

Internal Committee 11th December 2017
Town Hall Focus Group Recommendations
Agenda Item 7a

Please see the minutes of the Town Hall Focus Group attached and recommendations listed in paragraph 2.

The group will need to seek professional advice on the ordering of the work, specialist items such as the acoustics within the assembly room and dealing with damp issues.

The repairs to the Town Hall have also been requested as part of the focus group remit.

1. Create an agenda item and background information for the internal committee on:
 - a) Including repairs in the scope of the Focus Group
 - b) Request an initial budget of £5,000 for incidental expenses, acoustic surveys & other professional fees to move the project forward and address damp issues.

Proposal:

1. That repairs should be included in the Focus Group remit.
2. That a budget of £5,000 should be set aside for specialist advice



Phil Burgess
Town Clerk

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

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

TOWN HALL FOCUS GROUP

MINUTES OF A MEETING ON 22nd November 2017

Present: John Crawford, Samantha Reed, Pam Smith, Lisa Lovelidge, Jo Gandolfo, Malcolm Kneller, Penny Kneller, Mike Pearson & Tina Croke. The Town Clerk, Phil Burgess took notes. Paul Chapell of Maylands Surveyors also attended.

1. **Apologies for Absence.** Brian Fagg, Jo Vos & Louise Carter
2. **Minutes.** Minutes of the last meeting were agreed with the addition of a display screen in the foyer for public information. *Previous minutes amended accordingly.*
3. **Matters Arising.** Mike Pearson raised the issue of Capital and Revenue expenditure and queried whether the repairs to the Town Hall could be funded from the Tent1 receipts. The Clerk advised that the National Association of Local Councils advice had been that repairs would need to be funded as revenue expenditure (i.e. from precept receipts) but that the re-ordering could be funded from Tent1 receipts. TTC's auditor had disagreed with this ruling and was looking into the matter. Paul Chapell advised that there may be capital elements to the roof repairs (any improvements as opposed to straight replacements) and that the newer part of the building to the rear, if demolished, would qualify as capital expenditure. He will revisit the costings to identify capital expenditure elements. *Post Meeting note – details (attached) have been provided by TTC's auditor which categorize the roof repairs as capital expenditure.*
4. **Chairman.** John Crawford was elected chair.
5. **Cinema Group Update.** The Town clerk advised that TTC would fund a feasibility and site selection study. This would entail demographic research followed by a decision by the business consultants on the best-fit cinema for Tenterden (if feasible). Four site options would be available to the consultants and architects and a site would be chosen taking into account deliverability (expense to set up). The Cinema group had requested that the Town Hall Group should wait until the results of the architect's findings before going ahead. The Town Hall group felt that this would apply only if the Woolpack area was chosen as the best site and even then, the benefit of a link between the Town Hall and the cinema was not identified. It was agreed that this group should proceed with the most cost-effective solution to the Town Hall re-ordering.
6. **Main Town Hall Project.** John Crawford asked whether there were any cost reductions for tackling the project as a whole. Paul Chapell said the prices on his 2015 quotation were already based on that and an increase in both labour and material costs was likely to put another 10% on the prices. A 10% contingency had already been included. Working around people can increase costs but it is possible to stay in the building, at least in part, during the work. The roof and external envelope should be started first and would have minimal impact on the building occupancy. In the costings he had allowed for a "tin hat" (a temporary roof covering) but costs could reduce if each slant done in turn (this would be very weather dependent). The internal works would be left until last. He would revisit the prices to ensure they were up to date and included the newer rear of the building which had, at one stage, been suggested for demolition. He advised that repair was significantly cheaper than demolition and rebuild. A further quotation and survey is required to find renovation costs relating to rear of the building although Paul Chapell felt this information may be available from an earlier survey.

- 7. Assembly Room.** Mike Pearson pointed out that the Assembly room roof was only about 20 years old. Paul Chapell said he had had limited access on the inspection, but the roof has been done with second hand slates which have a limited life span. He will take a more detailed look at the area.

The Assembly room ceiling was discussed and most felt it worthwhile to re-open the vaulted ceiling and reveal the attractive detailing there. The conservation officer had been quite keen for this to be carried out. The insulation could be done at roof level rather than above the false ceiling and would allow better heat retention. As the ceiling was installed to improve acoustics, acoustic consultants should be asked to tender for the work. Maylands would be able to advise names.

- 8. Flat roof extension.** Sam Reed advised that there is a roofing company who will guarantee repairs for 70 years. She will forward the link to Paul Chapell.

9. Pressing repair issues.

Tanking is likely to be the solution to the excessive damp problem in the Town Clerk's office, but further investigation work is required.

10. Further Action.

Town Clerk

1. Meeting dates to be arranged to include Paul Chapell, Jo Gandolfo, Lisa Lovelidge, John Crawford and the clerk to refine the cost estimates on the Town Hall and ensure everything is included.
2. Create an agenda item and background information for the internal committee on:
 - a) Including repairs in the scope of the Focus Group
 - b) Request an initial budget of £5,000 for incidental expenses, acoustic surveys & other professional fees to move the project forward and address damp issues.
3. Circulate information (received post meeting) on capital expenditure ruling.
4. Check viability of the "Virtual Policeman" with Ashford Police.

Paul Chapell

1. To revisit the report on the Town Clerk's office.
2. To revisit the site report to update prices, include elements that can be treated as capital expenditure and ensure all parts of the building are included.
3. Advise suitable contacts for acoustic engineers.

- 11. Next Meeting.** To be arranged in mid-January 2018.

TENTERDEN TOWN COUNCIL									
Precept budget 2018-19	Internal			Income					
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Proposed
	2015-16	2015-16	2016-17	2016-17	2017-18	2017-18	2017-18	2017-18(6mth)	2018-19
INCOME									
Precept	303,174	303,174	368,093	368,093	335,700	335,700	335,700	335,700	
Concurrent Function Grant	4,480	4,480	3,360	3,360	3,360	3,360	3,360	3,360	3,360
Council Tax Support Grant	10,162	10,163	5,250	5,250	5,100	5,100	5,100	5,100	5,100
Interest Received	500	2,987	1,000	3,393	0	19,434	0	19,434	35,000
Grants/S.106 Received	0	2,000	0	9,955	0	0	0	0	2,000
Miscellaneous	0	3	0	463	0	20	0	20	0
Insurance Claims	0	1,070	0	0	0	0	0	0	0
Wayleaves and Licences	520	659	659	1,803	600	0	600	0	600
Sub-Totals	318,836	324,535	378,362	392,317	344,760	363,614	363,614	46,060	
Town Hall Lettings	11,000	15,224	11,000	19,964	14,000	7,983	15,000	15,000	
Pebbles Income	35,300	35,250	35,300	36,425	35,300	20,563	35,300	35,300	
Weddings Income	3,500	4,520	3,500	5,039	4,500	2,420	4,500	4,500	
Pavilion Hire	500	604	5,000	2,028	4,000	1,571	3,000	3,000	
Public Toilets				23		114	200	200	
Sub-Totals	50,300	55,598	54,800	63,479	57,800	32,651	58,000	58,000	
Recreation Ground	6,000	3,617	6,000	6,250	7,500	7,400	7,500	7,500	
Football Pitch	1,000	368	1,000	216	500	0	200	200	
Tennis Courts	2,500	1,330	2,000	360	1,000	300	1,000	1,000	
Bowling Green	250	0	200	367	200	167	200	200	
Miscellaneous Income	0	530	0	1,500	0	0	0	0	
Bench Donations			0	2,860					
Allotment receipts	0	965	150	140	150	0	100	100	
Sub-Totals	9,750	6,810	9,350	11,693	9,350	7,867	9,000	9,000	
Grand Totals	378,886	386,943	442,512	467,489	411,910	404,132	113,060	113,060	
Precept budget 2018-19	Internal			Expenditure					

Assumed Figure
Assumed Figure
largely C.C.L.A.

Radar Keys

Processed through other codes

20p St Michael's

Pavillion hire only

	Budget 2015-16	Actual Exp 2015-16	Budget 2016-17	Actual Exp 2016-17	Budget 2017-18	Actual Exp 17-18 (6mth)	Proposal 2018-19	18-19 Notes
EXPENDITURE								
Council Staff Costs	150,000	149,972	167,000	175,571	167,000	79,439	195,000	additional staff expense
Refreshments					0	178	600	
Gifts					0	59	200	
Insurance	12,000	10,138	10,000	13,071	12,500	13,082	13,000	Rise in premium due to fidelity insurance
Solicitors Fees		5,866				1,973		
Consult'/Arch'/Surveyor	44,000	18,175	35,000	18,454	35,000	3,840	35,000	
Other Professional Fees		5,417		4,644		4,263		
Cllr & Staff Training & Exp	2,000	1,856	3,000	3,519	3,000	2,623	4,000	
Advertising & Publicity	2,500	1,864	3,500	1,254	3,500	2,274	5,000	includes professional newsletter design
Website	1,200	1,179	7,500	11,640	5,000	700	1,500	
Printing, Stationery Etc	1,000	4,869	1,000	1,035	1,000	373	1,000	
Photocopier	2,000	2,876	2,000	2,803	2,000	1,195	2,000	
Telephone/Fax/Internet	2,400	3,738	2,400	2,623	3,000	804	2,000	
Postage	750	981	800	675	800	588	1,000	
Bank Charges	500	929	500	869	500	244	500	
Misc Office Expenses	300	3,089	300	2,203	1,000	217	1,000	
Office Equipment & IT	2,500	2,234	2,500	6,239	3,500	4,722	4,000	
PR Consultancy					0	2,112	13,000	
Robes & Uniforms	200	597	300	866	600	3	600	
Mayor's Sunday	1,500	2,324	1,500	1,568	1,500	1,894	2,000	
General Civic Exp & Events	2,000	3,447	1,000	1,201	1,500	207	1,000	
Mayoral engagements			3,000	1,704	3,000	1,412	3,000	
Subscriptions		2,202	3,000	1,903	3,000	1,760	2,000	mostly paid Q1&Q2
Local Council Aw' scheme			500	0	500	0	500	
Community involvement				0			2,500	Speedwatch etc
Section 137 expenditure	0	400	400	400	0	0	0	General power of competence - nolonge
TH Cleaning and Materials	13,000	11,931	13,000	9,906	13,000	6,263	12,000	
TH Water & Sewage	1,000	421	1,000	589	800	118	600	
TH Gas	4,500	2,916	4,500	2,761	3,500	755	3,500	
TH Electricity	3,000	2,406	3,000	2,125	3,000	868	3,000	
TH Rates	11,000	11,107	11,000	11,197	11,000	6,330	11,000	

includes insurance claim for paintings

TH Maint'ce & Proj	5,000	24,817	6,000	11,194	8,000	-2,150	8,000
Flower Boxes & Baskets	900	2,045	1,200	1,236	1,200	1,923	2,000
TH Flags and Access's	500	277	500	0	500	342	500
Weddings	1,200	3,102	1,200	556	1,200	79	1,000
TH Security Cover	3,200	3,900	3,200	1,557	500	716	1,000
TH Premises Expenses			1,000	307		86	500
Pav Reprs & Maint	3,250	13,747	2,500	3,639	2,500	1,706	2,000
Pavilion Electricity	250	1,498	500	707	600	217	600
Pavilion Water&Sewage	1500	2,452	1,000	694	500	196	500
Storage Facility Rates	1000	912	500	0	0	529	1,000
Storage Fac' Util's & Maint	500	645	1,000	152	1,000	193	1,000
Pebbles Maint & Cons'	8,000	0	8,000	0	8,000	0	8,000
Public Toilets Rec	20,000	22,476	20,000	20,673	22,000	6,848	20,000
Public Toilets Station Rd	20,000	16,638	20,000	19,537	22,000	11,030	20,000
Public Toilets St Michaels	10,000	7,757	10,000	23,784	11,000	11,529	10,000
Defibrillator Costs	200	3,987	200	358	500	141	500
Misc. PB Expense	0	506	0		0	0	1,500
Repairs/Maint (+Machinery	3,000	251	3,000	2,046	3,000	471	900
Fuel	1,750	1,123	1,750	1,073	1,750	92	200
General & Ground Maint	19,050	34,315	18,000	55,143	10,000	3,715	6000
Vehicle & equipment purch	0	3,752	5,000	20,405	5,000	0	1000
Vehicle Insurance	700	821	700	0	0	220	250
Benches	500	2,598	1,000	1,241	1,000	275	500
Children's Play Areas	0	2,734	0		0	10,196	5000
Tools & Sundries	3,000	4,243	3,000	4,146	3,000	130	500
Pest Control	0	9	0		0	0	300
Trees						1,530	2500
PPE & Clothing					2,000	335	1000
Total	360,850	405,540	389,450	447,268	384,450	188,645	416,750

20%/80% split between Internal & Exter
 20%/80% split between Internal & Exter
 20%/80% split when Internal & External
 20%/80% split between Internal & Exter
 20%/80% split between Internal & Exter
 20%/80% split between Internal & Exter

Precept Claim Internal	215,487	-303,690
Precept Claim External	-57437	-94724
Precept Claim Overall	158,050	-398,414

Internal Income-Expenditure
 Eternal Income - Expenditure
 Grand Totals

**Corporate Director (Law and Governance) &
Monitoring Officer – T W Mortimer LLB Solicitor**

Ask for: Terry Mortimer
Email: terry.mortimer@ashford.gov.uk
Direct Line: 01233-330 210
Fax No: 01233-330 649



ASHFORD
BOROUGH COUNCIL

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www.ashford.gov.uk
DX 151140 Ashford (Kent) 7

Mr P Burgess
Town Clerk
Tenterden Town Council
Town Hall
Tenterden
Kent TN30 6AN

RECEIVED

27 OCT 2017

Our Ref: TWM/PR304-161
Your Ref:
Date: 25 October 2017

Dear

Complaints against Cllr Roy Isworth by

I enclose a copy of my decision letters in relation to the above matters.

Yours sincerely

Corporate Director (Law and Governance)
& Monitoring Officer

Enclosures

ASHFORD BOROUGH COUNCIL

Decision Notice of The Monitoring Officer

Complaint No: ABC/17/03

Complaint

On 24th October 2017 the Monitoring Officer considered a complaint made by
by a complaint form dated 1st August 2017, concerning the alleged conduct of Cllr Isworth, a member of Tenterden Town Council. A general summary of the complaint is set out below.

Complaint summary

It is alleged that Cllr Isworth breached the following parts of The Code of Conduct:-

Paragraph 5(2) by failing to declare an Other Significant Interest and a Disclosable Pecuniary Interest and participating in meetings when he should have withdrawn.

Paragraph 3(2)(a))&(f) by bullying volunteers and neighbours , and bringing the Tenterden Town Council into disrepute.

Background

The Complaints surround the proposed (and past) holding of an event on Tenterden Recreation Ground called Tentertainment. This is a large event held over three days on a yearly basis and includes live electric music. The event has in the past (according to Press reports) attracted 9000 people (whether this is each day or over the whole event is not clear) and because of its nature has the potential to cause noise and traffic disruption to the Town

It is noted that overall, the TTC have supported the event by giving the use of its land free and have awarded a yearly grant to the organisers.

The Complainant (who is Tentertainment) appears however to be frustrated by the Council and sees many requirements of the Council eg stage orientation, noise controls to be obstructive.

The Complainant claims that the obstructive requirements have been instigated by Cllr Isworth to protect or further his own interest, as he lives close to the event land.

Consultation with Independent Person

The independent person is of the view that ... Tenterden Town Council and Tenterden have a common aspiration to promote Tenterden's prosperity and to enrich the lives of residents and visitors to the town. I admire and commend the individuals who work selflessly to achieve these aims.

It is inevitable that disagreements will arise when two organisations collaborate, particularly when within those organisations there are individuals who are passionate about what they are trying to achieve.

I hope that when differences of opinion occur in the future these can be resolved through open dialogue and compromise and wish both organisations success in the future.

.....

Decision

Having consulted and taken into account the views of the Independent Person, the Complainant and the Subject Councillor, the Monitoring Officer has decided, in relation to:-

Paragraph 5 (2). Failing to disclose a Disclosable Pecuniary Interest (D.P.I).

NO Breach

On the following grounds:

1. I have obtained a copy of Cllr Isworth's DPI registrations for Ashford Borough Council and Tenterden Town Council and neither record his Directorship of Tenterden Day Centre.
2. I have checked Companies House and confirmed that Cllr Isworth was appointed a Director of Tenterden Day Centre on 18.3.2016.
3. I have also checked the Charity Commission register and confirmed that the Company is a Charity and Cllr Isworth is a Trustee.
4. As a Charity, Directors are not generally allowed to be paid.
5. The requirements of the DPI legislation, only require a registration and declaration if the appointment is "for profit or gain". Therefore no registration is needed under the "Employment" section and consequently there is no need for a declaration.
6. .

Paragraph 5(2).Failing to declare an Other Significant Interest (O.S.I) and participating in meetings when he should have withdrawn

No Breach

On the following grounds:

1. It seems to have been assumed that not declaring **any** kind of "Interest" is a Code breach. This is not the case and for it to be an OSI breach, the interest must be in any business of the Council which may reasonably be regarded as affecting the financial position of the Councillor to a greater extent than the majority of other tax payers.
2. The Complainant does not specifically claim that Cllr Isworth's interest is financial or is protecting the value of his property and appears to be on the basis of him protecting his enjoyment of his property.
3. Whilst, the event I possibly affects his enjoyment of his property on the three days of the Festival (as he lives one row of houses away from the Festival site not abutting or adjoining it), it is very unlikely to have a financial effect on him or his property. Cllr Isworth says he has never made a personal complaint about the event, as opposed to drawing the Town Council's attention to the complaints of others.
4. Further, even if it could be shown the event might have a slight effect on the value of his house, the Code further defines an OSI as one where a member of the public "...would reasonably regard the interest as being **so significant** that it is likely to prejudice...judgment of the public interest". I do not consider this the case here

Paragraph 3(2)(a)&(f) by bullying volunteers and neighbours , and bringing the Tenterden Town Council into disrepute

No Breach

On the following grounds:

1. There appears to be an element of confusion regarding how many complaints have been made to Cllr Isworth. There is no evidence to show that the number of complaints has been fabricated. Cllr Isworth has explained he did canvass views of residents nearby and some wished to have matters of noise and event times addressed and that 15 households of 2 people each (30 in total) were included on a list passed to the Town Council.
2. The meeting at which, the Complainant claims that she and other volunteers were bullied by Cllr Isworth took place on the 12th August 2016 and is therefore more than three months old and I am unable to consider this matter further.

There is no substantive evidence of bullying neighbours into complaining. **Further Comments**

It is apparent, that the event is a large event, attended and enjoyed by many people and is an important addition to the cultural and artistic offering of the town.

Both the Independent Person and myself, feel it is a great shame that the future of the event seems to have been placed in jeopardy.

However, as all parties appear to support the event in principle, it is hoped that good relations between the Town Council, individual Councillors and the event organisers can be restored, with the result of a popular event being reinstated.

As Monitoring Officer, I would be pleased to discuss with the Town Clerk, ways of achieving more positive outcomes and working relationships between the parties.

Notification of decision

This decision notice is sent to the:

- Complainant
- Member against whom the complaint was made
- Tenterden Town Council Clerk

Appeal

There is no right of appeal against the Monitoring Officer's decision

Additional Help

If you need additional support in relation to this decision notice or future contact with the Borough Council, please let us know as soon as possible. If you have difficulty reading the notice, we can make reasonable adjustments to assist you, in line with the requirements of the Equality Act 2010. We can also help if English is not your first language. Please contact our Customer Services: email: customer.care@ashford.gov.uk. Telephone 01233 331111 or call in to one of our offices – either the Civic Centre or the Ashford or Tenterden Gateway.

Signed

Date 24 October 2017

Print name: Terence Mortimer

Monitoring Officer of the Ashford Borough Council

The Monitoring Officer

Legal and Democratic Services

Ashford Borough Council

Civic Centre

Tannery Lane

Ashford

Kent

TN23 1PL

CDM:4.10.17 3pm

ASHFORD BOROUGH COUNCIL

Decision Notice of The Monitoring Officer

Complaint No: ABC/17/03A

Complaint

On the 24th October 2017 the Monitoring Officer considered a complaint made by
by a complaint form dated the 1st August 2017, concerning the alleged conduct of
Cllr Isworth, a member of Tenterden Town Council. A general summary of the complaint is
set out below.

The form itself was handed to the Monitoring Officer by the complainant on 7 September
2017 so the date on the form appears to be in error

Complaint summary

It is alleged that Cllr Isworth breached the following parts of The Code of Conduct:-

Paragraph 5 (2)(a)(b)&(c) by failing to register and disclose a Disclosable Pecuniary Interest
in relation to Cllr Isworth's Directorship of Tenterden Day Centre.

Paragraph 5(4) (a)&(b) by failing to declare an Other Significant Interest and participating in
meetings when he should have withdrawn.

Paragraph 3(b)&(f)&(g) by intimidating , bringing the Tenterden Town Council into disrepute
and using his position to confer an advantage on himself.

Background

The Complaints surround the proposed (and past) holding of an event on Tenterden
Recreation Ground called Tentertainment. This is a large event held over three days on a
yearly basis and includes live electric music. The event has in the past (according to Press
reports) attracted 9000 people (whether this is each day or over the whole event is not
clear) and because of its nature has the potential to cause noise and traffic disruption to the
Town

It is noted that overall, the TTC have supported the event by giving the use of its land free
and have awarded a yearly grant to the organisers.

The event organisers and the Complainant appear however to be frustrated by the Council and see many requirements of the Council eg stage orientation, noise controls to be obstructive.

The Complainant and event organisers claim that the obstructive requirements have been instigated by Cllr Isworth to protect or further his own interest, as he lives close to the event land.

Consultation with Independent Person

The independent person is of the view that ... Tenterden Town Council and Tentertainment have a common aspiration to promote Tenterden's prosperity and to enrich the lives of residents and visitors to the town. I admire and commend the individuals who work selflessly to achieve these aims.

It is inevitable that disagreements will arise when two organisations collaborate, particularly when within those organisations there are individuals who are passionate about what they are trying to achieve.

I hope that when differences of opinion occur in the future these can be resolved through open dialogue and compromise and wish both organisations success in the future.

.....

Decision

Having consulted and taken into account the views of the Independent Person, the Complainant and the Subject Councillor, the Monitoring Officer has decided, in relation to:-

Paragraph 5 (2)(a)(b)&(c). Failing to register and disclose a Disclosable Pecuniary Interest (D.P.I).

NO Breach

On the following grounds:

1. I have obtained a copy of Cllr Isworth's DPI registrations for Ashford Borough Council and Tenterden Town Council and neither record his Directorship of Tenterden Day Centre.
2. I have checked Companies House and confirmed that Cllr Isworth was appointed a Director of Tenterden Day Centre on 18.3.2016.
3. I have also checked the Charity Commission register and confirmed that the Company is a Charity and Cllr Isworth is a Trustee.
4. As a Charity, Directors are not generally allowed to be paid.

5. The requirements of the DPI registration, only require a registration if the appointment is "for profit or gain". Therefore no registration is needed under the "Employment" section.

Paragraph 5(4) (a)&(b).Failing to declare an Other Significant Interest (O.S.I) and participating in meetings when he should have withdrawn

No Breach

On the following grounds:

1. It seems to have been assumed that not declaring any kind of "interest" is a Code breach. This is not the case and for it to be an OSI breach, the interest must be in any business of the Council which may reasonably be regarded as affecting the financial position of the Councillor to a greater extent than other tax payers.
2. The Complainant does not specifically claim that Cllr Isworth's interest is financial or is protecting the value of his property and appear to be on the basis of him protecting his enjoyment of his property.
3. Whilst, the event possibly affects his enjoyment of his property on the three days of the Festival (as he lives one row of houses away from the Festival site not adjoining or abutting it), it is very unlikely to have a financial effect on him or his property. Cllr Isworth says he never made a personal complaint about the event, as opposed to drawing the Town Council's attention to the complaints of others'.
4. Further, even if it could be shown the event might have a slight effect on the value of his house, the Code further defines an OSI as one where a member of the public "...would reasonably regard the interest as being so significant that it is likely to prejudice...judgment of the public interest". I do not consider this is the case here.

Paragraph 3(b)&(f)&(g).Intimidating , bringing the Tenterden Town Council into disrepute and using his position to confer an advantage on himself.

No Breach

On the following grounds:

1. Having had the opportunity to listen to the audio tape of the Tenterden Town Council meeting of the 17th July 2017, I do not regard the statement of Cllr Isworth to be intimidating within the scope of the Code. It is perhaps unfortunate that Cllr Isworth referred to the Complainant by name, but that is a matter for the Town Council to make sure all Councillors are aware and understand any protocols and procedures in that regard.

2. Many of the complaints made by the Complainant eg. "unpleasant and unprofessional correspondence from the Town clerk" are about the Complainant's dissatisfaction with the Town Council or its staff and not about a councillor's conduct.
3. Some of the Complainant's allegations are more than three months old and to this extent I am unable to deal with them.

Further Comments

It is apparent, that the event is a large event, attended and enjoyed by many people and is an important addition to the cultural and artistic offering of the town.

Both the Independent Person and myself, feel it is a great shame that the future of the event seem to have been placed in jeopardy.

However, as all parties appear to support the event in principle, it is hoped that good relations between the Town Council, individual Councillors and the event organisers can be restored, with the result of a popular event being reinstated.

As Monitoring Officer, I would be pleased to discuss with the Town Clerk, ways of achieving more positive outcomes and working relationships between the parties.

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- Member against whom the complaint was made
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There is no right of appeal against the Monitoring Officer's decision

Additional Help

If you need additional support in relation to this decision notice or future contact with the Borough Council, please let us know as soon as possible. If you have difficulty reading the notice, we can make reasonable adjustments to assist you, in line with the requirements of the Equality Act 2010. We can also help if English is not your first language. Please contact our Customer Services: email: customer.care@ashford.gov.uk. Telephone 01233 331111 or call in to one of our offices – either the Civic Centre or the Ashford or Tenterden Gateway.

Signed

Date 24 October 2017

Print name: Terence Mortimer

Monitoring Officer of the Ashford Borough Council

The Monitoring Officer

Legal and Democratic Services

Ashford Borough Council

Civic Centre

Tannery Lane

Ashford

Kent

TN23 1PL

Internal Committee 11th December 2017
Complaints against Cllr Carter - Update
Agenda Item 10

The standing orders committee agreed to approach Clive Powell (Legal Officer of the Kent Association of Local Councils) to assist with the legalities surrounding an investigation into procedural complaints.

This will be arranged on Clive's return from annual leave and a report will be made to the Internal Committee once that has taken place.

For the purposes of transparency, a report of the interview regarding the allegations is attached

Proposal: Information Item



Phil Burgess
Town Clerk

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

Report of a meeting on Wednesday 13th September

Called to investigate allegations over Cllr Carter's contact with Wates the Developers and Enterprise Inns (owners of the Woolpack)

Present: Cllrs Carter & Nelson and the Town Clerk Phil Burgess

Following complaints from members of the public and councillors that Cllr Carter had (a) too close an interest and (b) possibly a financial interest in the development of land between Appledore Road and Woodchurch Road, a meeting was held to allow Cllr Carter to answer the allegations.

Questions are listed below and Cllr Carter's response is in *italics*.

1. Why did you invite Wates to the special planning meeting on 14th August. *Cllr Carter denied inviting them.*
2. How did Wates get to hear of the meeting (the agenda states only that the committee should consider the councils response to the Local Plan). *Don't know.*
3. Does he have a financial interest in the Wates site. *None whatsoever.*
4. Did he advise Wates of the confidential decision of the council (made on 2nd May to favour their site over the Westwell site for development in the Local Plan) at the chance meeting on-site between Wates, Mark Seymour of Homewood and Cllr Carter. *No*
5. How did Wates get to hear of this when the information was not revealed until much later. *Don't know – via ABC perhaps.*
6. What meetings has he had with representatives of Wates? On one occasion, when I was visiting the site with Mark Seymour in connection with the possible provision of football pitches for the town, we bumped into two Wates representatives, who were already known to Mark Seymour, and had a brief chat. On another occasion, I attended a meeting at Homewood School, arranged by Homewood School with Wates representatives, in order to listen to proposals for outdoor sports pitches provision as part of any development of the site
7. In the meetings between himself and Wates what negotiations were undertaken. *None – just listening.*
8. What negotiations did he carry out with Enterprise Inns over the land to the rear of the Town Hall and the Woolpack. *None – Cllr Carter says he picked up a voicemail on Saturday, he then contacted Sue Ferguson who then raised this point at the council meeting on the Monday, as there was a relevant item on the agenda. During this period Mike was away on holiday hence the contact with Sue.*

Internal Committee 11th December 2017

Snow Dogs Arts Projects

Agenda Item 11

I have attached an e-mail trail regarding the Snow Dogs Art project next year. This is still in its formative stages from the town's perspective and any grant funding requests and council involvement will be co-ordinated through the external committee.

A request has been made for the use of the Assembly Room for exhibitions during two weekends next year 13th-15th July and 19th-21st October and these have been provisionally booked.

It is worth noting that the council will incur security charges of £12 per hour for security.

Proposal: That the Assembly Room should be offered free of charge for this event



Phil Burgess
Town Clerk

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

Dear Cllr Nelson,

Thank you so much for your positive support already towards this project and the introductions below. It is great being connected to you all on email. As Justin has heard (twice!) I am running something very exciting next year called **Snowdogs Discover Ashford 2018**, which is gathering quite a pace and I believe there could be some very interesting partnership opportunities for local businesses, the Chamber, and Local Schools.

To explain a little further, for 10 weeks in the Autumn next year, the streets and open spaces of Ashford Borough will become a world class trail of individually designed and beautifully crafted giant Snowdog sculptures. We know from similar world-wide events, this magical concept will boost our local economy, inspire civic pride across the generations and showcase the boroughs best assets and industries. At the end of the trail, Ashford Borough Council will be gifting the Snowdogs to Pilgrims Hospices for a large Charity Gala Auction.

Already, the project is sparking the imagination of local businesses and organisations. Our Presenting Partner opportunities have SOLD OUT with **Ashford Designer Outlet, County Square, Quinn Estates** and **Hodson Development** coming on board at this early stage. We are now working with businesses, groups and individuals to sponsor each large professionally designed Snowdog (see attached). It would be great to see a few out in Tenterden, should I get the right link. This is a very ambitious project for the Council, where the trail has previously been seen in the major cities of Newcastle, Brighton and now Cardiff. Ashford will be the only Snowdog trail for 2018, in the 40th anniversary year of The Snowman.

As Justin says, the schools "Pilgrims Pups" project, that will run alongside will be led by Pilgrims Hospices, and they are developing their offer and education pack as we speak. I can obviously introduce you to each other when you feel the time is right.

We see this project hitting a number of agendas for the borough, including improving our street scene by turning spaces into places, reconnecting people to the ever growing districts, developing community spirit and safety, health and wellbeing through an interactive trail app (with downloadable rewards), raising significant amounts of money for a local charity – and not forgetting about having a lot of fun!

I do hope this project is of interest to you, and I look forward to hearing from you.

Regards,
Chris.

www.ashfordsnowdogs.co.uk

From: Cllr Nelson [<mailto:Cllr.Nelson@tenterdentowncouncil.gov.uk>]

Sent: 16 November 2017 17:11

To: 8862290 Headteacher <Headteacher@tpf.kent.sch.uk>

Cc: Town Clerk <townclerk@tenterdentowncouncil.gov.uk>; Cllr Carter

<Cllr.Carter@tenterdentowncouncil.gov.uk>; Cllr Mulholland

<Cllr.Mulholland@tenterdentowncouncil.gov.uk>; Michael Bartlett

<mike.bartlett@dragonslair.eu.com>; Snow Dogs <snowdogs@ashford.gov.uk>; Sara Williamson

(headteacher@st-michaels-tenterden.kent.sch.uk) <headteacher@st-michaels-tenterden.kent.sch.uk>

Subject: Tenterden Schools Trust art event/art trail 2018 (and "Snowdogs Discover Ashford 2018")

Let me introduce you all to each other, as below, so far as you do not know each other already:

Circulation list:

Name	Position	Email
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Sam Crinnion	Executive Headteacher, Tenterden Primary Federation (part of Tenterden Schools Trust)	headteacher@tpf.kenr.sch.uk
Sara Williamson	Headteacher, St Michaels CE Primary School (part of Tenterden Schools Trust)	headteacher@st-michaels-tenterden.kent.sch.uk
Phil Burgess	Town Clerk	townclerk@tenterdentowncouncil.gov.uk
Mike Carter	Chair, Town Council External Committee	Cllr.carter@tenterdentowncouncil.gov.uk
Ken Mulholland	Deputy Chair, Town Council External Committee	Cllr.mulholland@tenterdentowncouncil.gov.uk
Mike Bartlett	Secretary, Tenterden & District Chamber of Commerce	mike.bartlett@dragonslair.eu.com
Chris Dixon	Ashford Borough Council	snowdogs@ashford.gov.uk
Justin Nelson	Town Mayor, Tenterden Town Council	Cllr.nelson@tenterdentowncouncil.gov.uk

Tenterden Schools Trust art project

Last Friday, Sam Crinnion mentioned to me that Tenterden Schools Trust is planning an “art event”, including an art trail in Tenterden, to come to fruition in the first two weeks of July 2018, and would like support from the Town Council and from the Chamber of Commerce.

The idea, simplified, is that the schools will develop art that they want to display (a) at the Town Hall – especially a display of A-level art in the Town Hall Assembly Room - and (b) in local business premises to provide an art trail.

Snowdogs (Ashford) art project

On Wednesday, Chris Dixon gave a presentation to Wealden Business Group (of which I am a member) about “Snowdogs Discover Ashford 2018” – I attach a PDF copy of the leaflet that was distributed.

While the leaflet implies the Snowdogs proposal is confined to Ashford town, Chris assures me this is not the case – it is intended to be borough-wide. In particular, Snowdogs “will be working with every school in the borough”, though contact will not be made (by Pilgrims Hospices) until January.

Specifically, the Snowdogs project will target primary schools, who will be invited to decorate “SnowPups” for installation indoors – throughout the area the individual school serves – while the Snowdogs will be decorated by adult artists and intended to be located in various open air locations throughout the borough. Primary schools will be charged £650 each to enter.

Snowdogs will also be liaising with the chamber of commerce: I believe contact may have been made already, and this email is an attempt to set up some form of coordination in the town.

Correlating the two projects

Both the TST idea and the Snowdogs proposal have scope to benefit the residents and businesses of Tenterden – residents by providing an artistic event /trail for their enjoyment, and businesses by increasing footfall, by means of a trail map and app.

I suggest that Tenterden Schools Trust needs to decide, as soon as possible, whether to continue with their project, or take part in Snowdogs, or both.

Subject to that, the chamber of commerce can alert its members to the proposal(s) and invite them to get involved.

As far as the Town Council is concerned, I suggest it could –

- (a) make the Assembly Room available for exhibition(s) – Phil: can you check availability for booking (i) a weekend – Friday to Sunday – during the second week in July 2018 and (ii) a similar weekend in late September to mid-November 2018
- (b) fund the primary schools to participate in the Snowdogs project, if they decide to do so (£1,300 total, presumably).

Chris: If I have mis-stated the Snowdogs project, please let everyone know asap. Otherwise, Sam: could you let us all know what the schools would like to do, so we can get behind them?

If appropriate, we can set up a project group, involving representatives from the schools, the chamber, the town council and the borough council.

Many thanks, all, for your attention.

Internal Committee 11th December 2017

100 miles for 100 years Project

Agenda Item 12

I have attached an information leaflet on this project which is taking place throughout Kent.

On 24th February 2018 the walks will come to Tenterden and the organisers have requested that we make the Town Hall available for walkers to register.

The foyer will be in use for this purpose.

Proposal: That the Town Hall should be offered free of charge for this event



Phil Burgess
Town Clerk

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

To whom it may concern

3rd November 2017

We are writing to you to advise you about a **very exciting First World War event** at the end of February 2018 in which you or your group might like to be involved.

Who we are?

We are the **Kent in WW1 100 Miles for 100 Years** HLF funded project. Over the last 18 months we have been developing; with the assistance of local communities; 30 self-guided, First World War themed walking trails for Kent.

What are the trails?

The stops on the trails locate men and women from the First World War at their homes, schools or places of work, making it easy to imagine them walking out of a certain house; bringing the people from the past to life and making them more relevant today.

They also feature local places where events happened, such as air raids, or that were used for specific purposes, such as hospitals, and information about the Home Front with insights into topics such as the role of the Post Office, rationing and schemes like the National Egg Scheme. The trails vary in length, with the longest just over three miles.

Where can they be accessed?

All of the trails are available as a downloadable pdf leaflet or can be followed directly on a phone from our website www.kentww1.com under the 100 miles tab, there is also an app. For more detailed information there is also a booklet covering each trail, again available on the website.

Where are the trails?

The locations are; Ashford, Canterbury, Dartford, Deal, Dover, Gravesend, Herne Bay, Isle of Sheppey, Lydd, Maidstone, Margate, Ramsgate, Sevenoaks, Southborough and High Brooms, Tenterden and Tonbridge, **all to be launched by the end of January 2018**. Some towns have more than one trail and can include places nearby. For example, Ashford includes Appledore, Great Chart and Willesborough. All the trails can be seen on our website.

The final event for the whole of Kent

This will be held over the last weekend of February, i.e. **Saturday 24th and Sunday 25th February 2018**. Each community can choose whether their event is held on the Saturday or the Sunday. We want to bring all of the communities in Kent together to enable people to participate in a county-wide First World War commemoration.

What is going to happen?

- The aim is for **100 local people to walk their community's trail, making 3,000 people in total**. Each trail will be guided once, for 15 participants. Otherwise the trails are self-guided.
- Each individual participant **will need to register** to take part in the event by emailing walk@kentww1.com, heading up their email with the location where they wish to walk.
- Along each trail there will be 3 poppies placed at random locations.
- Upon evidence of having walked the trail by showing photos of themselves with the poppies, each participant will **receive a special edition pin badge** based upon this logo;



How can we get involved?

In every location for the event to take place we will need to arrange, with the help of local volunteers:-

- **A central location** where participants will sign-in, collect their trail leaflet and to which they will return, having completed the trail, to collect their special edition pin.
- **Two volunteers** to guide a trail for 15 participants. We will provide **training events** so that people know what they have to do. For more information please contact us directly. We will also arrange **insurance** to cover this activity.
- To arrange the placement of **3 poppies** at random locations.
- Promotion and publicity to encourage people to **sign up to participate** so that we have an idea of the numbers.

What do I do next?

Firstly, **please contact us directly on** walk@kentww1.com, to register your interest or if you have any questions. Please head your e-mail with the location where you wish to participate.

For more information you can contact me directly on darrienne.price@screensouth.org or visit the website, www.kentww1.com to keep up to date with the progress of this project.

Thank you very much for your time.

Cllr Burgess
Town Hall
24 High Street
Tenterden
Kent
TN30 6AN



17th November 2017,

Re: Use of the Town Hall Foyer on Saturday 24th February 2018

Dear Cllr Burgess,

Further to our emails regarding the use of Tenterden Town Hall for the Walk100 event, which is to take place during the weekend of 24th/25th February 2018, we should be most grateful if we would be able to use the foyer area during Saturday 24th February 2018.

This event marks the culmination of our Heritage Lottery Funded 100 Miles for 100 Years Kent-wide project and should attract about 100 people during the day.

They will come to the Town Hall to sign in and collect their WW1 Heritage Trail leaflets. Once they have completed the trail, they will return to the Town Hall to collect their special edition pin badges.

It is envisaged that we shall require access to the foyer area for a period of 5 hours including setting up and clearing away afterwards.

We very much look forward to your confirmation of this booking.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'D Price'.

Darrienné Price

www.screensouth.org

Head Office
The Wedge
75-81 Tontine Street
Folkestone
Kent, CT20 1JR
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