

Internal Committee 18th September 2017

Additional CCTV

Agenda Item 8

Following recent vandalism to the doors at the Recreation Ground toilets, it would be invaluable to install external cameras. This would also be repeated at Station Road toilets to deter vandals.

The one and only camera located at the Pavilion has been stolen and it is proposed that four cameras be installed, one at each corner, to provide better coverage of the area.

The quote is from an electrician we are currently using and he is very reasonably priced.

Proposal: That CCTV equipment should be installed as per the attached quotation



Phil Burgess
Town Clerk

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



11 September 2017

Ref: TTC006
Tenterden Town Council
Town Hall
24 High Street
Tenterden
Kent
TN30 6AN

Dear Phil

Re: Pavilion CCTV and additional cameras on toilets

Further to your recent and valued enquiry please see the following estimate to carry out upgrade of CCTV cameras on pavilion and external cameras on station road toilets and recreation ground toilets.

Pavilion

- Wire and install 4x HD vandal resistant dome CCTV cameras on each external corner of the building
- Wiring in loft space from existing DVR recorder
- Carry out set up and programming of cameras to existing DVR recorder

Station Road toilets

- Wire and install new 1x HD vandal resistant dome CCTV camera. Mounted on external corner by gent's toilet
- Carry out set up and programming of cameras to existing DVR recorder

Recreation ground toilets

- Wire and install new 2x HD vandal resistant dome CCTV camera. Mounted on external corners by gent's toilet and roller shutter
- Carry out set up and programming of cameras to existing DVR recorder

The estimated cost to carry out the works £1778.16 + VAT

This estimate is based on the existing cabling and DVR recorders being in a satisfactory condition.

The existing security codes will be required to carry out set up and programming of new cameras.

Please do not hesitate to contact me to discuss any aspect of the estimate should this be of interest

M D Lawrence Electrical, 1 Angel Row, Queens Street, Sandhurst, Cranbrook, Kent, TN18 5HX
Tel: 01580-850334 Mob: 07896 666393 Email: michael@mdlelectrical.org
NIC EIC : D607290 UTR: 58912 86054



Hope this meets your requirements

Yours sincerely

Michael Lawrence

TENTERDEN TOWN COUNCIL

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

Website: www.tenterdentowncouncil.gov.uk

Telephone: 01580 762271



Email: townhall@tenterdentowncouncil.gov.uk

Facsimile: 01580 765647

ST. MICHAELS RECREATION GROUND LETTINGS

For the attention of the hirer;

Guidance governing hire of St. Michaels Recreation Ground

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Application form

Page 5

GUIDANCE GOVERNING HIRE OF ST. MICHAELS 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 will be given for any vehicle (except when engaged on official Council business) to enter upon the ground from 1st October to 30th April. Applicants wishing to hold events within these dates must apply in writing to the Council at least two months before the event.
 - (b) Vehicles will be allowed onto the ground 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) All vehicles must remain static during the event.
 - (d) 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.
 - (e) Drip trays must be placed under any vehicles and plant brought onto the grass and no diesel oil or other fuels may be spilled on the grass or other surface. Spillages occurring in spite of this must be cleared up by the hirer or removed immediately, and all damage made good.
 - (f) Under no circumstances may vehicles 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 from 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 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, and the Town Clerk's office must be specifically notified.
- 13 No fireworks or special lasers, etc., are permitted on the site without the specified approval of the Town Council.
- 14 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. Positioning and orientation of the stage for any live acts must be agreed with the Town Council at least 28 days prior to the event.
- 15 The organisers must contact 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.
- 16 Noise levels should be restricted to a minimum and shall not at 1 metre from the façade of noise sensitive premises exceed 65dB (A) 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 northern part 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.
- 17 The use of generating equipment after 10pm will be restricted to that required for overnight accommodation on site. Any equipment must not be assembled or dismantled between midnight and 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.

APPLICATION FORM

Your details.

Full name:	
Address:	
Telephone:	
Mobile:	
Email:	
Organisation: (if applicable)	

Event details.

Date/s of hire:	
Times of hire:	
Do you intend to charge an entrance fee for your event?	Please note that you may not charge members of the public to enter onto the Recreation Ground. Yes No
Please give details of fees charged, including their purpose (e.g. commercial, charity, etc)	
Please give details of any music which will be played at the event (e.g. live, recorded, amplified, etc.)	
Please give details of any vehicles or machinery which will be set up on the land.	
Please give any other relevant information about your event.	

Payment.

Hire of St. Michaels Recreation Ground is charged at the following rates. If you are unsure which rate applies to you, please contact the Town Clerk's office and we will be happy to assist you.

Markets	£200 per day, £500 deposit
Locally based charities and not-for-profit organisations	No hire charge; deposit on application
Commercial enterprises	Charge on application, £500 deposit

I _____enclose a payment of _____,
which includes all deposits, in accordance with the scale of charges as set out
above.

Signed: _____ Today's date: _____.

Internal Committee 18th September 2017

Station Rd Toilets - Redesign

Agenda Item 10

I have attached the measured survey requested in a recent Internal committee meeting and the latest plans from Clague Architects showing a two-floor design.

Since the original plans were drawn I have been made aware of the unpopularity of unisex toilets.

Proposal: That the architects should be instructed to amend the designs with the following changes:

1. Re-work the ground floor to include a toilet area for different genders
2. Extend the 2nd storey over the northern walkway.
3. Extend the 2nd storey over the shrubbed area to the south and the whole bin store.



Phil Burgess
Town Clerk

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

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SETTING THE BENCHMARK IN GEOMATICS

- TOPOGRAPHICAL SURVEYS
 MEASURED BUILDING SURVEYS
 RELATIVE SCANNING
 BOUNDARY DEMARCATION & SUB-DIVISION
 LAND REGISTRY COMPLIANT PLANS
 BOUNDARY DISPUTES
 GPS SURVEYS
 VOLUMING SURVEYS
 SETTING OUT
 BUILDING INFORMATION MODELLING

LEGEND

- | Year | 1990 | 1991 | 1992 | 1993 | 1994 | 1995 | 1996 | 1997 | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 | 2042 | 2043 | 2044 | 2045 | 2046 | 2047 | 2048 | 2049 | 2050 | 2051 | 2052 | 2053 | 2054 | 2055 | 2056 | 2057 | 2058 | 2059 | 2060 | 2061 | 2062 | 2063 | 2064 | 2065 | 2066 | 2067 | 2068 | 2069 | 2070 | 2071 | 2072 | 2073 | 2074 | 2075 | 2076 | 2077 | 2078 | 2079 | 2080 | 2081 | 2082 | 2083 | 2084 | 2085 | 2086 | 2087 | 2088 | 2089 | 2090 | 2091 | 2092 | 2093 | 2094 | 2095 | 2096 | 2097 | 2098 | 2099 | 2100 |
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| 1990 | 1991 | 1992 | 1993 | 1994 | 1995 | 1996 | 1997 | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 | 2042 | 2043 | 2044 | 2045 | 2046 | 2047 | 2048 | 2049 | 2050 | 2051 | 2052 | 2053 | 2054 | 2055 | 2056 | 2057 | 2058 | 2059 | 2060 | 2061 | 2062 | 2063 | 2064 | 2065 | 2066 | 2067 | 2068 | 2069 | 2070 | 2071 | 2072 | 2073 | 2074 | 2075 | 2076 | 2077 | 2078 | 2079 | 2080 | 2081 | 2082 | 2083 | 2084 | 2085 | 2086 | 2087 | 2088 | 2089 | 2090 | 2091 | 2092 | 2093 | 2094 | 2095 | 2096 | 2097 | 2098 | 2099 | 2100 | |

FEATURES

- 9888 Physics: Solenoid (current) interaction in magnets

SURVEY NOTES

- [illegible]

Revision -	Initial Drawing Issue	working on layout of	50962912
 <p>RL surveys www.rlsurveys.co.uk</p>		<p>Transverse Taper Control</p>	
PROJECT TITLE		<p>Polys, Islands, Bishops Road, Tremadoc, Gwent, NP23 5QL</p>	
DRAWING IDENTIFICATION		<p>Drawings</p>	
PROJECT REFERENCE			
DRAWING REFERENCE		<p>01/2011</p>	
DRAWING SCALE		<p>01/2011, Tremadoc, 21 Aug</p>	
SURVEY DATE		<p>1/10</p>	
SUBMIT		<p>REVISED</p>	
509517		A3	

TENTERDEN TOWN COUNCIL

Internal Committee - background for agenda item 11 on 18th September 2017

INFORMATION ON DEVELOPMENTS IN TENTERDEN

Background

I have been approached by several residents who have been trying to find a source of up-to-date information about the Tent1A development – in particular, how the building is progressing, when houses will become available, etc. I know other councillors and the Town Hall office have received similar approaches.

I have explained that, while the council has representatives on the Joint Steering Group, the information it gets is sporadic and quickly out of date, and have pointed enquirers to the developers' newsletters and suggested they make contact with the developers themselves.

More than one enquirer has suggested that the town council should provide an information repository, ideally on a page of its website; I have pointed out that the council's resources are restricted, however. One of the enquirers has offered to create a website, at no cost to the council – planning to get some form of commercial sponsorship instead – if the council will agree to share the information it receives which can be published and to assist in the setting up and publicising of the website.

I envisage –

- 1 an occasional update from the council, perhaps by way of a "Message from the Mayor" or similar
- 2 a link from the council's website
- 3 leaflets giving details of the website available from the Town Hall office (and elsewhere)
- 4 a banner on the Recreation round railings to publicise the website – other banners are planned for elsewhere

This would be on the basis that any commercial involvement must be limited – and must be of a type useful to enquirers and potential buyers of homes on the site, not simply advertising for the sake of it.

It is likely that this site would cover more than just Tent1A: as other significant developments are proposed, the site would be a venue for discussion of them, and as permission is granted for other developments, their progress would be reported on, too.

I see this as a way of informing local residents without committing council resources to this – indeed, lightening the burden on the office staff, I hope.

Proposal

I propose that the town council agrees to support the proposed website in the ways outlined above, and in any other ways that may be agreed by the council in the future.

Crime and disorder reduction impact: No direct impact envisaged

Biodiversity conservation impact: No direct impact envisaged

Impact on budget (and source(s) of funding, if needed): None

Cllr Justin Nelson - 12 September 2017

Internal Committee 18th September 2017
Recreation Ground Re-ordering – “Steer” for landscape architects
Agenda Item 12

The original specification for our landscape architects (Ground Control) regarding the recreation ground stated that the football pitch would be removed and alternative facilities found elsewhere.

Recent discussions with Homewood School have thrown this into doubt as the Appledore Road site, originally offered as a 25-year lease for football may not now be made available.

Discussions are still continuing with Homewood and a solution may yet be found. However, we are at an advanced stage of the process with Ground Control (our contractors) and they will be ready to meet the focus group within a couple of weeks.

Retaining the pitch at the recreation ground is likely to compromise the design to such an extent that any changes would be severely restricted.

I would suggest that we advise the contractors to go ahead on the assumption that the pitch will be moved. This may, prior to the planning process, result in a delay whilst alternative football accommodation is found, but it will allow the public to be kept up to date on the plans and will allow us to move quickly once football is accommodated satisfactorily elsewhere.

The issue of pitches as a whole will be referred to the next external committee.

Proposal: That Ground Control should be advised to adhere to the original specification with the football pitch excluded



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Dependent on football outcome