what they have offered. If you have been offered funding support, detail whether this is restricted (i.e., allocated to any particular purposes).</p> <p>If you are using the CLT Start Up Fund to draw in match funding, explain how you expect this to work.</p> |
| 17 | Please complete this form as fully as possible. If details are missing, or amounts do not add up correctly it can cause delays with your application. |

External Committee 13th August 2018

Plummer Lane Maintenance

Agenda Item 12

A resident has written to the council to request a maintenance plan for Plummer Lane (the lane off Rolvenden Rd to the Hospital). An extract of the e-mail is attached.

The problems highlighted are mainly resultant from the road being unadopted. If KCC were to adopt the road, the streetlighting, road defects and snow clearance would fall under their remit and they would also have enforcement powers regarding the privately-owned hedge which abuts Plummer Lane, and which regularly overhangs the footpath.

I recently requested that the owner cut this hedge back and that has now been done, but this is a regular annual issue.

As the road is unadopted, it falls under ABC's remit currently.

Proposal:

That the council should write to ABC in support of the resident's letter and to KCC to encourage adoption of Plummer Lane.



Phil Burgess
Town Clerk

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

You may recall that I spoke to you a couple of times recently whilst in town regarding Plummer Lane, Tenterden. Please see the email trail below between myself and Mike Hill and his office.

I understand you have personally walked Plummer Lane yourself recently so you will have seen some of my concerns at first hand. The lane in the main is used as access to Westview Hospital. Although I have no actual evidence to support the pedestrian and motor usage I would estimate 90% is Hospital based, there are 9 privately owned residential properties situated in both Plummer Lane and the adjoining Coldharbour Lane. Many of the Hospital workers, nurses, carers and indeed patients and patient visitors arrive by foot to the hospital. The pathway, general maintenance of the hedgerows and the actual road surface are poor and the pavement dangerous and in parts un-useable due to the weeds etc that cover the paved area. In short I can summarise my concerns as follows:

1. There is the main drop of Plummer lane from the A28 junction down to the dip at foot of Westview Hospital which has NO street lighting. Later in the year especially when the clocks are changed this becomes dark from 4 pm onwards and of course early mornings. A number of carers, nurses have commented to me that they 'do not like walking Plummer Lane in the dark'.
2. The hedgerow and general undergrowth of weeds are almost out of control now and the gutter areas are full.
3. A large defect in the road surface at the foot of the lane just prior to the hospital that when it rains fills quickly with water and therefore makes it a hazard to pass on foot.
4. As it is not a KCC adopted road it is not on their snow road coverage. Earlier in the year I personally was wheel barrowing salt and spreading by hand the whole of the lane so that hospital workers could actually get in and out of the hospital in vehicles, needless to say the pavements were extremely dangerous. KCC have agreed to replenish the salt boxes at the A28/Plummer Lane junction and the salt bin in the hospital car park but are NOT prepared to add it to their road salting responsibility.

Based on what Mike Hill has stated below can we put pressure on ABC to look into these issues and agree some form of regular maintenance plan? I am happy to supply supportive information and get involved if you can point me to who we best approach.

I hope you can support me on these issues and between us make Plummer Lane a safer lane, not just for the residents but in particular for the hospital workers. I really do believe with the heavy usage of the lane we have been fortunate to date not to have a serious incident.

Residents' welcome packs

Background

Tenterden Rotary Club and Churches Together in Tenterden have come up with a proposal to prepare welcome packs for the new residents of Tenterden expected as a result of the developments at Tent1A, Tilden Gill, Tent1B and Pope House Farm.

The packs would comprise pages giving details of specific aspects of the town –

- Churches
- Councils (as per the attached draft – content only, not design)
- Schools
- Healthcare
- Service organisations
- Local attractions
- Food and drink
- The museum
- Local organisations and societies
- Volunteering opportunities
- Youth organisations
- Sports clubs and facilities

together with a welcome message from the Town Mayor and leaflets from local attractions such as K&ESR, Chapel Down, Smallhythe Place, the Rare Breeds Centre, etc, all contained in a reasonably sturdy card folder, which it is hoped Homewood School would design and produce.

The costs of production would be covered by advertisement space on the inside and back covers of the folder being sold to local businesses, with the front cover designed by Homewood School students and – ideally – incorporating the town's coat of arms.

It is hoped that there will also be a smartphone app, providing the same information, but this is being investigated further.

Proposals

1. That the town council supports the venture in principle
2. That the town council approves the content of the page on councils, subject to whatever amendments the council decides
3. That the town council permits the use of the town's coat of arms on the front cover of the folder
4. That the Town Mayor writes a suitable welcome message for inclusion

Crime and disorder reduction impact: None envisaged

Biodiversity conservation impact: None envisaged

Suggested source of funds: No funds needed

The councils serving Tenterden's people

There are three levels of local government covering Tenterden –

- 1 **Kent County Council**, which deals with county-wide aspects such as roads, most social care, education, libraries, public footpaths, most street lighting, police and fire services, and public transport
- 2 **Ashford Borough Council**, which deals with services at district level: planning control, Building Regulations, rubbish and recycling collection, cemetery and crematorium management, council and social housing, environmental health, licensing, noise abatement, and street cleaning
- 3 **Tenterden Town Council**, which is the “grass roots” council, and deals with aspects specific to Tenterden: the recreation grounds and play areas there; grass and hedge cutting within the 30mph areas, including the churchyards and cemetery; sports facilities (except the Leisure Centre, which is run by its own trust); the Town Hall, Millennium Garden and pavilion (owned by the council); street benches; etc. It is also a consultee on planning applications and – importantly – provides local access and signposting to the principle authorities as appropriate.

A handy guide to “which council does what” is enclosed with the welcome pack that includes this page

The leader of the town council is the Town Mayor, and its principle officers are the Town Clerk and Deputy Town Clerk. Details of all councillors, including the mayor, and of the officers, as well as details of the town council's activities and meetings, can be found on its website:

www.tenterdentowncouncil.gov.uk Residents are also welcome to visit the Town Hall at 24 High Street, Tenterden TN30 6AN (open Monday to Friday, 9am to 3pm), or to telephone 01580 762271, or email TownHall@TenterdenTownCouncil.gov.uk with any enquiries or concerns. Residents are encouraged to use the town council as their first point of enquiry, even if they have to be directed elsewhere. The town council also has social media accounts:

Twitter: @tenterdenc

Facebook: @TenterdenTownCouncil

The town council arranges the Annual Town Meeting – usually in June each year) and other consultation and discussion opportunities, including “Coffee with Councillors” mornings on a Saturday every alternate month.

The town council also publishes and delivers twice-yearly newsletters to residents and supplements these with email and collectible mini-newsletters in between.

The borough council is based at the Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL – telephone 01233 331111 – email customer.care@ashford.gov.uk - website www.ashford.gov.uk A member of staff is also available at Tenterden Town Hall to take enquiries (Monday to Friday 9am - 12.30pm and 1.30pm - 4pm or by appointment).

Kent County Council is based at County Hall, Maidstone, Kent ME14 1XP – telephone 03000 414141 – email county.hall@kent.gov.uk – website www.kent.gov.uk

External Committee 13th August 2018

Town Events Policy

Agenda Item 14

The attached document shows suggested revisions to the Town Events Policy following examination by the Public Engagement sub-committee.

Proposal:

That the policy should be revised in line with the amendments shown.



Phil Burgess
Town Clerk

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

TOWN EVENTS POLICY

[Suggested amendments to the policy adopted by the TTC External Committee on 10 July 2018](#)

Definition: On-going events that the town council decides are of sufficient importance to Tenterden parish as to warrant public money being used on an on-going basis to support them

Framework: If an event is identified by the town council as a Town Event, the council would determine the level and manner of financial and other direct support to be given to that event from time to time, with the direct financial element being included in the precept

Requirements: While treated as a Town Event, the organisers would be required to-

- (a) allow a representative of the town council to attend meetings of the event's organisers to act as liaison between those organisers and the council
- (b) ensure that it has robust and transparent procedures for recording income and expenditure and that such procedures are followed
- (c) supply to the council (in confidence and within eight weeks after each event or by the end of October each year, if later) the organisation's financial accounts for that date, identifying the classes and amounts of income and expenditure for the event and other fund-raising or expenditure, the profit/surplus or loss made and the amount of funds held by the organisation towards the next event
- (d) be willing to supply to the town council such supplementary information about the event and its funding as the External Standing Committee of the town council deems appropriate
- [\(e\) include on its publicity for the event and associated activities an acknowledgement of the support given by the town council \(and the council's coat of arms or other logo, if practicable\)](#)
- [\(f\) explain how the event in question benefits the town as a whole \(or at least has a wider benefit than simply holding the event itself\)](#)
- [\(e\)\(g\) identify criteria for measuring the success of the event, measure such success by those criteria and report the results of such measurement each time the event is held](#)

Principles: In supporting Town Events, the town council should follow these principles –

- (a) The organisation running the event should be encouraged to self-fund as much as possible, with the council's financial contribution being limited to match-funding subject to a maximum level specified from time to time by the council.
- (b) Each Town Event should be the subject of a specific entry in the council's annual accounts
- (c) As the accounts for each Town Event are received, they should be reviewed by the town council's Donations & Loans Sub-Committee, reporting to the town council's External Standing Committee, with a view to ensuring that on-going support remains appropriate or (as the case may be should be adjusted

01 July 2018: Cllr Justin Nelson - following Public Engagement sub-committee input

External Committee 13th August 2018

Cycling Strategy

Agenda Item 15

A report is attached, commissioned by ABC, for a review of cycling in the borough. The report was produced by Sustrans, the sustainable transport organisation and suggests many very positive improvements to cycling facilities within Tenterden.

The extension of the old railway line cycle track, currently running between Grange Rd and Haffenden Rd, has long been an aspiration within the town and has the strong backing of the ABC portfolio holder Cllr Bennett.

David Young of Sustrans, who was heavily involved with the report, is willing to talk to the Town Council and cycling groups.

Whilst some of these projects will take some time to deliver, the council should encourage progress.

Proposal:

1. That an open meeting should be arranged with David Young
2. That councillors should be selected for a follow-up sub-committee, and invite membership from cycling groups and interested parties.



Phil Burgess
Town Clerk

| | |
|------------------------------|--|
| Impact on Crime and Disorder | : None |
| Impact on Bio-diversity | : Very beneficial – reduction in motorised transport |
| Budgetary Impact | : None at this stage |

Kent Town Audits

Tenterden

June 2018



About Sustrans

Sustrans is the charity making it easier for people to walk and cycle.

We are engineers and educators, experts and advocates. We connect people and places, create livable neighbourhoods, transform the school run and deliver a happier, healthier commute.

Sustrans works in partnership, bringing people together to find the right solutions. We make the case for walking and cycling by using robust evidence and showing what can be done.

We are grounded in communities and believe that grassroots support combined with political leadership drives real change, fast.

Join us on our journey. www.sustrans.org.uk

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Sustrans
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Registered Charity No. 329555 (England and Wales) 512006018 (Scotland)
VAT Registration No. 416746056

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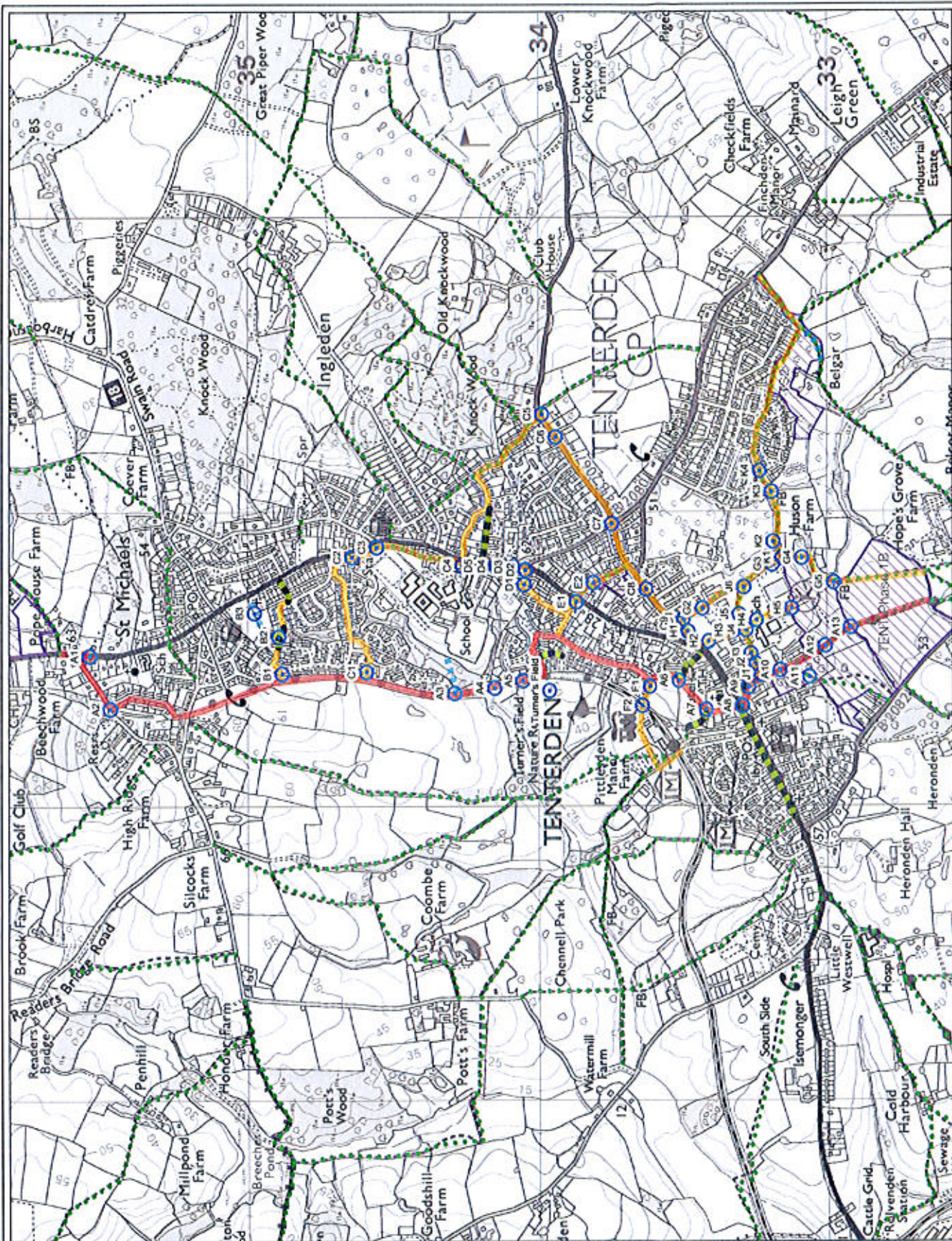
| Revision | Description | Author | Check | Date |
|----------|-------------|--------|-------|----------|
| 1 | Version 1 | DY, DL | SP | 09/05/18 |
| 2 | Version 2 | DY, DL | SP | 22/06/18 |
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Kent Town Audits

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Proposed Network

- Route Issues
- Route Options Styled on Class
- Undefined
- Route Option
- Primary
- Secondary
- PROW
- Development Sites



This map was produced by Simon Pratt
Scale 1:2500

Description of the Town

Tenterden is a market town in the Ashford Borough of Kent. It stands on the edge of the remnant forest of the Weald overlooking the valley of the River Rother. It was a member of the Cinque Ports Confederation however its riverside today is not navigable to large vessels and its status as a wool manufacturing centre has been lost.

The first record of dwellings in Tenterden can be found in a charter which mentions that it, as 'Heronden', began to grow from the 14th century around the strong local wool industry. Unlike other such centres in the Weald it had the advantage of access to the sea.

Today, Tenterden has preserved much of its considerable character, with the town centre designated as a conservation area and the immediate surrounding countryside is within the High Weald Area of Outstanding Natural Beauty (AONB).

Tenterden's broad, tree-lined High Street offers a selection of shopping facilities, making the town an important destination for a number of smaller towns and villages in the area. It is home to independent and national retailers, eateries, antique shops and period pubs. There is also a large Tesco which is accessible to pedestrians from the High Street (and by vehicles from Smalhythe Road), and a Waitrose store accessed by pedestrians from Sayers Lane (with vehicular access from Recreation Ground Road). The leisure center and recreation ground are key trip/traffic generators.

A number of local tourist attractions draw a great many visitors, especially the Kent and East Sussex Railway Line to Bodiam, Chapel Down (a local vineyard which produces some highly acclaimed wines) and Smalhythe Place, which now holds both a museum and a theatre. Tenterden and District Museum is at the heart of the town, on Station Road.

The town population was 7,118 according to the 2011 Census. Significant housing developments under construction will add further homes to the town.

Tenterden has two nursery schools, five pre-schools, two infant schools, two junior schools and one academy school. Homewood School and Sixth Form Centre on the A28 Ashford Road is an academy

Kent Town Audits

Tenterden June 2019

Transport paragraph 5.216

Ensuring that an effective and sustainable transport network is delivered and maintained in the borough is important in an environmental, economic and social context and is a key objective of the Local Plan.

Policy TRA5 - Planning for Pedestrians

Development proposals shall demonstrate how safe and accessible pedestrian access and movement routes will be delivered and how they will connect to the wider movement network. Opportunities should be proactively taken to connect with and enhance Public Rights of Way whenever possible, encouraging journeys on foot.

Policy TRA6 - Provision for Cycling

The Council will seek to improve conditions for cyclists through the following measures:-

- Promoting and developing a Borough-wide network of cycle routes;
- Developments should, where opportunities arise, include safe, convenient and attractively designed cycle routes, including, where possible, connection to the Borough-wide cycle network.
- Promoting and providing cycle parking facilities in town centres, at railway stations and at major public buildings, and requiring new development to provide cycle parking facilities in agreement with the Council;
- Taking opportunities to consider active travel when designing new routes and establishing connections with existing routes, encouraging journeys by bicycle.

Policy S24 - Tenterden Southern Extension Phase B

Development on this site shall achieve the creation of pedestrian and cycleway routes through the site to link with the TEnt 1A development, the town centre and existing public rights of way both on and off-site, whilst also protecting historic and existing routes through the site.

Barriers to Walking and Cycling

These include:

- Severance due to A28 and a lack of dedicated road crossing facilities
- High levels of traffic congestion due to through traffic, a significant number of visitors and travel at peak periods.
- Location of schools exacerbating traffic congestion.
- Pattern of development expected to exacerbate and contribute to current traffic congestion issues

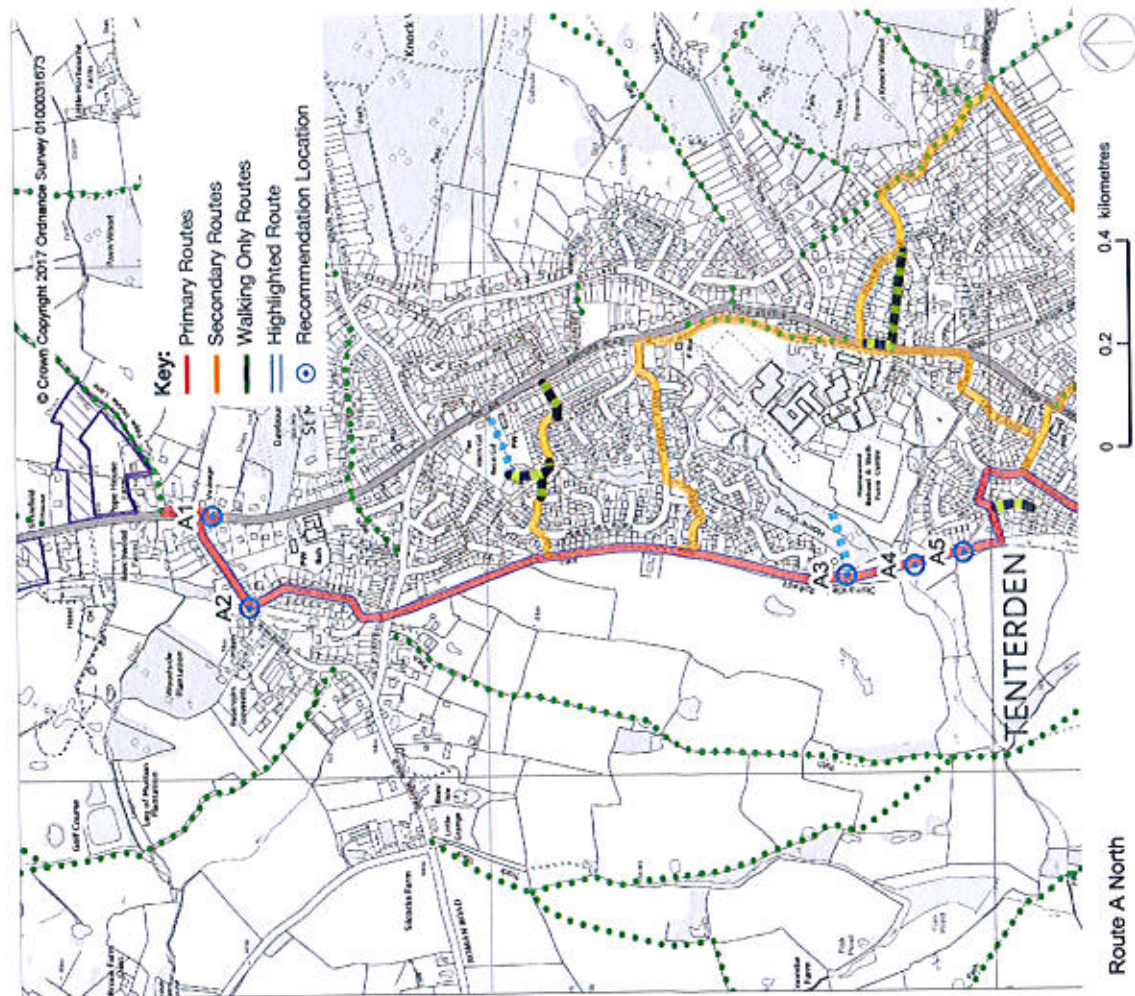
Opportunities for Walking and Cycling

- Contribute to reducing congestion, particularly within the town centre.
- Opportunities to link to supporting the visitor economy
- Provide better cycling and walking opportunities to the local community for every day journeys and safer access to local schools.

Town Wide Recommendations

In addition to route specific recommendations listed in this report, the following town wide recommendations are suggested:

- Complete Colonel Stephens Way Greenway link to A28 High Street.
- Improve and create new links to Col Stephens Greenway.
- Provide quality walking and cycling links from the new development area to the A28 High Street.
- Utilise and improve key Public Rights of Way links and promote considerate shared use walking and cycling where possible
- Seek landowner and other permissions required to create a connected shared use walking and cycling network.



Route A Colonel Stephens Greenway

Introduction

Route A forms a primary north-south traffic free Greenway between St Michaels and Tenterden utilising a disused embankment section of the Colonel Stephens Railway Line. The final section crosses meadows close by the operational "Kent and East Sussex Railway Line" which has a timetable of historic steam and diesel train journeys out of Tenterden Station and Museum to Bodiam.

A (North) St Michael's to Turner's Field

Existing conditions

New development sites SM8 Little Orchards and S60 Pope House Farm are just 500m north of St Michael's primary school and the Church on the A28 Ashford Road. Shoreham Lane and Orchard Road provide a relatively quiet route to the historic railway embankment access point on Grange Road, close by St Michael's Parish Council Hall.

The initial 600m section of railway embankment is lit and benefits from a bound surface. There are two links into residential areas, the first at Henley Meadows after 330m, and the second at Colonel Stephens Way at the 630m point.

The remaining 640m of railway embankment is not lit and has a surface of rolled road planings as it passes to the rear of Homewood School's fenced boundary to Turners Field.

Barriers to walking and cycling

High daily vehicle movements along A28. Sight Lines on Shoreham Lane. The 600m road planing surfaced section to the rear of Homewood School is uneven. The final section is unlit so likely sense of insecurity outside daylight hours.

Detritus has accumulated at the route's low point beside the manmade pond. Vegetation ingress and sapling growth noted.

Eastwell Meadows is a private road where cycling is not supported by local residents. The historic passageway link to the A28 High Street is very narrow and can only support single file use one way at a time.

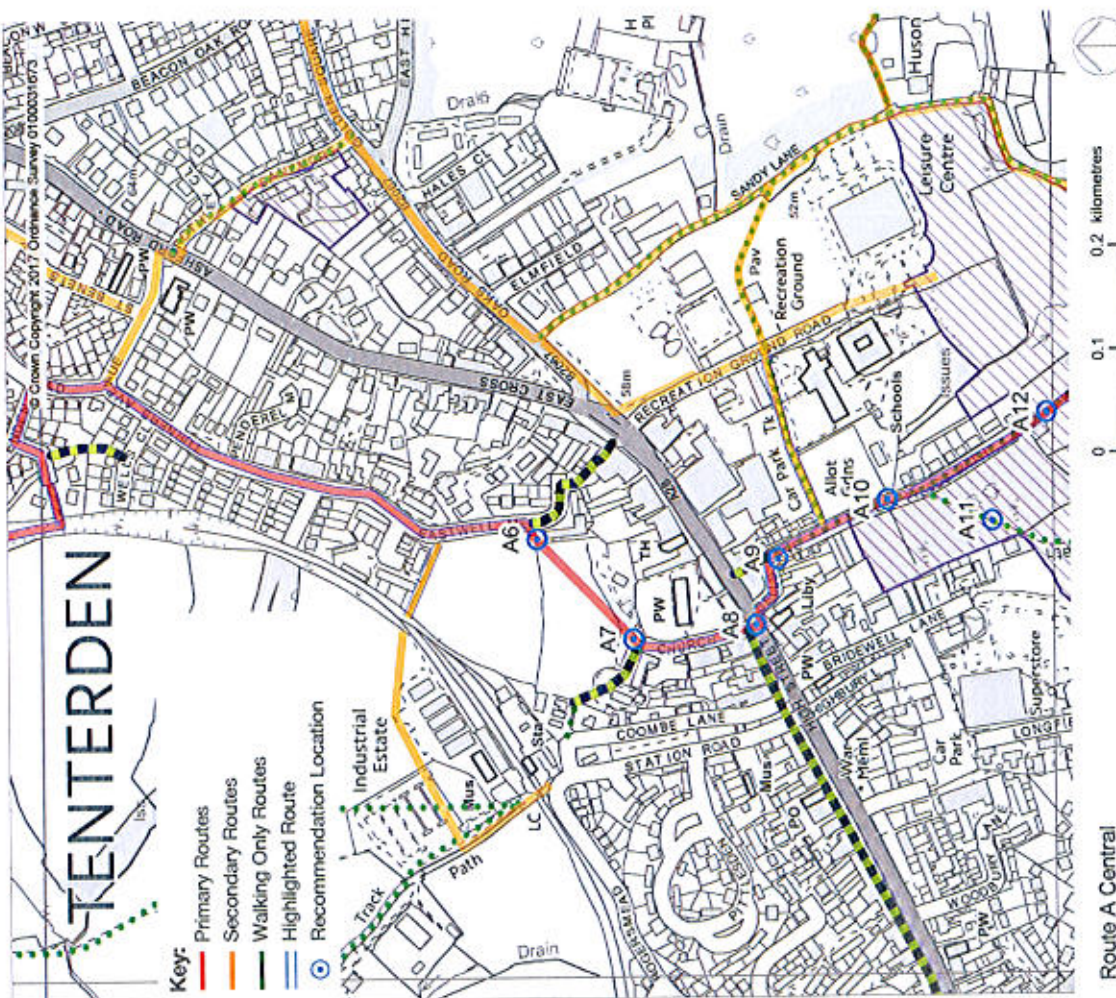
Recommendations

- A1 Install controlled crossing and widen footways into available verge space either side.
- A2 Seek permission to cut back encroaching vegetation and improve sight lines west along Shoreham Road. Install Cyclist Warning Signs on Shoreham Road either side of Orchard Road.
- A3 Re-assess secure quality causeway link to rear of Homewood School. Install timed gated access onto school site.
- A4 Apply bound surface to final road planings section to Turners Field and Drury Road. Install timed lighting.
- A5 Ground works required to raise level of path at low point beside pond area. Maintenance schedule to curtail vegetation ingress. New sapling trees have appeared following 2008 tree and ground works. These should be managed along the complete length of the Colonel Stephens Greenway before they mature further.



Kent Town Audit

Tenterden June 2018



A (Central) Turner's Field, Glebe Field, Church Road

Existing conditions

Glebe Field is land locked and not available for use at this time. Currently users continue 650m on road via Turners Avenue to Eastwell Meadows, a private road leading to a narrow historic passage way which spills onto the A28 High Street opposite the Recreation Ground. A controlled pedestrian crossing assists users over the A28 to Recreation Ground Road, Tenterden Infants and Primary Schools, The Leisure Centre, and, TENT1 "Tenterden Southern Extension-Phase A" housing development.

Barriers to walking and cycling

Eastwell Meadows is a private road which is signed No Cycling. The Historic passageway to the A28 High Street cannot accommodate cycling. The Greenway is currently land locked at both Turner's Field and Glebe Field.

Recommendations

- A6 Seek landowners support and permissions to utilise Glebe Field's south-eastern edge from Eastwell Meadows.
- A7 Seek permissions to utilise St Mildred's Church Rectory and Glebe Hall boundaries and provide link to Church Road.
- A8 (A28 High Street crossing)
 - Option 1 Install tabled parallel crossing off set slightly to the east of this junction.
 - Option 2 Reduce Church Road to a one lane entry and install parallel crossing in line with build out.
 - Option 3 Signalise this crossroad junction with induction sensors for cyclists approaching from either side and vehicles emerging from Church Road.
- A9 Consider alternative traffic movement arrangements. Business and residents only access.



A (South) A28 High Street, Jackson & Bell Lane, Six Fields Path

Existing conditions

The A28 High Street is congested and crossing it requires patience and concentration, but the nearest controlled Pedestrian Crossing is some 40m east by Bells Lane.

Jackson Lane is just 60m long and currently provides two way vehicular access to tucked away local businesses and properties further down Six Fields Lane. Sight lines are poor. Bells Lane is brick paved and lined by period cottages with petit front gardens and a single roadside land drainage gully.

Passing the Recreation Ground track and allotments the route is flanked by the new housing development currently under construction to the west and period detached cottages opposite. The path surface is poor in places.

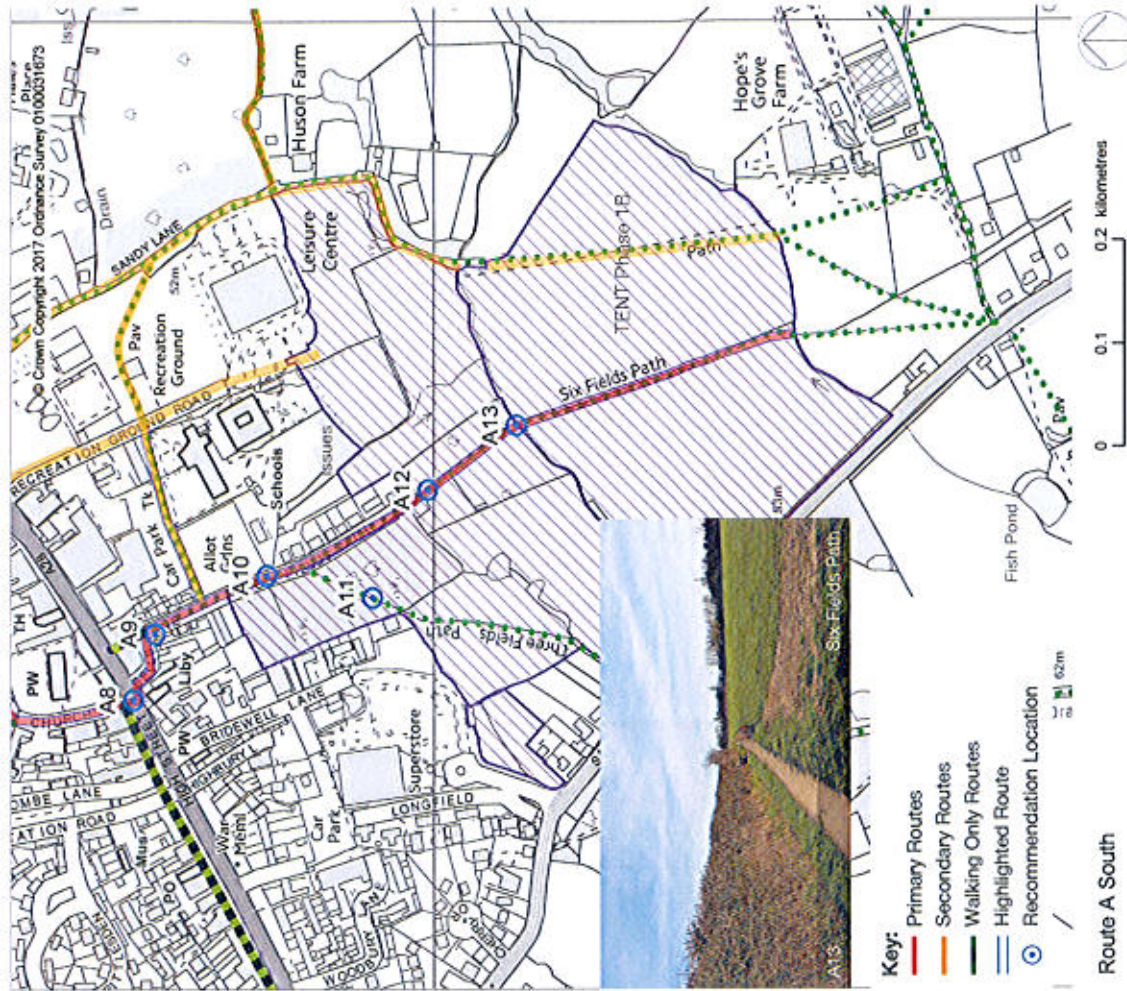
The path surface deteriorates to a mud path on its approach to the development site. It improves to a bound surface but unfortunately appears sunken and constrained by the elevated development boundary and the thick hedgerow opposite. The final 200m leg follows a bound-surface footpath beside arable fields to Smallhythe Road.

Barriers to walking and cycling

Traffic congestion. The A28 severs the high street which is not easy to cross at desire line. Available width at pinch points and vehicle

Recommendations

- A10** Resurface Six Fields Path AB31 and widen to 3.5m where possible.
- A11** Ensure there are quality links into the new housing development. Retain and improve Three Fields Footpath AB32.
- A12** Assess newly sunken PROW footpath section for widening. Confirm whether cyclists be accommodated within the new development area adjacent to path.
- A13** Retain and improve Six Fields Footpath AB30 through new development area.



Route B Recreation Ground and Chalk Avenue

Existing conditions

A very useful link to the recreation ground via Henley Meadows to a mud path and timber boardwalk over wet/low ground, and on road to Chalk Avenue.

Barriers to walking and cycling

Width of Henley Meadows access path. Surface conditions of path to Chalk Road. Condition of Boardwalk to Recreation Ground. Sense of security outside daylight hours.

Recommendations

- B1 Widen Henley Meadows access path from Primary Route A into adjoining shrub verge.
- B2 Improve path surface to Chalk Road. Refurbish boardwalk route to recreation Ground. Installing lighting along this section.
- B3 Consider new shared use path through recreation ground to A28.



Route C Colonel Stephens Way – High Street

Existing conditions

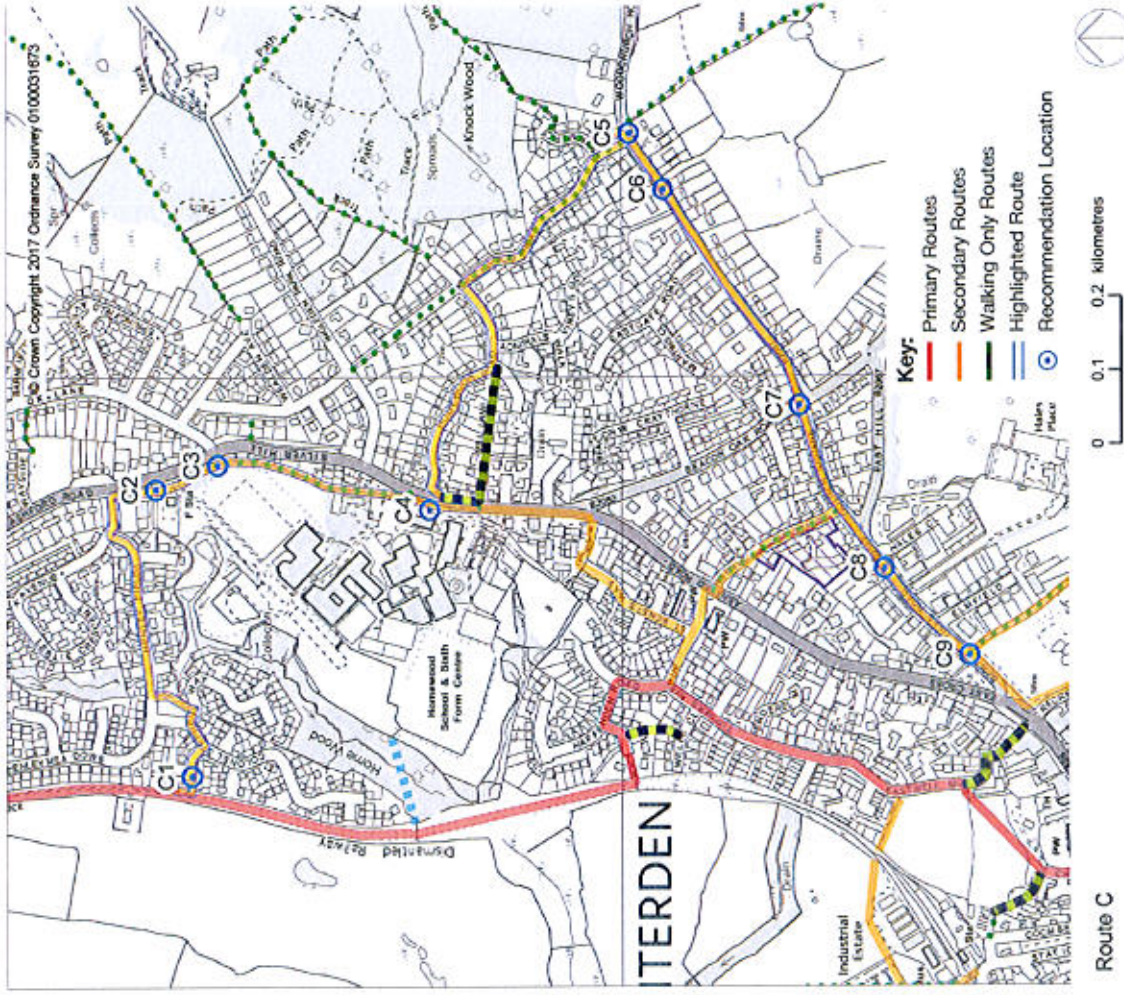
A segregated shared use path from Primary Route A to Henley Fields is in place. Route C continues on road to the A28 Ashford Road and a footway with verge space to the shopping parade and fire station. Footpath A537 continues 300m to Homewood School but is constrained by the school field boundary fence, Silver Hill's hedgerow and period property boundary walls. There is no crossing facility over the A28 Silver Hill to Homewood Road. A "lolly pop" person assists students wishing to cross the A28 during school run hours. A Bus Stop close by increases foot way demand. School bus movements in and out of the school require pedestrians to be careful. Homewood Road and Knockwood Road provide a relatively quiet on road route through the eastern residential area of Tenterden. The B2067 Woodchurch Road to Golden Square and Oaks Road is lined by period properties and footways, some with available verge space. Locals appear to cycle considerably along available footways. Parked cars limit carriageway space making it difficult for road cyclists when encountering two way motorised traffic, particularly during peak travel times.

Barriers to walking and cycling

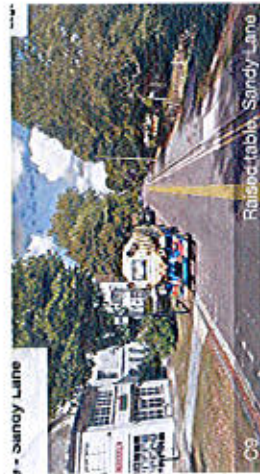
Footway and public footpath widths. Traffic speeds and congestion, particularly during peak travel periods. Lack of formal road crossing points. Parked cars. Carriageway pinch points.

Recommendations

- C1 Improve Colonel Stephens Way access path from Primary Route A and utilise trodden desire line.
- C2 Widen existing footway through shopping parade forecourt and across Fire Station access road. Cyclist give way signing either side of Fire Station required.
- C3 Seek permissions to relocate school boundary fence to enable path widening to accommodate shared use walking and cycling.



- C4 Assess school pedestrian and vehicular access points and traffic movements in and out of Homewood School. Design and install new controlled crossing, landing points over A28.
- C5 Assess Knockwood Road/ B2067 junction and crossing to footpath AB12 opposite.
- C6 Traffic calming measures along B2067.
- C7 Design and install new crossing arrangements from Woodchurch Road to Golden Square.
- C8 Consider 20mph zone along Golden Square and Oaks Road.
- C9 Raised table crossing at Sandy Lane.



Route D St. Benets Way - Homewood School

Existing conditions

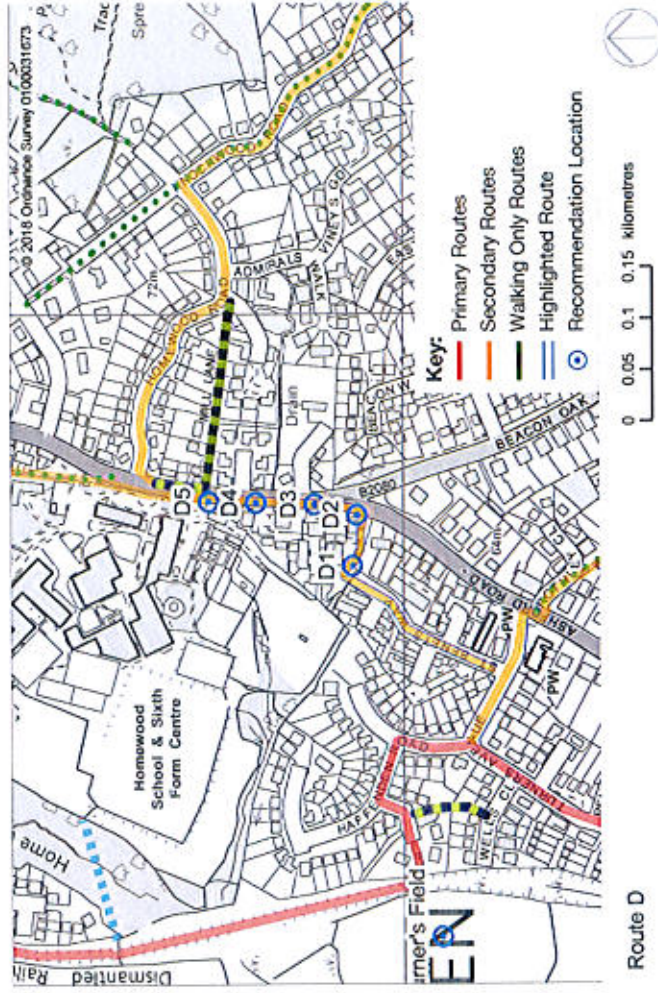
St. Benets Way is a relatively quiet residential no through Road leading to a good quality lit 1.5m wide footway which passes alongside Lindens boundary spilling onto to the A28 Ashford Road footway then north to Homewood School.

Barriers to walking and cycling

Linden path width. The A28 Ashford Road footway is very narrow and a prime traffic congestion hot spot. Intrusive path widening into screened private gardens and driveways may not be acceptable to landowners.

Recommendations

- D1 Widen Lindens footway into available verge and promote shared use walking and cycling.
- D2 Create new A28 Ashford Road landing area utilising Lindens.
- D3 Widen footway into hedge and Lindens. Fence new boundary and plant new hedge/tree line.
- D4 Widen footway into Veterinary Surgery access drive.
- D5 Create new access point into school grounds and shared use path inside school boundary.
- D6 Seek affected residents support and permissions in advance of the above.



Route E Turners Avenue - Golden Square

Existing conditions

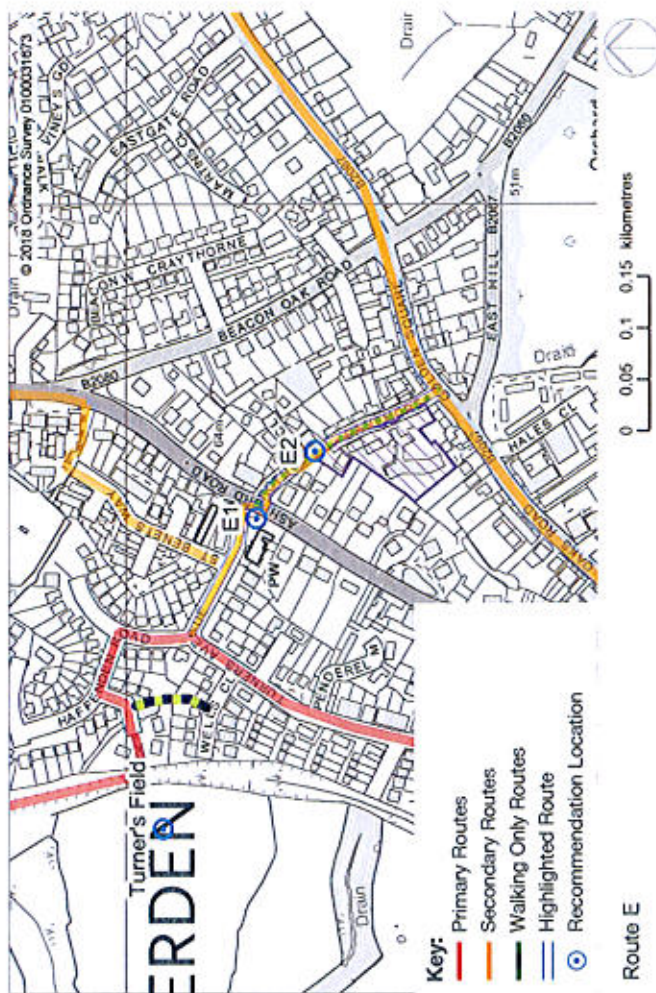
From Primary Route A, Turners Avenue continues to a controlled crossing over the A28 Ashford Road to Rothley Close, Beachy Path, Danemore, the new low cost housing development then Golden Square.

Barriers to walking and cycling

Beachy Path width.

Recommendations

- E1 Upgrade to Toucan Crossing
- E2 Seek permissions to widen Beachy Path for shared use walking and cycling.



Route F Eastwell Meadows - KESR Station

Existing conditions

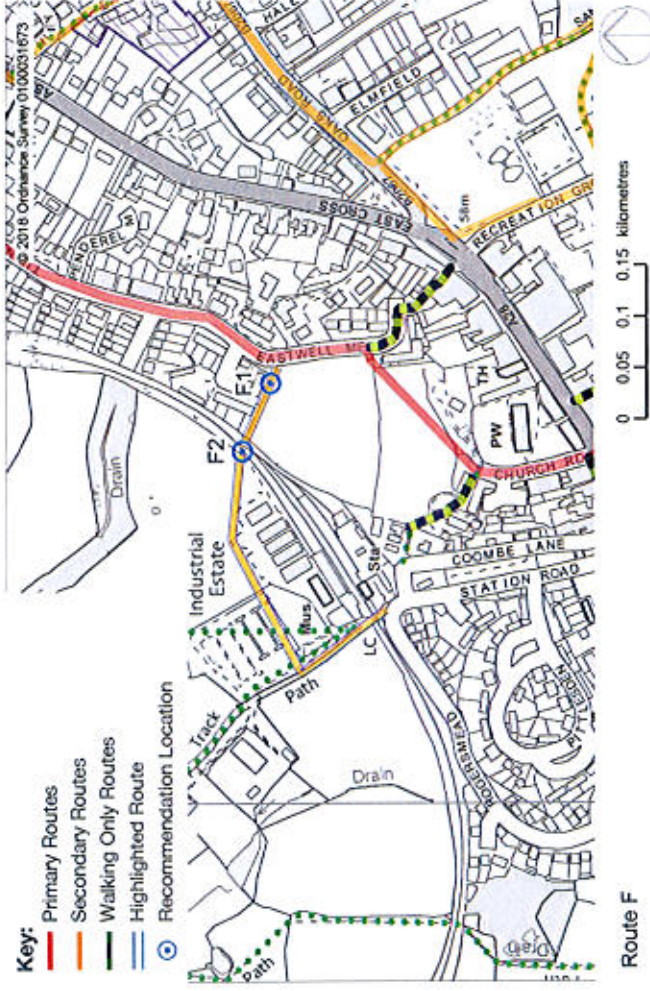
The northern edge of Glebe Field leads to a Kent and East Sussex Railway level crossing. The station car park and path to Station Road is just 240m distant.

Barriers to walking and cycling

Glebe Field is land locked. The Level Crossing and KESR fields are not formally accessible.

Recommendations

- F1 Seek permissions to utilise the northern edge of Glebe Field and install shared use walking and cycling path to Level Crossing.
- F2 Seek permissions to utilise the KESR Level Crossing, Field Edge and path to Station Road.



Route G Sandy Lane

Existing conditions

Sandy Lane is a quiet Restricted Byway AB33A providing vehicular access to a small number of residential properties along the way. One formal access point to AB30 and the Recreation Ground noted. One informal access point via improvised wooden steps into Leisure Centre Car Park. The Byway deteriorates to a mud track at Hudson Farm then to a muddy gorge with improvised stones and planks to assist further passage before the Byway climbs from the low ground and spills onto open ground and the rear boundary of (TENT 1 – Southern Extension Phase A)

Barriers to walking and cycling

Byway surface conditions. Access and permeability into Recreation Ground. Sense of security outside daylight hours.

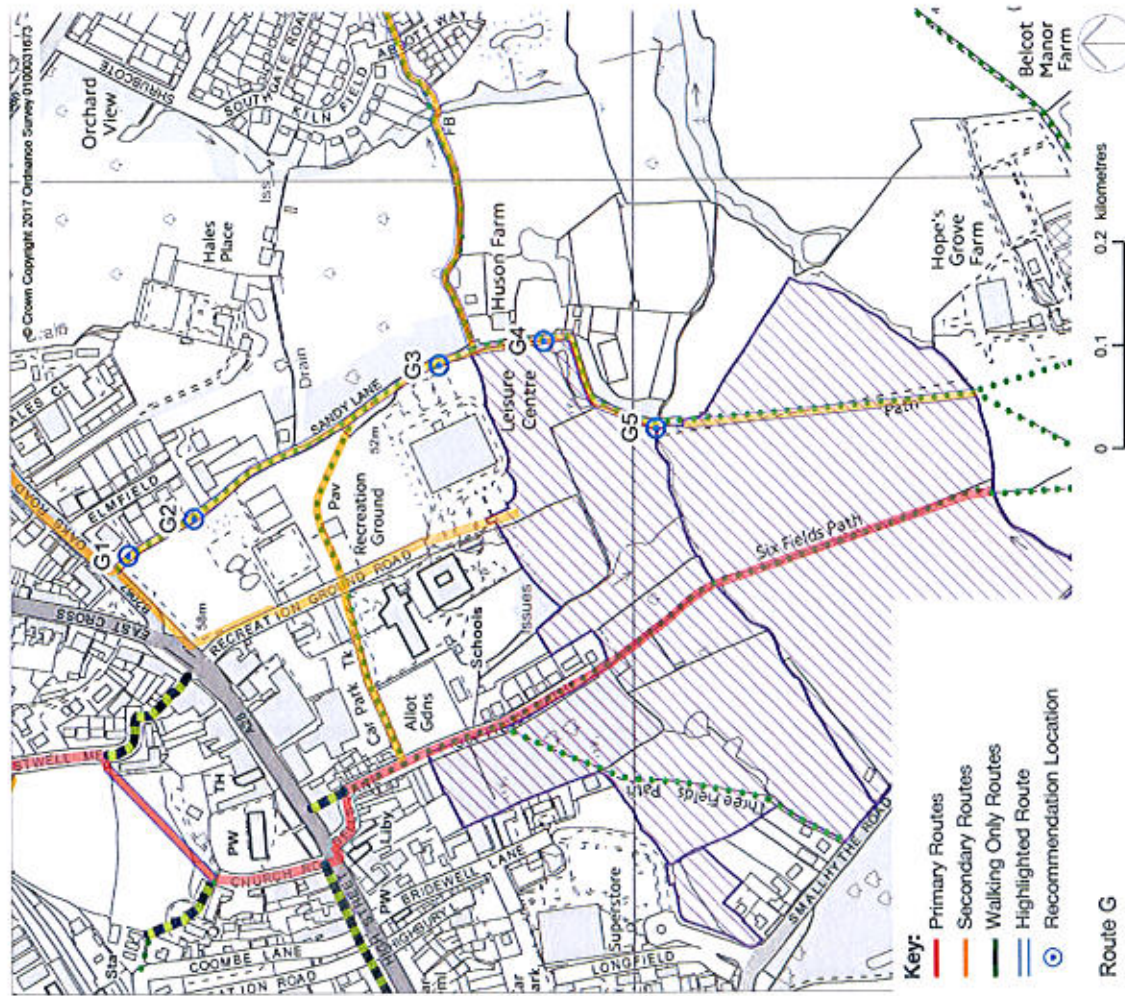
Recommendations

- G1 Surface and light full length of Byway.
- G2 Create formal access points into Recreation Ground.
- G3 Provide ramped access up to Leisure Centre Car Park.
- G4 Causeway required through low level marshy area.
- G5 Ramp groundworks from pond up to development site.



Kent Town Audits

Telford June 2016



Route H Recreation Ground Road

Existing conditions

Recreation Ground Road and the A28 junction is generally congested due to key trip generators. These include Waitrose, Tenterden Schools, the Health Centre, Leisure Centre, Recreation Ground and general access to the High Street. Completion of (TENT 1 – Southern Extension Phase A) is bound to increase traffic volumes accessing the new development. The Recreation Ground benefits from surfaced footpaths along its northern and western field edge.

Barriers to walking and cycling

Traffic congestion and lack of dedicated cycling provision.

Recommendations

- H1 Widen Oaks Road footway into available verge space from Sandy Lane to Recreation Road. Relocate boundary fence if required.
- H2 Widen Recreation Ground field edge footpath to car park.
- H3 Widen short section of footway into Recreation Ground car park area.
- H4 Widen footway into Recreation Ground field edge from car park to Leisure Centre roundabout.
- H5 Provide quality walking and cycling access provision into the new housing development.



B2067 Oaks Road footway



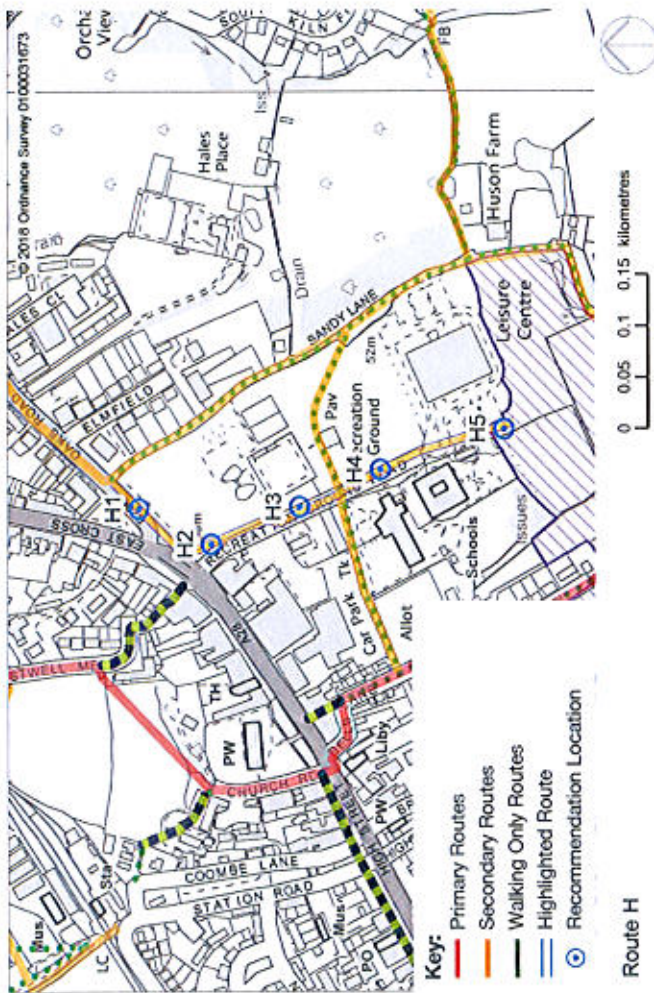
Recreation Ground Car Park



Recreation Ground



New housing development



Route H

Route J Bells Lane – Recreation Ground Road

Existing conditions

The wide unmade 170m track and Public Footpath ref AB30 links Route A at Bells Lane to Recreation Ground Road, and Tenderden Schools, Ivy Court Health Centre, Tenderden Leisure Centre and the eastside of (TENT 1 –Southern Extension Phase A).

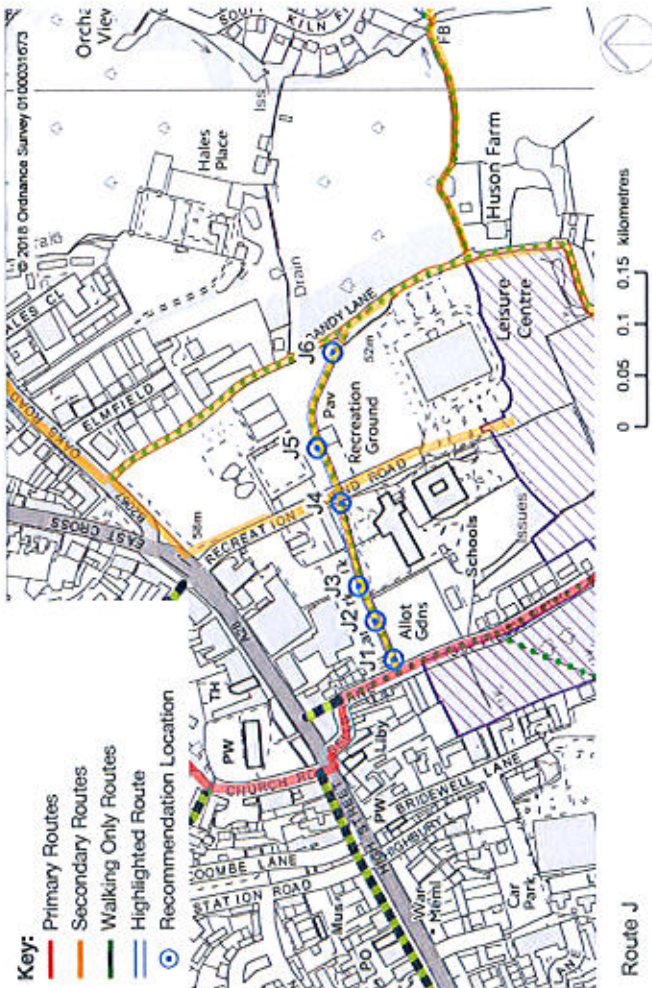
Its southern boundary is flanked by allotments and Tenderden Junior School and its northern boundary by Waitrose Car Park and the Health Centre – all are key local trip generators.

Barriers to walking and cycling

Sightlines at Bells Lane allotments junction, vehicular traffic movements, unmade surface, connectivity into Waitrose Car Park.

Recommendations

- J1 Seek permissions to realign corner of fenced boundary by allotments to improve sight lines.
- J2 Resurface footpath AB30 and confirm status for car users. Make better use of available space (8m+ width in places) for place-making by including planters, seating, cycle parking and signing. Consider alternative motorised traffic movement arrangements.
- J3 Seek permissions to install formal walking and cycling access into Waitrose car park and provide a quality cycle parking area close by.
- J4 Junction improvements at Recreation Ground Road.
- J5 Seek permissions to surface footpath AB30.
- J6 Improve access onto Sandy Lane.



Route K Sandy Lane – Appledore Road

Existing conditions

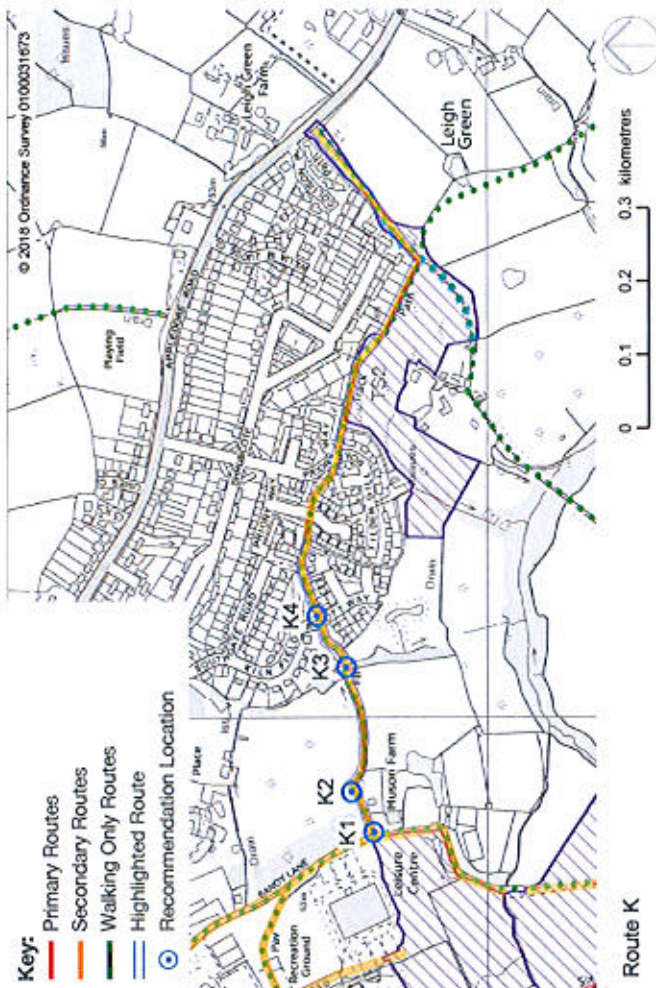
Public right of way footpath AB36 poels east from Sandy Lane. The footpath is flanked by low hedges with a delightful orchard adjacent to the northern boundary. Further on the footpath descends via backfilled earth steps to a footbridge over a ditch before climbing on a surfaced path to Abbott Way and the surrounding residential area. Footpath AB36 continues through the residential area along a lit, surfaced 1.5m alleyway path with available verge space to Cruttenden Close and the development site at Tilden Gill (TS2 Land at Belgar Farm).

Barriers to walking and cycling

Constrained public footpath width beside orchard. Sense of security outside daylight hours. Earth steps down to footbridge. Bridge not suitable for shared use walking and cycling. Footpath AB36 through residential area signed no cycling.

Recommendations

- K1** Remove ineffective tubular steel barriers at both ends of path.
- K2** Seek permissions to widen footpath out from its northern boundary. Install new fence and plant new hedgerow.
- K3** Install a new shared use bridge over earth steps and ditch. Seek adjoining landowner's permission to realign corner fence.
- K4** Widen public right of way footpath AB36 into available verge space and remove no cycling signs.



A28 High Street - Ashford Road

Existing conditions

The A28 is the major route through the settlement and the major desire line with the majority of local trip destinations located along it. The majority of the A28 through Tenterden has a 30mph speed limit.

Barriers to walking and cycling

The A28 is not only the main route corridor but also the major source of severance for mobility, effectively cutting the settlement in two along its North-South axis. Providing a link that allows safe movement either along or across this road will significantly improve the town for active travel.

There is currently no cycle provision and the pedestrian level of service is generally low. This is a chronic problem around the shopping area and Homewood School.

Traffic flow

DfT Annual Average Daily Flow data shows 15,000 vehicles per day on the A28, with 2.5% of HGVs.

Travel and Collision Patterns

The five year collision record identifies a significant number of severe and slight incidents involving both cyclists and pedestrians along the A28. This is probably a function of the volume of traffic and lack of safe crossing facilities along this key corridor. There are three clusters: the High Street, the road south of Homewood School and the junction of Swain Road and Grange Road. Improving conditions and provision at these locations should therefore be a priority.

As shown by the 2011 commuter flow census data, car journeys make up 59% of local commuter trips, the majority of which are under 3km and have significant potential to be swapped for cycling and walking. Equally, Tenterden is only 3km from end to end so a significant portion of local travel will be short distances that could be walked or cycled.

| Total | %Cycle | %Walk | %Car | %Bus |
|-------|--------|-------|------|------|
| 746 | 3 | 36 | 59 | 1 |

Census 2011 Commuter Trips Under 5km

The percentage of pupils travelling to school by car is high at most primary schools except St Michaels, and cycling levels are low across the area which is normally a direct symptom of a lack of safe routes to school with one or more significant barriers stopping parents from encouraging active travel.

Design approach

Traffic volume at 15,000 vehicles a day along this link would require segregated cycle provision in line with current DfT guidance.

The absolute minimum space required for this would be a 13m total highway width with 2m footways (Minimum DfT Manual for Streets), 1.5m stepped cycle tracks (Minimum DMRB for pinch points) and a 6m carriageway.



Collision Data 2010 - 2015

| School | Type | Pupils | %Walk | %Cycle | %Car | %Bus |
|---|-----------|--------|---------|--------|------|------|
| Tenterden Infant School | Primary | 170 | 45.6 | 0 | 53.8 | 0.1 |
| St Michael's Church of England Primary School | Primary | 190 | 62.8 | 0.1 | 35.6 | 0.1 |
| Tenterden Church of England Junior School | Primary | 230 | 33.8 | 5.6 | 60.2 | 0.1 |
| Wittersham Church of England Primary School | Primary | 85 | 31.8 | 0.1 | 40.2 | 26.2 |
| Little Aconns School | Other | 10 | No Data | | | |
| Homewood School and Sixth Form Centre | Secondary | 2075 | No Data | | | |

Access to Homewood School from the A28/B2080 junction

Providing a link from the southern part of Tenterden to the school is a key requirement of the cycle network. Despite this importance, retrofitting the road network to accommodate this will be problematic due to physical constraints on Ashford Road between the junction with the B2080 and Mill Lane. It is not possible to include this section as part of the network without access to private land.

Road width

| | |
|-----------------------------|------|
| South of Adams Close | 9m |
| Mill Lane | 10m |
| North of Ingleden Park Road | 8.5m |

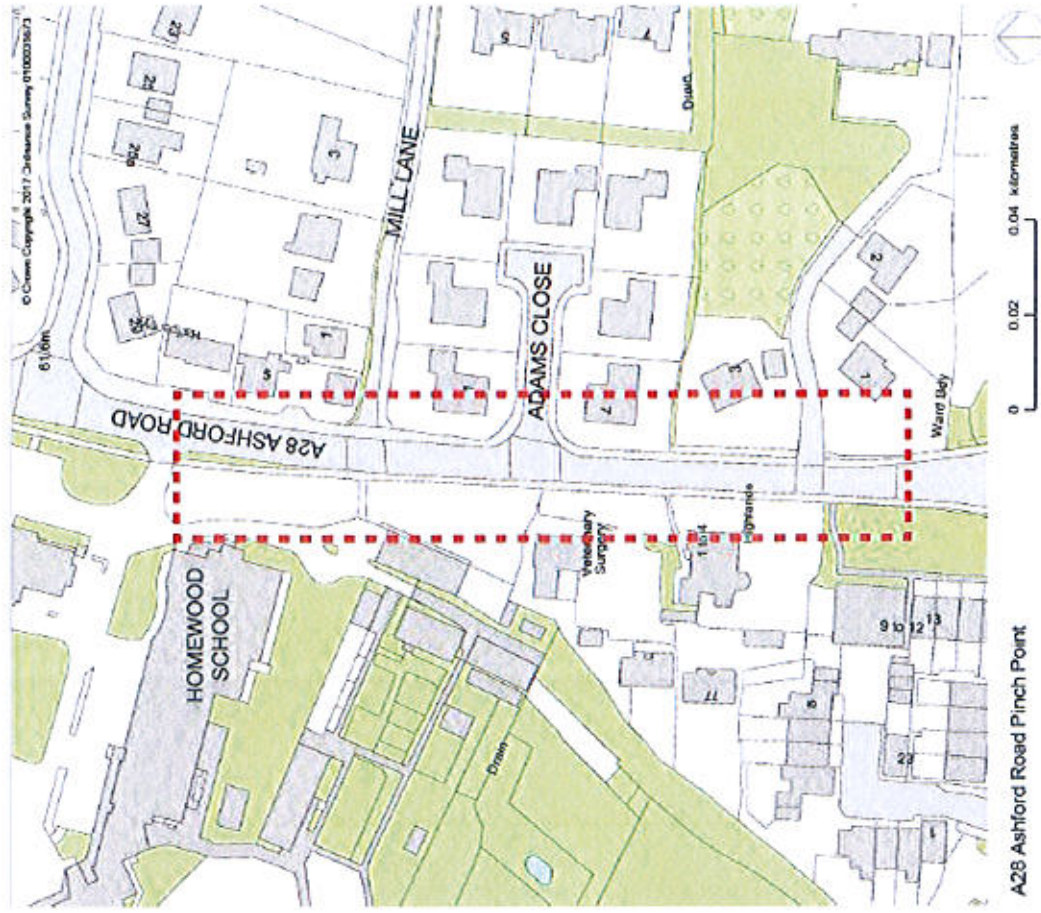
The carriageway along this section is approximately 6m wide with 1.5m footways either side. Adding a shared use facility would require the west side footway to be widened to over 3m, however more space is needed in this location to maintain effective width due to the vertical wall.

The lack of a vehicle route alternative to the A28 means it will be difficult to change the nature of this section of road to reduce traffic volumes or change the flow to free up space within the existing highway boundary.

From the east, Mill Lane is not an option due to pinch points moving north on the A28.

Recommendations

Provide a good link to the school from south east Tenterden via Homewood Road. Install a signal crossing north of the bus stop. Make Homewood Road entry only for general traffic and install build out in the north side lane at the junction. Transition cyclists moving west on to north side footway before junction with the A28 and link to crossing. Give pedestrians and cyclists priority crossing school entrance.



A28 Ashford Road, B2080 Beacon Road, B2067 Oaks Road triangle

The current layout creates difficult on-road conditions for cyclists, resulting in a low level of service. The five junctions located on this triangle of roads are a significant barrier to active travel and pose safety issues as reflected by the accident record.

Road width

| | |
|-----------------|--------|
| Ashford Road | 13m |
| Beacon Oak Road | 10.6m* |
| Oaks Road | 12.6m* |
| Golden Square | 10.5m* |

* at narrowest point

Constraints

The limited available highway width makes installing bidirectional provision impractical on any of the road sections of the triangle.

This lack of space is compounded by on street residential parking on the A28 and B2067 Golden Square.

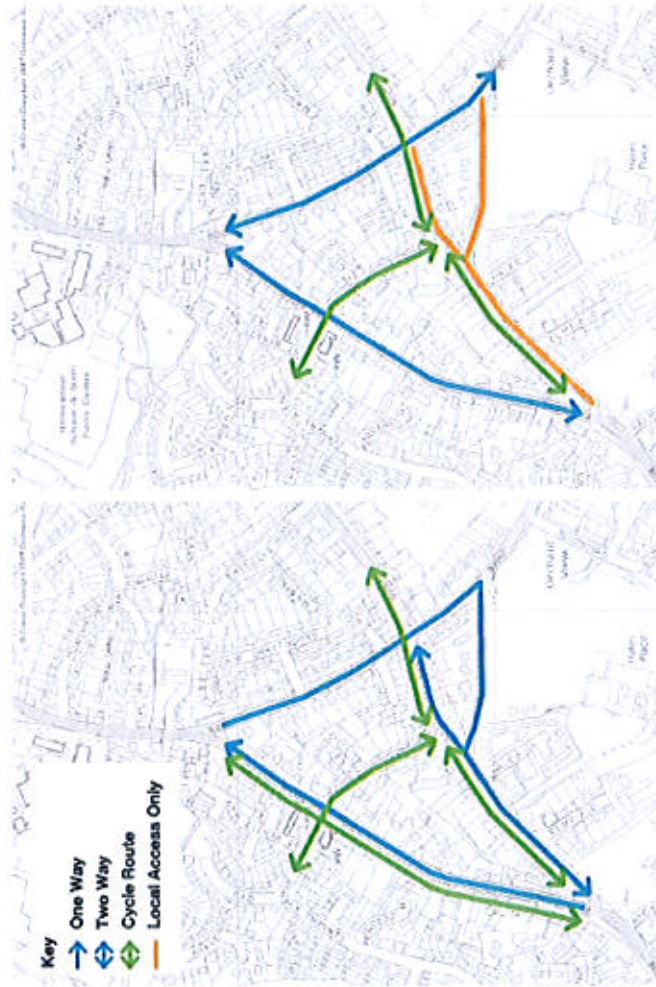
Recommendations

Option 1 Install one way system freeing up space to provide bidirectional provision along the A28 and Oaks Road.

Option 2 Downgrade the southern arm consisting of the B2067/Golden Square changing it to local access only.

Improve all junctions by reducing corner radii, narrowing the general traffic lanes and providing better pedestrian and cycle crossing facilities. This will provide opportunities for greening and urban realm improvements.

Changing the circulation pattern will both free up space for cycle provision as well as reducing the directness of car journeys therefore encouraging more people to walk and cycle.



A28 High Street

Improving access along and across the High Street section should be a priority to both link to the new development site as well as improving access to this major local destination.

Existing conditions represent a poor level of service for cyclists and pedestrians with little to mitigate the traffic volumes along this road.

There are currently two signal pedestrian crossings and significant carriageway width and verge space for over 400m between the junction with Oaks Road and Woodbury Lane.

Road width

| | |
|-------------|--------|
| High Street | 16-22m |
|-------------|--------|

Recommendations

(a) Install with flow cycle provision such as stepped tracks in both directions along this length as well as continuous footways across side road entrances.

(b) Narrow carriageway both physically and visually, remove centre line and reconfigure parking to free up space to widen footway provision and provide for cyclists. Measures might include a median strip with planting

(c) Use urban design elements to signal a shopping and leisure environment that promotes lower vehicle speeds.

(d) Consider reducing the speed limit through this section to 20mph.

External Committee 13th August 2018

Caretaker Scheme

Agenda Item 16

The caretaker scheme has been in force now for almost 2 full mowing seasons. There have been calls for a review of the effectiveness of the scheme and that review has been hampered by the long-term absence of our previous Site Maintenance manager.

David Bournier took over the site maintenance manager role earlier this year and in early July we engaged a further team member to reach our full complement of 4. Under Dave's management the maintenance is far more structured, and the office is kept informed of activities for the week ahead.

It has been a challenging year with the drought and the team has deliberately not mown the grass to avoid further damage. Once the drought is over, a much more regular mowing cycle will be achievable.

A review of the scheme is now due and by early September we should have verifiable results of the effect of a full team. (2 months in from recruitment).

A sub-committee should be established to look at:

- The execution of the scheme going forward
- Purchase of necessary equipment (small items of equipment will be handled by administration)
- The situation regarding Cranbrook Rd Cemetery. This cemetery was a last minute addition to the scheme and is both time-consuming and sensitive. The allowance of £2000 p.a. falls far short of the maintenance bill.

Proposal: That a sub—committee should be formed to monitor the caretaker scheme as above.



Phil Burgess
Town Clerk

| | |
|------------------------------|---|
| Impact on Crime and Disorder | : None |
| Impact on Bio-diversity | : Varied |
| Budgetary Impact | : Potential savings or increased income |

External Committee 13th August 2018

Friday Market

Agenda Item 17

The market was recently transferred from ABC to the Town Council and councillors had been allocated to this task group during the last council year to facilitate this transition. This group was omitted from the general re-appointment of councillors earlier in the council year.

The requirement still exists for councillor involvement as the market needs to consolidate and expand. In order to achieve this a health-check will be carried out with the assistance of NABMA (National Association of British Market Authorities) which will be arranged shortly.

Cllrs Knowles and Mrs Smith held the posts last year.

Proposal: That councillors should be appointed for the current council year.



Phil Burgess
Town Clerk

| | |
|------------------------------|------------------------------|
| Impact on Crime and Disorder | : None |
| Impact on Bio-diversity | : None |
| Budgetary Impact | : Potential Income increase. |

External Committee 13th August 2018

St Mildred's Grant Application

Agenda Item 18

I have attached the grant application from St Mildred's for £750,000 towards the re-ordering of the church to facilitate use as a centre for culture arts and entertainment.

This application was not included in the recent community chest process as it clearly exceeded the funds available and represents over a fifth of the Tent1a receipts. However, the project fills a need for a superior arts venue in the town.

Prior to considering the grant, the council will need information regarding the staging of expenditure and potential alternative grant sources.

Proposal: Consideration should be given to appointing a sub-committee specifically for this role or delegating the investigation to the donations sub-committee.



Phil Burgess
Town Clerk

| | |
|------------------------------|---------------------------|
| Impact on Crime and Disorder | : Likely to be beneficial |
| Impact on Bio-diversity | : None |
| Budgetary Impact | : Major |

COMMUNITY GRANT APPLICATION

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

| Name of Organisation |
|---|
| The Parish Church of St Mildred, Tenterden |
| Registered Charity Number (if applicable) |
| 1130113 |
| Registered Address |
| The Vicarage, Church Road, Tenterden, Kent TN30 6AT |
| Contact name(s) and position |
| The Reverend Canon Lindsay Hammond, Team Rector |
| Contact telephone number(s) |
| 01580 761591 |
| Contact email address |
| tentvic@gmail.com |
| Brief summary of the organisation (date formed, aims, structure etc.) |
| <p>The Parish Church of St Mildred has been in existence for nearly nine hundred years. Throughout that time it has been home to a Christian community. One of the expressions of the life of that community is the demonstration in a practical way of the love of God for all. This is why we want to open up our historic church to a multitude of different uses, and users, which we believe will help to enrich the life of our town.</p> |

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

The PCC has identified two objectives.

The **first** is to adapt St Mildred's so that we can accommodate a wide range of cultural and artistic events that foster creativity, expression and beauty for the whole community of Tenterden. It is our intention to work closely with the Town Council and wider community to create a broad community project.

We already host events of this nature, but the work we propose will enhance St Mildred's immeasurably as a venue. By transforming St Mildred's into a truly dynamic centre of abundant life, we will ensure that St Mildred's remains at the heart of the community with the community at its heart, and make it an even greater blessing to Tenterden. We are in the process of finalising our proposal and to fully cost the scheme. We will also look at staging the project to ensure that funding raised through this application will be focused on bringing a real benefit to the local community. This design and costing phase should be completed during March 2018.

The timing and staging of physical work on site would be linked to the level of funding. Commencement of works would also be dependent on receiving the necessary planning approvals. We have applied for Heritage Lottery funding (evidence for which is attached) to complete our overall plans. We have already invested from our own very modest assets to progress work on the project. The Grant that we are applying for now is the key that will unlock the door to further funding, and will also enable work to commence on site to give early benefit to the community and deliver one of the community's top projects identified in the Lipton Report (page 21).

The **second** objective is to adapt St Mildred's so that we can provide differing forms of worship that resonate with contemporary society.

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

Though we cannot claim, nor would we wish to claim, that we are the only venue for cultural and artistic events, we are confident that there is no other venue in Tenterden which rivals St Mildred's for size, quality and potential.

We are applying for £750,000 which represents approximately half of the cost of delivering the community elements of the scheme and 37.5% of the total scheme cost (see Appendix 2).

This sum will not only enable us to attract further grants, but also provide an excellent return on investment by the community once the project is complete.

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

The Lipton report clearly identified St Mildred's as the most popular centre for Culture, Arts and Entertainment events for the Tenterden community at large. It states (page 46):

"Tenterden lacks a high quality and accessible venue of this type (Culture, Arts and Entertainment) and the community certainly believe they would benefit from one. ... Our consultation supports their (St Mildred's) view that it can and that the enormous majority of the community are supportive of such a move. Whilst strongly held views concerning the role of a church building were made both for and against, the desire to redesign St. Mildred's to make it more relevant to the community at large was overwhelming. We can only recommend that the council look to support Reverend Canon Hammond and the congregation in their plans if the wider lay community are included in their consultations."

We have and will continue to involve the lay community in our plans.

It is our vision is that the reordered church will be a venue which will fulfil this function and benefit all age groups. The present capacity of the church is approximately 350, and we will retain that number once the church is re-ordered.

Impact on the community of not delivering

St Mildred's is the largest venue at the centre of the community.

If we do not attract a grant, then we believe that this will leave a cultural, artistic and spatial vacuum and miss the opportunity of a generation.

**Total cost of project
(please supply supporting information, e.g. quotations etc.)**

We have currently spent £50,000 on the project from PCC funds but we are unable to take the scheme further without external funding and support. Our architect, Jeremy Bell of JBKS Architects, and quantity surveyors, Ridge and Partners are just finalising the R.I.B.A. Stage 2 Report and Cost Estimate for our proposals. The total additional cost of the scheme is £2m.

Whilst we aim to deliver the whole project we appreciate that not all of the elements of the project are necessarily directly relevant to the delivery of an Arts, Culture and Entertainment venue for the local community. We have therefore broken the scheme down into its various elements and identified those parts which are more closely related to the delivery of benefit for the wider town community. These details are set out in Appendix 2.

We have also provided plans of the proposals (Appendix 1) but we are currently awaiting updated drawings which will include Plans, Elevations, Sections and a computer generated "Fly Through" which will show our proposals in graphic detail both from within and outside St. Mildred's. These will be provided on receipt.

Other sources of available funding being considered

We have applied for a Heritage Lottery grant and are investigating the many opportunities for grant aid with the help of the Diocese of Canterbury and the Church Council. None of the potential grant bodies we have seen so far however would be able or willing to provide the significant boost an award from the Tenterden Town Council would achieve.

Amount of grant sought

£750,000 as a contribution towards a community project of £1,326,654 which is part of a total project costing £2,000,000

When is the grant required

Depending upon the planning process we could be in a position to begin work at the beginning of 2019.

What fall-back position would the organisation / charity take if the grant was not forthcoming?

We would have to scale down the project significantly, and spread the realisation of the scheme over a much longer period, and be dependent on attracting alternative grants. We as the St Mildred's church community have minimal funds available. At the end of December 2017 the total general funds stood at £67,000. Our annual expenditure on ordinary running costs currently stands at £160,000 (we receive no financial assistance from either the government or diocese)

**How will the balance (if any) be financed
Has other funding agreed from other sources (if applicable)
Please provide any supporting documentation**

As mentioned above we are applying for a Heritage Lottery Grant (part of our proposal includes the creation of a Heritage Centre), and consulting the Diocese of Canterbury about other grant sources.

**Other information relevant to support your application:
Please use continuation sheets as necessary.**

We believe that we have included everything you need at this stage. We will supply full information about our proposals when our professional team has delivered their Report during March 2018.

DECLARATION

**I declare that I am authorised to make the above application on behalf of
The Parochial Church Council of St Mildred, Tenterden.**

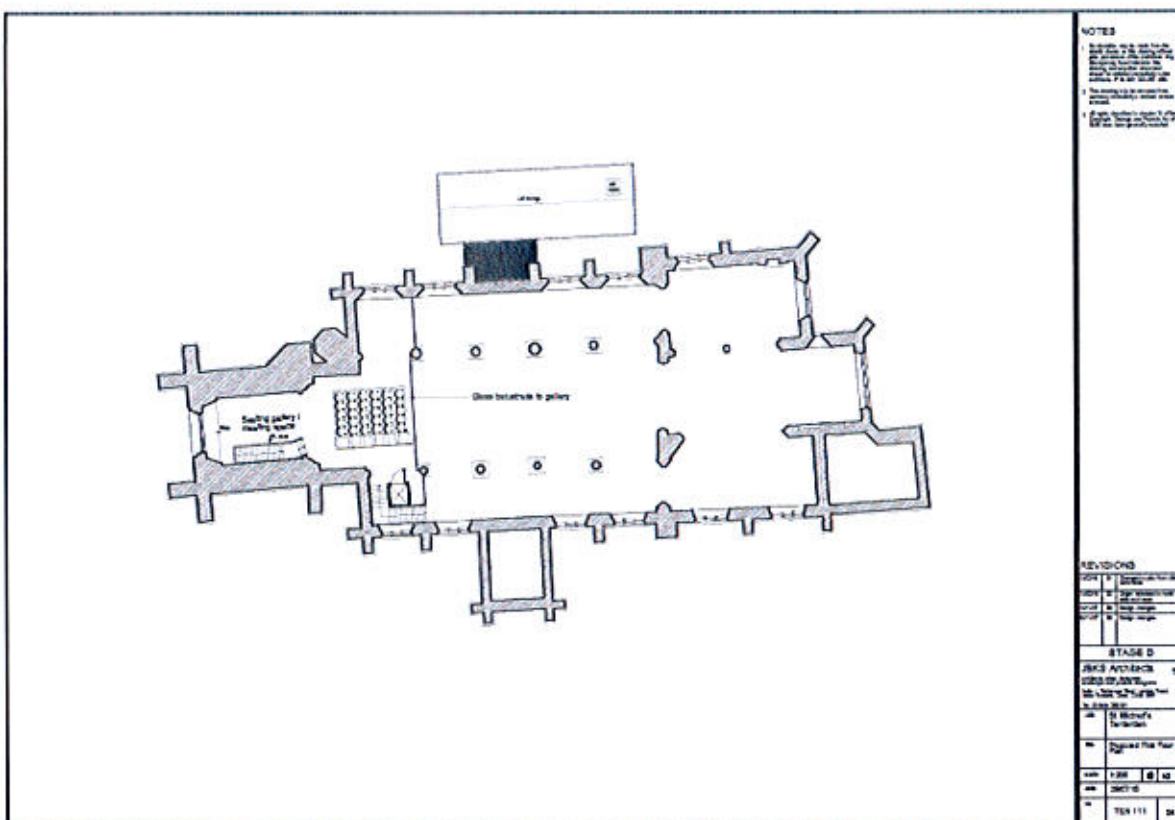
Signed: 

Name: Lindsay Hammond

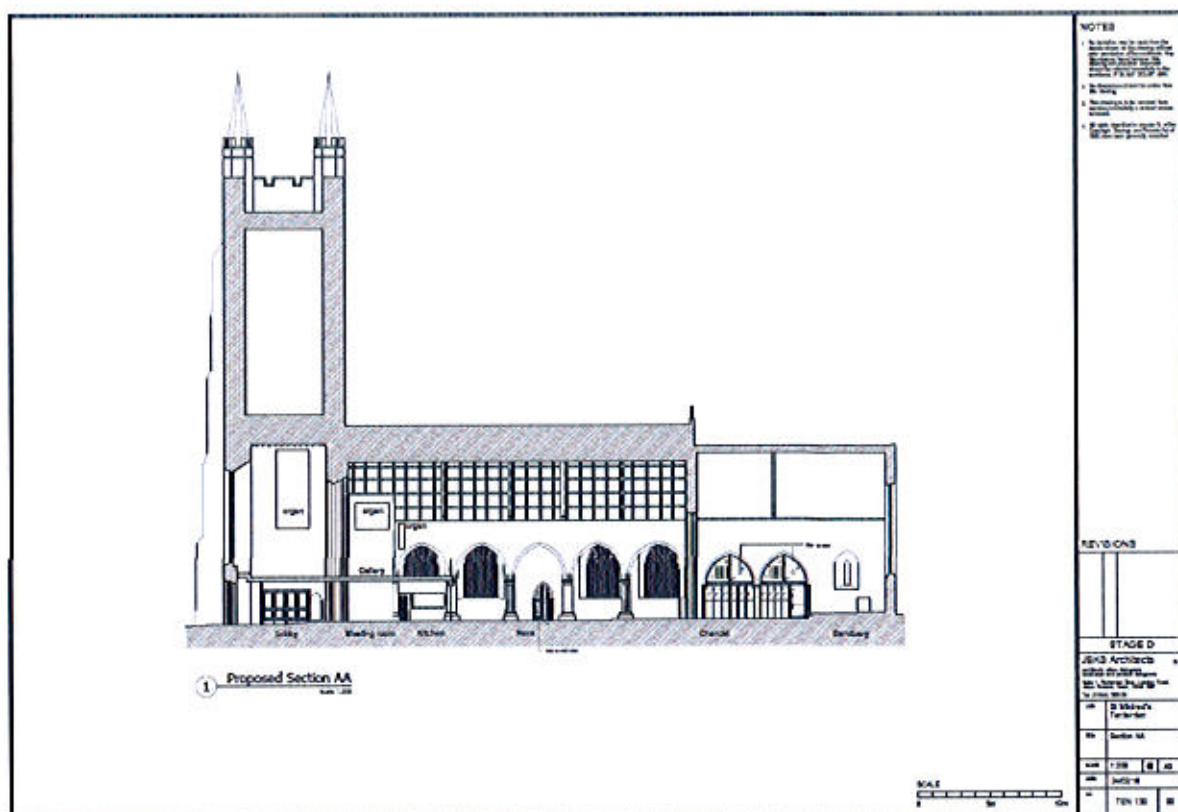
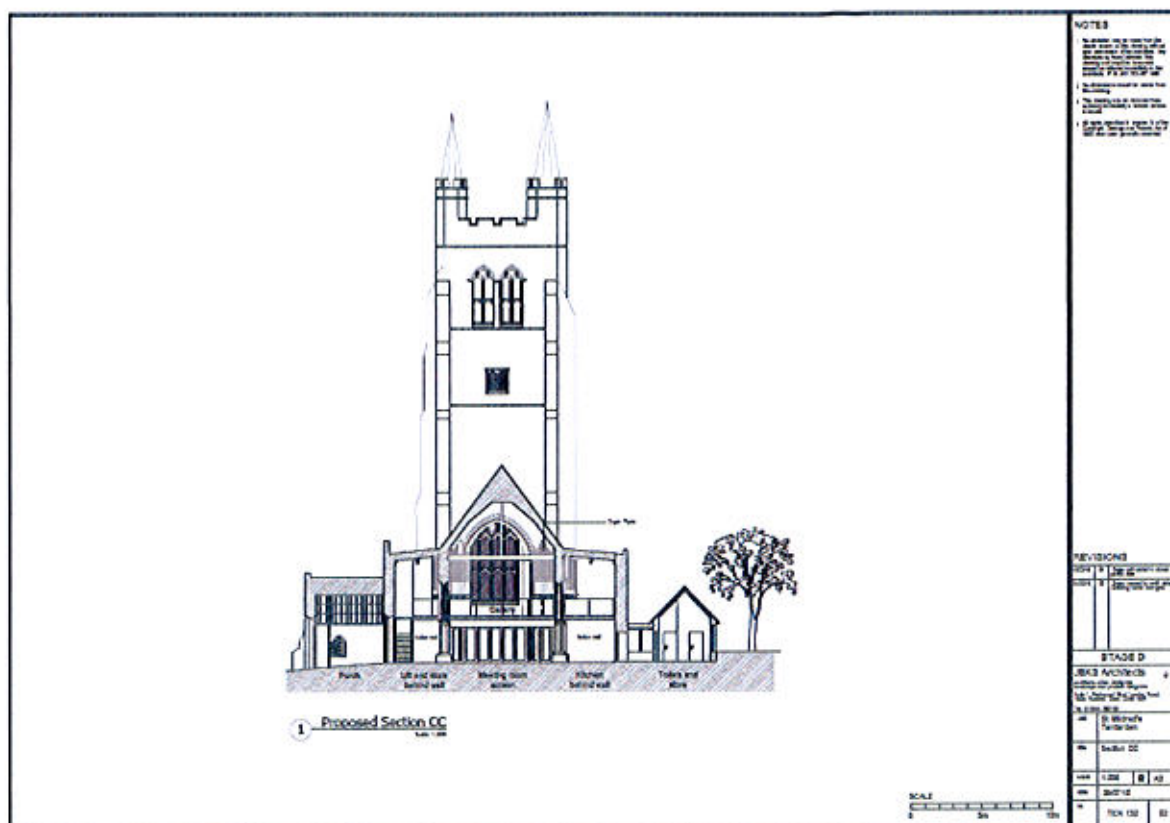
Position in organisation: Team Rector

Date: 28th March 2018

Proposals (please note drawings are currently confidential until 15 April 2018)



Full Size drawings will be submitted separately



Appendix 2

Cost Plan

| | | Total Project | Arts, Culture and Entertainment Venue items |
|---|---------|---------------|---|
| Nave | | | |
| Stripping out | 42,852 | | |
| New floor construction ,ramps and dais | 56,045 | | |
| Doors and timber folding sliding doors | 76,553 | | |
| Repairs to walls and decorations | 36,896 | | |
| Kitchen | 36,227 | | |
| Stone flooring | 86,797 | | |
| Seating, fixtures, fittings and raised staging | 103,644 | 439,014 | £439,014 |
| | | | |
| Gallery | | | |
| Stripping out | 5,391 | | |
| Glulam beams ,floor,glass balustrade and flooring | 143,796 | | |
| Oak stairs | 15,403 | | |
| Disabled platform lift | 27,109 | 191,699 | |
| | | | |
| | | | |
| Memorial Chapel | | | |
| New floor construction | 5,546 | | |
| Glazed screens and doors | 78,555 | | |
| Stone flooring | 13,478 | 97,579 | |
| | | | continued |

| | | | |
|--|----------------|-------------------|-------------------|
| Heritage Centre | | | |
| New floor construction | 5,546 | | |
| Glazed screens and doors | 100,120 | | |
| Fitting out | 24,924 | | |
| Stone flooring | 13,478 | 144,068 | |
| | | | |
| External Store and toilets | 278,683 | 278,683 | £278,683 |
| | | | |
| Under floor heating | 185,578 | 185,578 | £185,578 |
| Electrical installation ,power and LED lighting | 268,328 | 268,328 | £268,328 |
| | | | |
| Audio and visual installation | 84,717 | 84,717 | £84,717 |
| | | | |
| Organ Move, refurbish and position on Gallery at back of Church | 250,000 | 250,000 | |
| | | | |
| External works | | | |
| Pavings and steps | 40,588 | | |
| Drainage | 19,746 | 60,334 | £60,334 |
| | | | |
| | TOTAL | £2,000,000 | £1,316,654 |

Good afternoon,

I wanted to report that we have arranged a date with our lining contractors to refresh the lining in a number of places in Tenterden, including many parking bays along the High Street.

The best way to convey the extent of the lining work is visually. Plans are attached which will (hopefully) indicate those areas that are affected.

Many of the bays on the eastern end of the High Street (and East Cross) were refreshed in the last year or so, leaving a number of others at the other end of the High Street in need of the same attention. A number of sections of yellow lines are also faded or broken.

I have tried to create a schedule that will yield maximum utility from the lining crew on the day. There are a number of minor pieces of lining in the Tenterden area that are also scheduled for this date.

One aspect of the work is to move some of the bays (close to Paydens etc, items 14 & 16 below) a short distance away from the kerb, to encourage motorists to park without significantly overhanging the footway with vehicle bonnets etc. In other words, the bays will be fully marked on the road. The road is clearly wide enough here to permit this.

This change was requested at the meeting last October at Tenterden Town Hall which I attended, so I hope it will be supported. 'Overhanging' by vehicles would not be a civil contravention, so we cannot issue a Penalty Charge Notice for this, but the police might deem the matter an unnecessary obstruction.

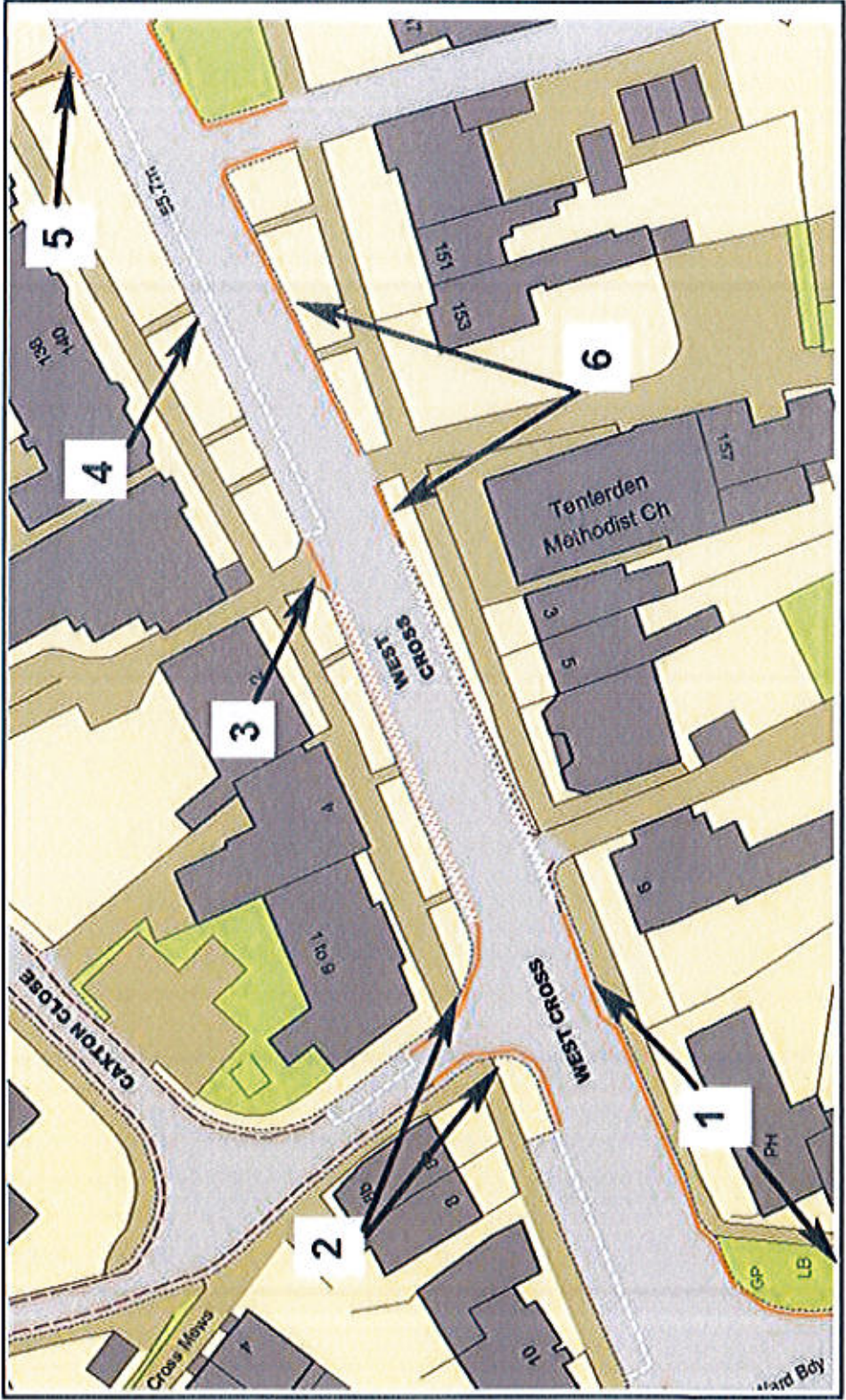
The lining of the bays should not take more than an hour or two. I have asked the lining contractors to mark the bays out first, before moving onto the waiting restrictions, so that there will be minimal impact on visitor parking. Parking can return almost as soon as the lining work has been completed in each section as with previous lining works.

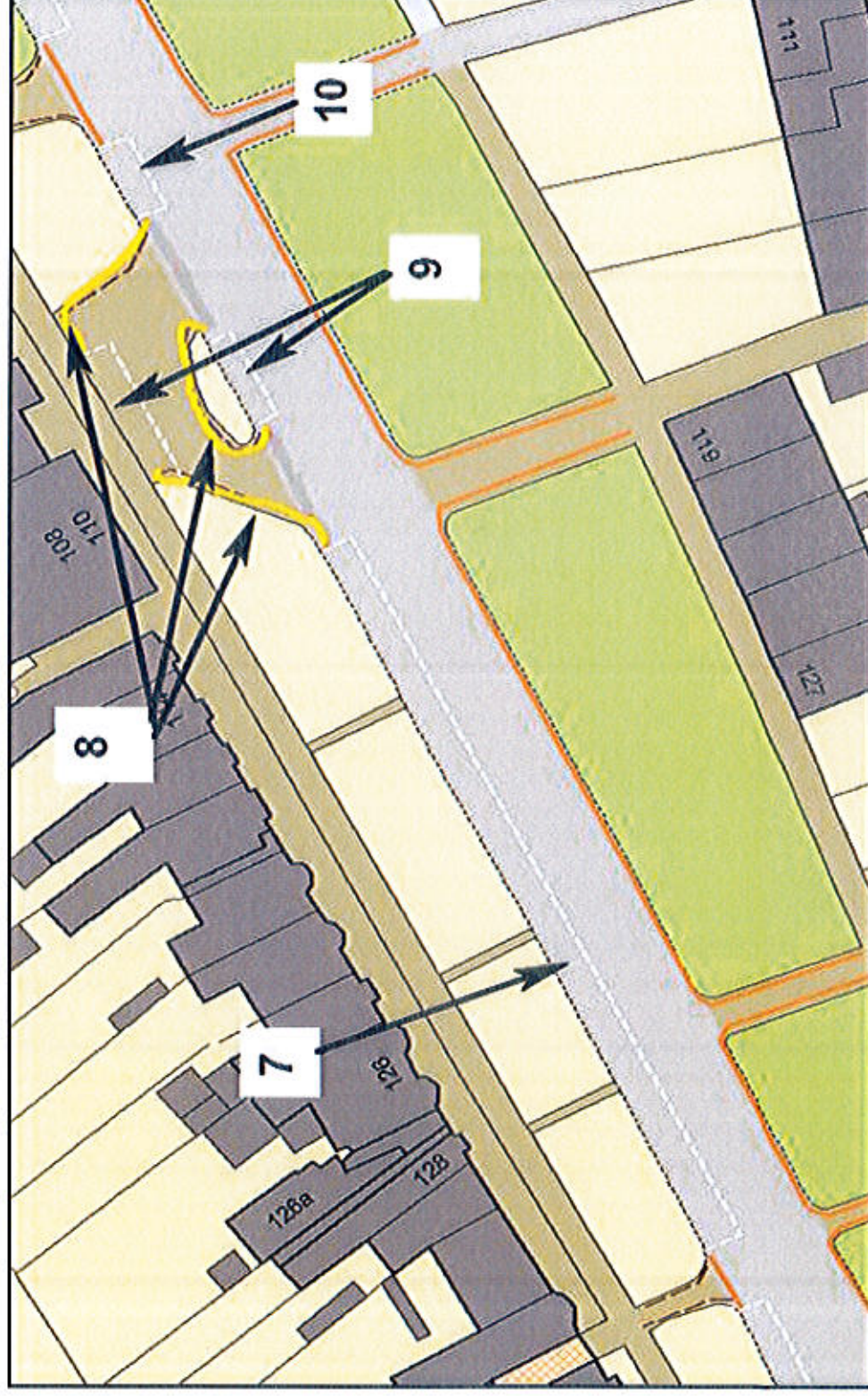
I will ask our Communications team to put out a message on social media in the week before the work is due to take place.

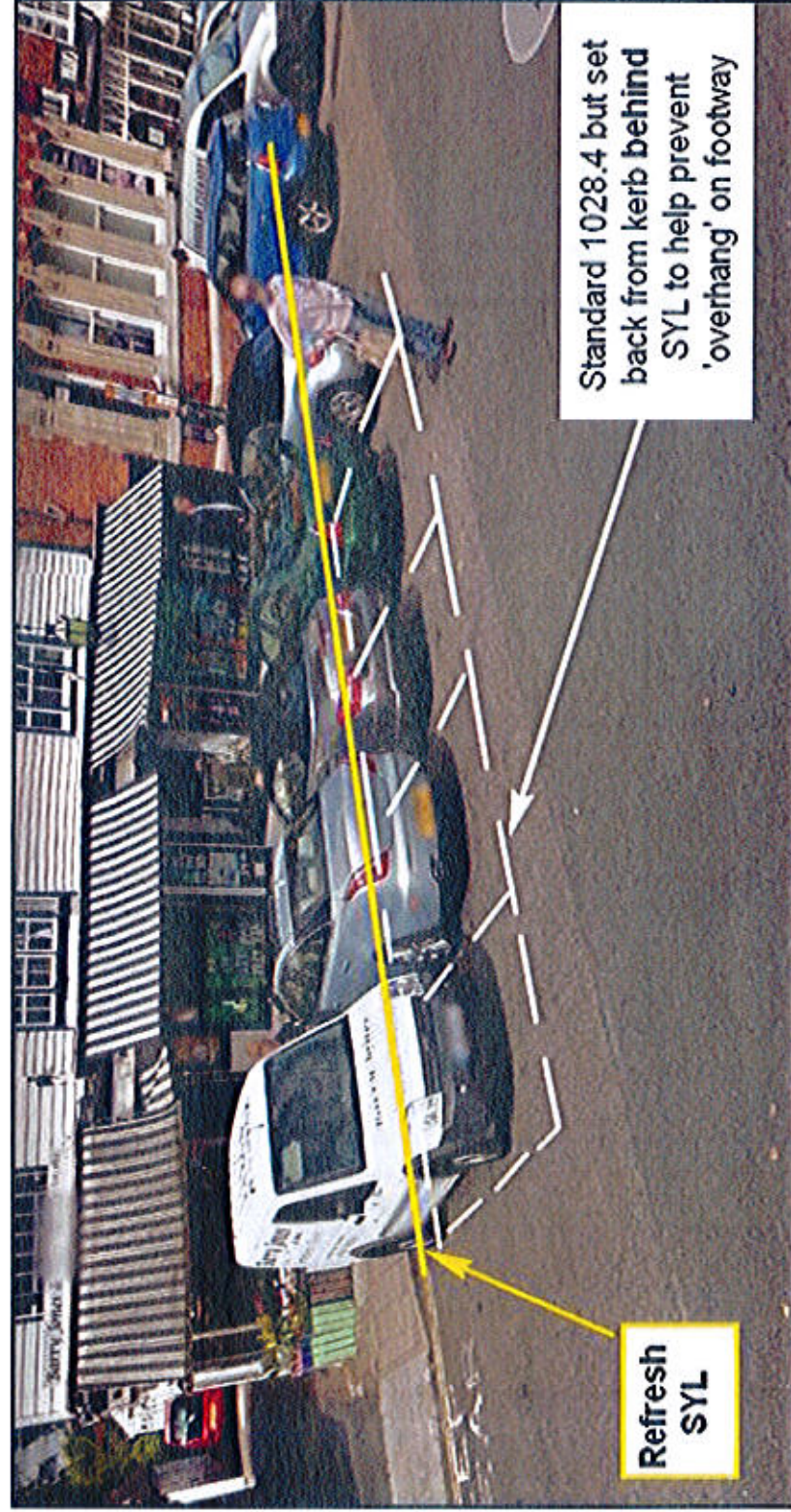
If you have any questions or concerns, please tell me.

Regards,

Kieron Leader
Technical Officer







Corresp

Agenda Item 19c



Tenterden & District Museum Association

The Museum, Station Road, Tenterden, Kent, TN30 6HN

Telephone (01580) 764310

Website: www.tenterdenmuseum.co.uk

*Please reply to
enquiries@tenterdenmuseum.co.uk*

Mr Phil Burgess
Tenterden Town Clerk
Town Hall
High Street
Tenterden
Kent TN30 6AN
6th July 2018

Tenterden Town Clerk,

Tenterden and District Museum Association would like you to thank the Tenterden Town Council for the generous donation of £1,000 towards museum funds which ensure the care and preservation of our physical history. We are also very grateful for the spectacular hanging baskets which are so well tended outside the museum building.

Without the annual grant from Tenterden Town Council our volunteer run museum would not be able to achieve the standards which everyone expects today.

The support of the Tenterden Town Council is crucial to enabling the volunteers to continue with the aims of the Tenterden & District Museum Association which include: to create, administer and maintain a museum for Tenterden and District and an association of persons willing to support it;

Tenterden Town Councillors and Town Hall staff is always welcome to view the facilities and see the wealth of records that are held at the town museum or just take time to look at our unique artefacts.

Once again the Tenterden Town Council support is much appreciated.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Debbie Greaves', with a long, sweeping horizontal line extending to the right.

Mrs Debbie Greaves
Curator