

**TENTERDEN TOWN COUNCIL  
INTERNAL COMMITTEE**

**Standing Orders & Financial Regulations Sub-Committee**

Notes of a meeting held at the Town Hall at 4.00pm on 9<sup>th</sup> November 2017.

<i>No</i>	<i>Item</i>	<i>Action</i>
1	<b>Present:</b> Cllrs. Knowles, Mulholland, Nelson, Mrs Smith & Sugden. The Town Clerk was also present and took notes	
2	<b>Apologies.</b> None	
3	<b>Declarations of interest.</b> None.	
4	<b>Chairman. Alan Sugden</b> was appointed chair.	
5	<b>Minutes</b> of the meeting (SOFR & <i>Donations</i> ) held on 4 <sup>th</sup> May 2017 were approved.	
6	<b>Matters arising.</b> The clerk had confirmed with DCLG we were able to borrow from PWLB having already made loans to other organisations. Cllr Knowles advised that this may change with the chancellors' autumn statement. Clerk to re-check guidance then.	<b>PB</b>
7	<p><b>Internal Complaints.</b> The distinction between ethical (code of conduct) and procedural breaches were discussed. The members felt TTC needed more guidance from KALC on the following issues regarding procedural complaints:</p> <ul style="list-style-type: none"> <li>a) Listing of councils with a complaints procedure in place</li> <li>b) Formation of a new standing order 24C to stipulate the process that councillors should follow regarding contact with outside organisations.</li> <li>c) Formation of a new standing order to detail sanctions available if <i>selected</i> standing orders are breached. (Very minor breaches would be excluded).</li> <li>d) Member make-up of the complaints committee</li> <li>e) Terms of reference of the complaints committee</li> <li>f) Legality and a list of can do/can't do scenarios.</li> </ul> <p>Payment to Clive Powell (Legal Officer for KALC) was agreed if required and he would be invited to the next meeting of this sub-committee.</p> <p>Cllr Nelson's list of concerns would be submitted to KALC for scrutiny.</p> <p>The transcript of the interview with Cllr Carter will be published with the background papers for the next Internal meeting.</p>	<b>PB</b>
8	<b>Any other changes to Standing Orders.</b> None.	
9	<b>Any other business.</b> None.	
10	<b>Date of next meeting.</b> TBA after contact with KALC	<b>PB</b>

## TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

### PUBLIC ENGAGEMENT SUB-COMMITTEE

#### NOTES OF A MEETING ON 9<sup>TH</sup> NOVEMBER 2017 AT 7.00 PM

**Present:** Cllr. Sue Ferguson, Cllr. Ken Mulholland, Cllr. Justin Nelson, Cllr. Alan Sugden, John Crawford, Lorna Jones, Matthew Meredith, Tash Mahoney, Peter Rosling, Samantha Reed, Graham Wise, James Sinclair, Roger Quinton, Sue Quinton, Seren Welch. Claire Gilbert took notes.

- 1. Apologies for Absence.** Cllr. Callum Knowles.
- 2. Appointment of Chairman.** Cllr. Alan Sugden suggested that he was Chairman for the first meeting.
- 3. Minutes.** None (first meeting).
- 4. Matters Arising.** None.
- 5. Suggestions for Methods of Public Engagement Both Within and Outside Committees.**
  - 5.1 Peter Rosling reported that the Future of Tenterden Facebook page was set up nearly four months ago because of a lack of communication between the public and council. The group covers a range of age groups. Peter was interested to know what the council had done in the past with regard to public engagement.
  - 5.2 Cllr. Justin Nelson informed the Committee that minutes were one way of communicating; councillor surgeries have not worked in the Town and this may be due to members of the public being able to pop into the Town Council office and report any issues or ask questions. However, St. Michaels councillor surgeries have been better attended. There is also the newsletter, Town Council website and Facebook and Twitter.
  - 5.3 James Sinclair asked what had been the most successful public engagement in the past. Cllr. Alan Sugden reported that the first Tent1 Consultation (2012/13) was the most successful. Public turnout tends to be dependent on the subject matter.
  - 5.4 Samantha Reed reported that the Council comes across as too exclusive and some public feel like they are not wanted at meetings. Tash Mahoney did respond that the committee meetings are improving with input from the public not so fixed with time restraints.
  - 5.5 Alan Sugden reported that mainly the older generation attend meetings. Parish meetings are generally boring day to day business and minutes take too long to be circulated.
  - 5.6 Lorna Jones raised the issue that some people do not have access to either the internet or social media and are more reliant on newsletters and the local newspaper. Members of the Committee commented that the Kentish

Express does not include as much of the business discussed at Council meetings like it used to, but Peter Rosling did point out that ways of reporting have moved on.

- 5.7 John Crawford asked the question 'why isn't the public interested in what the council does?' and suggested having a column in the local paper once a month with what is going on at the Council. Roger Quinton reported that members of the public feel like they put their views and ideas across but are then ignored.
- 5.8 Cllr. Sue Ferguson reported that Cllr. Knight had asked the Council to implement a system of timelining outstanding actions from meetings. John Crawford would like to see the Council feed-back action that has been taken. John also observed that the Council comes across as stuffy and loves to follow regulations and would like to see meetings become more interesting and conversations taking place.
- 5.9 James Sinclair conveyed that some members of the public might read the headlines, but will not attend meetings or read the minutes.
- 5.10 Tash Mahoney reported that Frome Council's idea of conducting less formal meetings seem to work well. Councillors are spread amongst the public with one or two councillors per table and then the rest public. Each table would then discuss and topic before going to vote.
- 5.11 Peter Rosling suggested relaxing committee agendas and requested clarification on what the Standing Orders were. Justin Nelson responded that some of the Standing Orders are compulsory, others are guided by the National Association for Local Councils and the Council include their own.
- 5.12 Graham Wise suggested conducting a public survey, either via the Newsletter or online. Seren Welch reported that surveys could be conducted online (survey monkey), a 1 in 5 pedestrian survey, emails out with the link to the online survey to residents but also target all ages, for example, Homewood School. Samantha Reed suggested engaging local businesses too by asking them to hand out a paper survey.

Seren suggested that one of the questions included would be 'what are the top five priorities that you would like to see the Council consider'. Once these are known to the Council then they would become priorities until dealt with. Seren also suggested coding the minutes from meetings in either red or amber which is currently the system the NHS use.

- 5.13 Alan Sugden suggested putting a regular list in the Kentish Express of the main points being discussed by the Council. Roger Quinton suggested that better advertising should take place of any changes suggested in the Town, for example, any changes to the play park there could be signs up informing parents of the proposed changes and allowing them time to attend the relevant meetings where it would be discussed.
- 5.14 Peter Rosling requested clarification as to who writes the articles for the newsletter as the content requires further discussion. Justin Nelson reported that the delivered newsletter is now published bi-annually and there will be a mini newsletter in between those times which will be available from the Town Hall or can be emailed to residents who provide

their email address. It will also be uploaded on the Council's website and social media pages.

- 5.15 Samantha Reed suggested putting a tv monitor in the Town Hall window which displays what is happening at the Council, i.e. a newsfeed. John Crawford reported that the Town Hall Focus Group were also discussing the idea. Claire Gilbert will investigate the cost.
- 5.16 Seren Welch reported that there would need to be a 9% uptake to make the footfall survey work. Seren suggested that the survey is carried out by volunteers or an independent company rather than by Councillors. James Sinclair questioned why the survey would just be for residents and not visitors as changes to the Town would affect them as well. Lorna Jones requested that a postage survey was conducted as well in order to target those with no internet access.
- 5.17 Seren advised that ways of including various groups should be explored, i.e. visit the various local organisations and ask to speak at one of their meetings.
- 5.18 Alan Sugden and Peter Rosling both suggested buying a quarter or half page in the Kentish Express and also advertise in the Wealden Advertiser on a regular basis. Claire Gilbert to find out the costs involved.
- 5.19 Tash Mahoney raised the issue of safeguarding on social media and advised that councillors needed to take more care when commenting. Although Councillors might be commenting personally, they are still seen as in their role as a Councillor. Seren suggested that Councillors take it in turns to write articles or respond to media questions rather than it being the same people. It would also enable the public to more easily identify who all the councillors were.
- 5.20 Sue Quinton suggested making Councillor Surgeries into coffee mornings where public could pop along and meet a Councillor if they wished to and might be more appealing. It was also suggested that they could take place at different venues rather than the Town Hall.
- 5.21 The Committee recapped on the key points raised at the meeting and these would be circulated to members of the public.
6. **Recruitment of Additional Members.** The Sub-Committee needed to be advertised more widely as many residents did not know it was happening. However, there was a great attendance at this first meeting.
7. **Any Other Business.** It was agreed that Peter Rosling would become the Chairman of the Sub-Committee.
8. **Date of Next Meeting.** Tuesday, 12<sup>th</sup> December 2017 at 7.00 pm at the Town Hall.

Meeting Closed at 9.10 pm.

## Tenterden Town Council

### Public Engagement Sub-Committee

Headline minutes and action points from a meeting on 09 November 2017

The following recommendations arose out of the initial meeting of this sub-committee, involving four town councillors and 11 members of the public:

No	Recommendation	Action
1	At council standing committee meetings, the town council should try an arrangement whereby members of the public sat at separate tables with one or two councillors to discuss agenda items before the councillors voted on them	<b>Town Hall office</b> to consider (a) what meetings this could be applied to in practice and what layout arrangements would work best
2	The council should conduct surveys – a pavement survey, backed up by an online survey, a survey of local organisations and survey questionnaires distributed through local business, asking residents – (a) how they would like to receive information from the town council (b) how they would like to input comments and suggestions to the town council (c) what information they would like contained in the town council's newsletters (d) what are the top five issues of importance that the town council should address. Rather than pay for a specialist survey business to implement this, contributors were willing to conduct the pavement survey on a voluntary basis with the right training	<b>Town Hall office</b> to consider (in liaison with others with appropriate knowledge) the exact wording of the questionnaire.  <b>Town Hall office</b> (in liaison with others) to identify a suitable trainer, identifying costs and availability.  <b>Volunteers</b> willing to conduct the pavement survey to confirm their interest to the Deputy Town Clerk.
3	The installation of a TV monitor in the front Town Hall window (so legible from outside) giving a "news feed" in respect of council business	<b>Town Hall office</b> to research the means and costs of implementing this, and what is needed in terms of resources to update the news feed
4	"Headline minutes" of committee (and sub-committee?) meetings to be published on a paid-for basis in the Kentish Express and Wealden Advertiser.	<b>Town Hall office</b> to research the costs of paid-for space in each publication, and to consider the practicalities of producing "headline minutes" of different meetings as well as full minutes

5	Council to consider adopting "traffic light minutes" (similar to the GLA)	<b>Seren Welch</b> to supply or identify a sample of the "traffic light minutes" from the GLA or elsewhere  <b>Town Hall office</b> then to consider the adoption of such a system
6	Councillors to take turns writing articles for the newspapers and council newsletter and responses for social media	<b>Agenda item</b> for councillors to discuss with a view to accepting these roles as appropriate to each individual
7	Coffee mornings for "surgeries", not necessarily at the Town Hall	<b>Town Hall office</b> to identify a date, time and venue, arrange refreshments and publicise – to get this started, it might be simplest to use the Town Hall initially, but other venues in future.
8	Next meeting of the sub-committee (all interested parties welcome to attend)	<b>All:</b> Tuesday 12 December 2017 at 19:00 at the Town Hall

Dated: 14 November 2017

*Please note:* The above does not constitute the official minutes of the meeting to which it relates, simply a quick summary of recommendations and actions to be taken. If there is a conflict between the above and the official minutes, the official minutes (once adopted) apply.

**Internal Committee 20<sup>th</sup> November 2017**

**New Waste Facility**

**Agenda Item 8**

The tender for the waste facility was put out some time ago through the government's contracts finder website. The tender was handled by our architect Clague and was shortlisted on the criteria of price and build quality.

The two shortlisted candidates were then invited to a site meeting to refine the design along with the architect and our site maintenance manager and myself.

The resultant amended tenders are attached in the form of a tender comparison sheet from the architect.

I have also attached below an extract of the recent e-mail from the architect regarding the tenders.

Although the price from contractor A is better, this company has worked for us in the past and additional costs were incurred. Contractor B has a reputation for keeping within budget.

**Proposal: That the quote for £37,862 from contractor B should be accepted.**



Phil Burgess  
Town Clerk

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

Dear Phil

Following my previous email, please find enclosed our revised tender analysis following receipt of Contractor B's fully priced specification.

As you will note, there is now a difference of £1,417.00 + VAT between the two tenders, with the provisional sums included.

Contractor B have allowed for a competent foreman, who have allowed for a visiting site manager at £200/week compared with Contractor A who have allowed for a foreman to oversee the works at £1,500/week. Furthermore, Contractor A have not allowed commercial skips as they will use their own grab tippers for spoil removal whereas Contractor B have made an allowance of two skips during the contract works.

Contractor B have allowed six weeks to complete the contract compared with Contractor A who have only allowed for four weeks. I think four weeks is quite a tight programme and will have an impact on costs if there is any chance of a delay. I have not worked with Contractor A before so I am unsure how contractual they are and whether they would seek to obtain an extension of time and therefore additional costs would be applicable. We have worked with Contractor B before and have been impressed with their attitude and workmanship on site.

I hope the above information is of assistance, please let me know how you wish to proceed.

Kind regards

James

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## CLAGUE ARCHITECTS

Proposed Waste Facility  
Tenterden Leisure Centre

CONTRACTOR A

CONTRACTOR B

		CONTRACTOR A	CONTRACTOR B
1.00	General Information	£2,500.00	£9,721.00
2.00	Tender and Contract Information	£1,250.00	-
3.00	Contractor's Obligations	£850.00	£2,900.00
4.00	Site Clearance and Preparation	£1,850.00	£1,875.00
5.00	Excavations and backfilling	£6,275.00	£4,275.00
6.00	Surface Water Drainage	£3,875.00	£2,064.00
7.00	Concreting & Structural Concrete	£8,895.00	£9,841.00
8.00	Electrical	-	-
9.00	External Works	£8,950.00	£7,186.00
	Contingency	£2,000.00	Included
	Total excluding VAT	£36,445.00	£37,862.00
	VAT	£7,289.00	£7,572.40
	Availability to Start:	2 weeks	TBA
	Contract Duration	4 weeks	TBA
	Dayworks inc. overheads and profit		
	Labour	15%	-
	Materials	15%	-
	Plant	15%	-
	Craftsman	£24/hour	£30/hour
	Labourer	£19/hour	£28/hour

**Internal Committee 20<sup>th</sup> November 2017**  
**St Michael's Recreation Ground Hedge**  
**Agenda Item 9**

The hedge bordering the recreation ground is a regular gathering point for vandals and drug dealers within the park. The hedge prevents miscreants from being seen from the pavement and encourages anti-social behaviour.

Should the council decide to have the hedge removed, this work could be carried out by our maintenance staff and a post and rail (or split timber rail) fence put in its place. This would make the whole of the recreation ground visible from the road and discourage bad behaviour.

Expenses would be on a "parts only" basis.

There are certain checks to be done prior to the removal of the hedge (see links below). The planning authority ABC needs to be consulted and this will be done through pre-planning advice. The status of the recreation ground also needs checking with KCC.

<https://www.kent.gov.uk/waste-planning-and-land/village-greens/apply-for-a-search-of-the-register>

- Recreation ground status

<https://www.gov.uk/guidance/countryside-hedgerows-regulation-and-management>

- Permission to remove

**Proposal: That the hedge should be removed and replaced by a fence, subject to the correct permissions being in place.**



Phil Burgess  
Town Clerk

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

**Internal Committee 20<sup>th</sup> November 2017**

**Maintenance Facility**

**Agenda Item 10**

Revised plans will be tabled for consideration at the meeting on the above facility. The original plans were submitted by Maylands Surveyors for pre-planning advice and the resultant ABC recommendations have informed the latest plans which suggest an L-shaped building which is attached to the existing toilets.

The plans have been discussed on-site with the surveyors and amendments have been made to accommodate staff parking (as this will now be the main maintenance staff base).

Security has been considered in the design and provision for a work bench, hand & tool washing facilities, and additional storage has been made.

The facility has capacity for all current vehicles/trailers etc stored at the Chalk Avenue Garages and the Tractor Shed. Additional capacity for one extra vehicle is included.

**Proposal: That the revised plans should be submitted for full planning permission**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder :	Beneficial – vandal deterrence with additional use
Impact on Bio-diversity :	Minor
Budgetary Impact :	Minor at this stage

**Internal Committee 20<sup>th</sup> November 2017**

**Nationwide Savings Account**

**Agenda Item 11**

Our Nationwide savings account (fixed 1yr) is due to mature at the end of November. This account will yield a 1% return on the £600,000 invested.

If we wish to renew the savings account 0.55% will be offered on a 6-month bond and 0.75% on a 1-year bond with the same bank.

Whilst these are not impressive interest rates, we were advised by an independent financial adviser only to invest with High Street banks and no other comparable rates exist in this sector at a time of poor investment returns.

The council has quick access to funds in excess of £2 million.

As a result, the 1-year option seems the most appropriate, yielding £4500 over the year as compared to 2 x 6-month bonds which would yield £3300 at current rates.

**Proposal: That the 1-year bond should be renewed at a rate of 0.75%.**



Phil Burgess  
Town Clerk

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

**Internal Committee 20<sup>th</sup> November 2017**

**Town Clerk's Office**

**Agenda Item 12**

There is a water pump fitted under the floor in my office to extract water from the floor void. Whilst this removes a fair amount of water the area remains very damp. A dehumidifier was fitted some time ago but this has had the effect of *increasing* the atmospheric humidity. I have a hygrometer in my office which measures humidity levels.

HSE guidelines indicate that a comfortable working humidity level is 45%. The level in my room is always in excess of 65% and regularly exceeds 80%. The guidelines also suggest "Relative humidity levels above 70% may lead to the development of condensation on surfaces and within the interior of equipment and building structures. Left alone, these areas may develop mould and fungi. Higher humidity also makes the area feel stuffy." This effect is very apparent on the paperwork and books and my health.

The room adjoining the councillors room has recently been repaired and redecorated under our insurance, following the impact from a vehicle in the summer. The room was being used as a rest room for ABC Civil Enforcement Officers but we now have the rest room facility opposite the gents that they can use. The humidity level in that room is within the acceptable range of 45-50%.

Very few changes are required to bring the office into use and would be of low cost

**Proposal: That I move office to the former CEO's room**



Phil Burgess  
Town Clerk

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



Your Worship and Members of the Council.

This is to record my gratitude, not only for the honour you did me in conferring on me the Honorary Freedom of Tenterden, but also the magnificent gift of the beautifully illuminated scroll recording the event. It looks wonderful in its frame and graces our dining-room.

Thank you too for entertaining my family and friends in the Assembly Rooms at an event which will remain long in the memories, even the youngest of them. Dorothy was delighted and thrilled by the beautiful banquet which was still looking lovely two weeks later and had a most wonderful fragrance.

With very many thanks to you all

Yours sincerely

Raymond Cranford, Hon Freeman