

TENTERDEN TOWN COUNCIL – HIGHWAYS AND AMENITIES COMMITTEE

EAST CROSS GARDEN RENOVATION

MINUTES OF A MEETING ON 26TH OCTOBER 2016 HELD ON SITE

Present: Cllrs Carter, Miss Gooch & Mrs Smith. Volunteer gardeners Nikki and Jean, Site Manager, Lee Jarvis & Town Clerk, Phil Burgess were also present.

1. **Apologies for Absence.** None.
3. **Issues under Consideration.** The surfacing of the path and circle areas was considered along with the layout of trees and shrubs. Additional topics were raised by the volunteer gardeners and these are included in the recommendations below.
4. **Recommendations to committee.** Points with alphabetic notations below relate to areas on the attached plan of the garden:
 - A) Remove existing steps* at north west corner of the gardens and extend the low brick wall and shrub beds to block this access off. The steps are not used. The end of the brick wall should echo the curve in the north east corner at point J.
 - B) Remove existing shrubs to the west of the circle area and adjoining paths and return to grass or replace with a single shrub type.
 - C) Improve the access from the north side of the garden to be DDA compliant (12:1 gradient) This would involve part of the southern footpath belonging to KCC*.
 - D) Remove Ash tree to the south east of the circle.
 - E) Crown-lifting work on ornamental Ash trees – remove lower branches
 - F) Widen the eastern path to 2.5 metres between circle and shops to allow sight line through to west of garden.
 - G) Remove the eastern flower border apart from the rose bushes at each end. Turf the area.
 - H) Check ownership of the north-south path bordering the shops (believed to be owned collectively by the shops) and canvass the shop owners to see if they would contribute towards tying the path in with the garden hard surfacing.

Additional Points

1. A watering point near the boots bed would be very useful. Contact Shaun Akehurst to assess feasibility.
 2. A plaque has been requested to highlight the involvement of Great Dixter Gardens in the providing plants for the Boots bed and East Cross. Councillors also agree that the work of our volunteer gardeners should also be included.
 3. Groundworks and Walling. Maylands should be engaged to create a specification for tender and give their recommendations for a durable material such as Indian Sandstone. The whole hard surface area should be in the same material. Members of this committee would approve the final surface from samples supplied by Maylands from a range of surfaces. Site maintenance staff would establish how the base of the current crazy paving was made up prior to referral to Maylands.
 4. Bird Boxes to be attached to some of the trees to encourage wildlife.
 5. Estimated expenditure should be earmarked for the 2017/18 year
5. **AOB.** None
 6. **Next Meeting.** TBA when choice of material is required.



EAST CROSS GARDEN,
TENTERDEN

NOT DRAWN TO SCALE-
ILLUSTRATIVE PURPOSES ONLY

GUIDANCE GOVERNING HIRE OF TENTERDEN RECREATION GROUND

Tenterden Town Council reserves the right in the event of abnormally bad weather to withdraw the permission to use the land or alternatively restrict the movement of vehicles, if such permission is granted. Verification must be received from the Town Council before entering the site to ensure that the ground is in a fit condition for vehicles and equipment. If the decision is that the ground is not fit then entry to the site is not permitted.

1. The general conditions regarding movement of vehicles are as follows:
 - (a) No permission whatsoever will be given for any vehicle (except when engaged on official Council business) to enter upon grassland from 1st October to 30th April inclusive. ~~Bookings which 'carry over' into and out of this closed season will be exempt but every effort must be made to avoid this becoming a regular occurrence.~~
Any events outside the dates above must apply individually to the Town Council 2 months prior to the event.
 - (b) ~~From 1st May to 30th September no booking can be accepted by the Council if the said event is likely to invite private cars and other passenger carrying vehicles onto the grassland unnecessarily.~~ *Vehicles will be allowed onto the grassland only with the permission of the Town Council and a responsible person must be employed by the hirer to ensure compliance. The Town Council will consider legal action if cars are parked on any area without permission.*
 - (c) ~~No heavy vehicles or plant may be brought onto the grass and any light vehicles that may be used will remain static during the event.~~
All vehicles should remain static during the event. Heavy vehicles or plant will be allowed only at the discretion of the site manager. Supporting boards must be used for heavy vehicles and equipment.
 - (d) Drip trays will be placed under any vehicle or vehicles and plant brought onto the grass and no diesel oil or other fuels will be spilled on the grass or other surface. Any spillage occurring in spite of this condition will be cleared up by the hirer or removed immediately and all damage made good.
 - (e) ~~A responsible person must be appointed who will be responsible for ensuring that unauthorised cars do not park on any Town Council land. The Town Council will consider legal action if cars are parked on any area without permission.~~ *Combined with b above*
 - (f)e Vehicles may not under any circumstances be parked on, or in any other way obstruct, paths or other hard areas.
2. The organisers must provide their own electricity supply by generator for operation of electrical equipment or make application to **Tenterden Town Council no later than 28 days before the event** to arrange for an electricity supply. **(01580 762271)**
3. The organisers must apply to **Ashford Borough Council no later than 28 days before the event** should they require the provision of waste facilities. **(01233 331111)**

4. The organisers must make any necessary arrangements with **Tenterden Town Council no later than 28 days before the event** if extended opening hours of the public toilets are required. **(01580 762271)**
5. The organisers must accept full responsibility for any accidents or injuries to property or persons arising out of the use of the land. To this end the organisers must ensure that any display or activity involving risk of injury to members of the public will be suitably cordoned off.
6. The organisers must be adequately covered by insurance. Evidence that insurance has been obtained for Third Party and Public Liability of £5 million for any one accident and is effective for the period of the event should be attached to the application for use of the land.
7. The organisers must indemnify the Town Council in respect of any damage caused to Council property (including damage to turf) or to property of third parties and in respect of death or injury caused as a result of, or in any way arising from, the event. The Council will not hold your organisation responsible for death or personal injury arising from the negligence of the Council or its employees.
8. The organisers must leave by the time agreed and ensure removal of all erected stalls, tent steels and any debris. All rubbish must be removed from the site, and it must be left in a clean, tidy and sound condition to the Town Council's satisfaction.
9. No spikes or pegs are to be driven more than 18 inches vertically into the ground.
10. No lime-based line marking materials to be used as this kills the grass.
11. Before leaving the site, any damage (including, but not limited to, grass, trees, footpaths, fencing) must be repaired by the hirer, or the costs (including administrative costs) paid to the Council for arranging repairs to be carried out.
12. ~~There must be no tethering of any animals to positioned trees.~~
13. The event must not be advertised by means of flyposting, which is **illegal under the Town and Country Planning Act and the Clean Neighbourhoods and Environment Act**. Advertising material displayed on the Recreation Ground railings must be limited to two posters.
14. No fireworks or special lasers, etc, are permitted on the site without the specified approval of the Town Council.
15. Permission from the Town Council for the construction of any temporary structure, e.g. marquee, staging, etc must be obtained, and such work must be carried out by competent persons.
16. ~~The organisers must contact Kent Fire & Rescue Service and the Police not later than 28 days before the event to seek details of their requirements and ensure that any requirements that they have are complied with (i.e. whether attendance by members of St. John Ambulance is necessary, etc.) Evidence must be supplied to the Town Clerk's office before the day of the event.~~

- 17 The organisers must contact ~~Street Scene and Open Spaces Department~~ **the Safety Advisory Group** at Ashford Borough Council for advice on Health & Safety and Environmental matters. Evidence must be supplied to the Town Clerk's office before the day of the event.
18. Noise levels should be restricted to a minimum **and shall not at any noise sensitive premises exceed 65dB over a 15-minute period. In the case of music events, the control limits set at the mixer position shall be adequate to ensure that Music Noise Level (MNL) complies with this maximum.** Regard should be taken of the fact that the top of the Recreation Ground is situated close to residential accommodation and therefore events **and any associated sound checks should occur between 9 a.m. and 10 p.m. In the case of live acts only, some "wind down" music will be permitted at a greatly reduced volume until 10.20 p.m. but the acts themselves must finish by 10 p.m.**
- a) ~~No amplification equipment is to be used without the written consent of Tenterden Town Council and, if such consent is granted, the volume will be turned down to such a level as not to cause nuisance or disturbance to occupiers of surrounding property. Microphones must not be used by operators other than for safety announcements and must not be used to "call on" riders. The Town Council reserves the right to withdraw permission for use of the ground where users disregard these conditions.~~
- (b) ~~All generating equipment must be switched off at 10 p.m.~~ ***The use of generating equipment after 10pm will be restricted to that required for overnight accommodation on site.***
- (c) Any equipment must not be assembled or dismantled between midnight or ~~7~~ **9** a.m. and equipment must not leave the site at any time during the hours of darkness.

The conditions regarding noise will be strictly enforced and failure to comply may prevent the land being used for similar purposes in future. *Note – moved from main para above.*

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Highways & Amenities								
1200 Lettings & Rental	1,000	0	0	0			0.0%	
1300 Recreation Ground Income	1,250	6,333	6,000	(333)			105.6%	
1310 Football Pitch	0	0	1,000	1,000			0.0%	
1320 Tennis Courts	54	(440)	2,000	2,440			(22.0%)	
1330 Bowling Green	0	200	250	50			80.0%	
1340 Allotment Income	0	(725)	150	875			(483.3%)	
1380 Bench Donations	0	1,086	0	(1,086)			0.0%	
1900 Miscellaneous Income	0	1,500	0	(1,500)			0.0%	
4700 Vehicle/Mach. Repairs & Maint	(240)	(721)	(3,000)	2,279		2,279	24.0%	
4705 Vehicle/Mach. Purchases	0	(1,145)	(5,000)	3,855		3,855	22.9%	
4710 Fuel	(65)	(645)	(1,750)	1,105		1,105	36.9%	
4715 General Grounds Maintenance	(196)	(14,227)	(18,000)	3,773		3,773	79.0%	
4720 Vehicle Insurance	0	0	(700)	700		700	0.0%	
4725 Bench Expenditure	0	(325)	(1,000)	675		675	32.5%	
4735 Tools & Sundries	(786)	(1,299)	(3,000)	1,701		1,701	43.3%	
4750 Christmas Lights	0	0	(3,500)	3,500		3,500	0.0%	
Grand Totals:- Income	2,304	7,954	9,400	1,446			84.6%	
Expenditure	1,286	18,361	35,950	17,689	0	17,689	51.1%	
Net Income over Expenditure	1,018	(10,407)	(26,550)	(16,143)				
Movement to/(from) Gen Reserve	1,018	(10,407)						

Highways and Amenities Committee – Monday 7th November 2016

No-Smoking Zones within Tenterden

Agenda Item 9

A scheme has recently been introduced by ABC in Ashford to create no-smoking zones.

The recreation grounds at both Tenterden and St Michaels and the Millennium gardens would seem suitable for this status.

ABC has suggested that the Town Council consult residents to ensure that this is a popular scheme and I have asked our consultants to include a "show of hands" vote in the forthcoming sessions.

If the scheme is approved, ABC has a template for the signage or we can use our own design. The exact number of signs and their placement will be decided after liaison with ABC. Should the bill for signage and posts exceed the budget below, the issue will be brought back to council.

Proposal: That the council should approve the scheme, subject to support from residents, and a budget of £500 should be set aside for signage.



Phil Burgess
Town Clerk

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