



**Contract Name:** Tenterden Recreation Ground  
**Client:** Tenterden Town Council (TTC)

**Report:** Progress Report  
**Report Nr:** 3  
**Reporting Period:** 16/09/2017 - 06/10/2017  
**Circulation:** Phil Burgess (TTC Town Clerk)  
Alan Sugden (TTC Councillor)  
Ken Mullholland (TTC Councillor)

## 1.0 Meetings / Site Visits & Communication

- 21<sup>st</sup> September – meeting with Deidree O'Neill & Jon Kadacham at sk8side facility in Ashford to see how the youth centre set up works in practice with the adjoining skate park.
- 25<sup>th</sup> September – meeting with Jon Kadacham, Sabrina (sk8side) and local Tenterden skaters (Sam, Archie, Jack, Ollie) to discuss skate park facilities and where they currently skate around Tenterden town.
- 28<sup>th</sup> September – telephone conversation with Alexandra White to discuss netball facilities.
- 2<sup>nd</sup> October - meeting with Jennie Goodall (and members) at recreation ground regarding tennis facilities.
- 2<sup>nd</sup> October - meeting with Ian Brooks at Homewood School to discuss skate park background, youth café and general youth facilities.
- 3<sup>rd</sup> October – telephone conversation with Cllr Carter with regards to LTA meeting. This is in addition

Refer to **Annex A** for our notes/records from the meetings/discussions.

## 2.0 Information issued

- Meeting/conversation records to individual stakeholders.

## 3.0 Planned Actions

- Facilitate 1<sup>st</sup> Focus Group meeting/workshop - 11<sup>th</sup> September
- Collate, summarise and reflect on focus group feedback.
- Continue to develop landscape strategy proposals based on FG feedback.
- Continue with individual consultation as required in developing strategy proposals.

## 4.0 Outstanding Actions

- Complete execution of 'The Landscape Institute Consultant Appointment' document.
- Confirm CDM Regs Principal Designer scope of works and costs with TTC.

## 5.0 Information Required (Including the raised RFI's)

- Progress update from TTC on football pitch relocation offsite (when available)

## **Annex A - notes/records from the meetings/discussions**

The following records/notes outline some of the pertinent aspects discussed that has enable us to understand further how the various stakeholders and consultees operate, utilise the recreation ground and their aspirations moving forward.

Pre focus group engaged stakeholders/consultees include:

1. Bowls
2. Tennis
3. Netball
4. Skate Park – sk8side youth consultation
5. Youth Provision/ Skate Park (Ian Brook)
6. TTC maintenance team

### **BOWLS**

**Date:** 11<sup>th</sup> September  
**Location:** Site Meeting at Bowls Club  
**Present:** Ray & Ann Walker & Rahsan Arber, Matt Nokes (GC)

1. The previous consultation carried out by Lipton had included online surveys. Unfortunately insufficient notice/ time had been given to review and complete the survey by the bowls members.
2. The bowls club is not adverse to the idea of the relocation of the Bowls club.
3. You have a lease that runs until 2031
4. The facility is a 6 lane facility which can be rotated so as to reduce wear and tear on lanes.
5. You maintain the Bowling Green separate to the town council.
6. The hedge around the park does not need to be as tall as current. Part of this was cut back last year. It is supposed to be 5ft as set by the council and maintained by them (except for inside face).
7. Alongside security the hedge provides some privacy and less distraction for bowlers during match days. Not adverse to more openness (onlookers) but will need to be sensitive surrounding distraction and security.
8. You have sought planning permission for some self-funded improvement works (Planning Application No. 16/04993/FP) these are in abeyance awaiting the outcome of this process.
9. You have touring companies asking if they can come along to bowl due to the history and 6 lane facilities. Unfortunately you have had to turn them down due to the inadequacy of club house facilities.
10. You play in two leagues as well as friendly games and internal competitions.
11. The bowls club membership has increased since you both joined the club 6 years ago.
12. Other groups such as 'Parkinson's' bowl on the green (April –September). You also play with Rochester Blinds once a year (Highlight of the year) alongside 'Tenterden dementia group' and last year children from the local school bowled as part of their PE lesson for 6 weeks.
13. You cannot use the current facilities in the winter.
14. The facility is not lit with any lit access to/from facility.
15. There is no formal parking available to service the bowls club. You have to adjust your fixture to suit with the parking requirements of the school which is a separate agreement.
16. Parking is permitted in the recreation ground (grass) for disabled permit holders or if working on the green only.
17. The bowls club have experience antisocial behaviour and damage as a result of break in's, recently with furniture being removed.
18. The main AGM is held offsite in the winter as facilities are not suitable (lit or large enough to accommodate).
19. The changing rooms are basic. They are not heated with no linked toilet or shower facilities.
20. Funds are raised through tournaments, adverts on their tournament timetable booklet and sponsors. Just membership money is not enough to fund the bowls green.
21. Tenterden is the only club with the electric wheelchair. They have some members traveling 20 mile to bowl here due to the chair.



22. Even with this facility the disabled access to the Bowling Green is poor alongside access around the green and in front of the building.
23. Ideally you would like a carpark with space for 10-12 vehicles.
24. You are not keen on sharing facilities (i.e. with a tennis club). In your experience tennis facilities often take over and dominate shared spaces and activity can distract bowling members during matches. If a shared building was taken forward then a separate entrances and segregated facilities would be desirable. Tunbridge Wells is a back to back facility.
25. You advised that park is well used up to the bowls green area but from bowls green onwards towards the fields not used. Football is played every 2 weeks.
26. Ashford council is building 8 ring outdoor bowling green that shows that there is interest and demand in the area.
27. The inclusion of a 'bar' in the clubs attracts younger members. As seen at Ashford (indoor) setup.
28. Good club houses/ facilities to look at include: Hythe, Lewes.
29. You do have concern about installing a skate park close to the bowls club due to noise along with the manning of any 'youth facility/ café if this was to go into the pavilion.
30. Formal/ year round access around the park is poor.
31. Sometimes junior football team plays at the front of the recreation ground and the Tigers play at School.
32. A café is good idea. Nearer the entrance

## **TENNIS**

**Date:** 2<sup>nd</sup> October  
**Location:** Site Meeting at tennis courts  
**Present:** Jennie Goodall, John Kendrick, John Park (and team) & Matt Nokes (GC)

1. The group would like the tennis courts rotated the other way round due to sun and can only serve from 1 end.
2. Seems appropriate that the courts are situated closer to the leisure centre and school to provide more visibility and welcome / encourage new members.
3. The group would be keen on forming a 'formal tennis club' with facilities.
4. The group would ideally like
  - a. Floodlit courts
  - b. Minimum 4 courts (including MUGA courts and dedicated Tennis club use only).
  - c. Shelter from elements
  - d. Toilet facilities
  - e. Facilities to be attractive and secure
5. Surface of current courts is okay for a surface of any new courts being provided.
6. The group (and future club) is happy to share any facilities with Netball.
7. We should liaise with Tom Carter coach at Bethersden TC who has been involved in LTA funding with TTC.
8. The courts are often open and players have to clear away glass/ litter before use.
9. One of your members said that there could be up to 350 residents of Tenterden that go elsewhere (i.e. Bethersden) to play tennis due to the facilities at present.
10. The group (and future club) are not keen on managing the booking of MUGA courts for netball and recreation tennis use due to potential numbers.

Additional telephone conversation with Ben Mole (ABC) and Cllr Carter end September/early October with regards to LTA Funding presentation by Chris Donkin of the LTA at Ashford Borough Council at the Civic Centre on Thursday 21<sup>st</sup> September.

- Tenterden to become centres of excellence, this is an East Kent initiative benefitting from coaches throughout the area and LTA involvement.
- Looking to set up Tenterden Tennis Club with small ground rent no problem with Netball etc. two tennis courts one MUGA to incorporate two tennis, Netball basketball
- Don't need to get planning before grant application just pre planning advice.
- Look after the viewers for Tennis with coffee and good quality food nearby.
- Next step, meet with Tennis coach Tom Carter and LTA to take forward.

## NETBALL

*Date:* 28<sup>th</sup> September  
*Location:* Telephone conversation  
*Present:* Alexandra White & Matt Nokes (GC)

1. Club formed back in 2012 with the England Netball 'Back-2-Netball' initiative which is aimed at getting women back into the sport.
2. Train at Homewood school Wednesday evenings and play league matches Monday/Tuesdays.
3. Have 2 teams (Tornadoes in Div. 1 / Twisters in Div. 2). Are looking to form a 3<sup>rd</sup> team (Thunders?!)
4. Pay high fees to train in Homewood School Sports Hall and are often 'kicked out' as facility not available due to parents evenings, exams, etc.
5. Club of 20+ members but would like to become more visible in the town and expand. Long term plan to have a youth team.
6. Currently play league matches in Ashford but also take part in tournaments around Kent.
7. With the development we would like (aspire for) the following:
  - a. One court with priority booking for Netball but ideally another MUGA as well for use as the club grows and for inviting outside teams for friendlies/tournaments.
  - b. Floodlit courts
  - c. Toilets and changing facilities which could be shared with tennis club.
  - d. Court surface must be of high quality and non-slip.
  - e. Location between Leisure Centre, primary schools, and playground will improve TNC's visibility in the town and help to encourage more club members of all ages.
  - f. Storage facilities for netball posts



## **SKATE PARK – sk8side & youth consultation**

**Date:** 21<sup>st</sup> September  
**Location:** sk8side youth centre, Ashford  
**Present:** Deidree O'Neill, Jon Kadacham & Rahsan Arber, Matt Nokes (GC)

1. The skate park is owned and maintained by Ashford Council and it is not part of the SK8Side Youth Centre or run by them.
2. The sk8side youth centre is situated in an old changing room. The building is owned by ABC.
3. Sk8side is separate to formal 'Youth Hubs' of which there are 12 within the Kent County and carry out targeted work. 1 of the 12 is situated in Ashford North
4. Sk8side undertakes 'open access' youth work and BIDs for district wide works.
5. SK8Side is involved in skate park initiative in Tenterden and meet up in Tenterden every Monday. You are putting together a data base of the young skaters in the area.
6. Sk8side youth centre incorporates a small tuck room and retail skate shop. The youth are encouraged to operate the counters to help their personal development (life skills).
7. The relationship between the Skate Park and youth centre works really well with youth dropping in/out in an informal nature.
8. Several members sign in/ sign out, although not mandatory.
9. The skatepark in Ashford is lit at night time. A barrier fence is positioned around the park, but likely to separate the park from the adjoining carpark which is in close proximity.
10. The skate boarders have read the 'Rules' notice on the surrounding barrier. To the extent that it does not confirm scooter users... or was it BMX should use the park?
11. Sk8side continues to increase membership.
12. There are very few female users of the skate park.
13. On the skate park youth include skate boarders/ BMX riders / Scooter riders. This is an unwritten park etiquette that regulars get to know along with a hierarchy (boarders at top).
14. BMX like bigger ramps than skaters/scooter riders
15. Regulars to the park know each other and take ownership. All are fully aware if a new rider/boarder comes to the park.
16. There is large Skating/scooting community in Tenterden potentially 30 odd boarders.
17. The skate park in Tenterden should accommodate all users (skate, scooter and BMX).
18. Engagement with the boarders is critical to success of the skate park (long term ownership)
19. Every user of the skate park knows where you can get a quick bite to eat (i.e. local convenience/food store or café etc.) Whitstable has a burger van that services the skate park unofficially.
20. It is not advisable to position the children play area immediately next to the skate park.
21. There is similar set up to sk8side in Deal and Folkestone. Folkestone youth centre runs the skate park.
22. Canterbury Academy is an example of a good skate park.
23. Ian Brooks is the big driver of the Skate Park in Tenterden, having been pushing for this for 10+ years. Ian has raised money to support the skate park development.

**Date:** 25<sup>th</sup> September  
**Location:** Costa Coffee, Tenterden (and walk round town)  
**Present:** Jon Kadacham, Sabrina, Sam, Archie, Jack, Ollie & Matt Nokes (GC)

1. Fear of will this ever happen? It has been discussed for so long with so many boarding generations having come/gone (i.e. older siblings).
2. A concrete surface skate park is preferable.
3. Lewes and Brighton are 2 good examples of recent concrete skate parks.
4. Boarders travel to visit skate parks....aspiration for this skate park to be a destination skate park and draw in wider visitors (not to the popularity of Brighton) .
5. Different styles of boarding
  - a. Transition skaters – ramps/bowls etc.
  - b. Street skaters – ledges etc.
6. Preference to incorporate both styles here.

7. Review mile end skate park and interaction with other park facilities
8. Wheelscape, Gravity and Maverick are several companies that work in the south east building many of the skate parks.
9. The DIY mud jumps situated between the leisure centre and Tesco are popular with BMX riders.
10. There is an appreciation that both scooter and bike riders will use the skate park once complete.
11. Scooter riders can ride a skate boarders set up. BMX will also ride this set up but like larger ramps/jumps if designed specifically for this group.
12. In terms of location you don't mind some public visibility/ surveillance from visitors to the park (i.e. watching practice tricks). The incorporation of seating beyond the immediate area could be useful.
13. Sometimes you get parents with small children that don't ride coming along and sliding down ramps. This can interfere with boarder's enjoyment and cause tension.
14. Potential for lighting to be incorporated?
15. Including a graffiti wall is a good way of enabling ownership with continual updated tags. However this will not prevent graffiti across the rest of the skate park.
16. Like an unfenced area with good run off beyond the immediate area (i.e. grass or other). Often the best tricks are formed from creatively using the space beyond the immediate skate park to start a trick.
17. Some concern that boarders get a bad reputation within the town (unnecessarily).
18. Some fear that this relationship will worsen with the introduction of the skate park. (The fear of the unknown as Tenterden has never has a skate park and has been discussed for such a long period).
19. Potentially see the MUGA as a good fit for a facility next the skate park.
20. Mixed views on the close proximity of the pavilion to the skate park. If a set up like sk8side in Ashford, great... but if more like the current 'youth café' then unsure as different groups typically visit this. None of the boarders attend the youth café.
21. Current boarding opportunities around Tenterden (as pictured) also enjoy a nice smooth surface (i.e. footpath along oaks road to the north).



## **YOUTH PROVISION/ SKATE PARK** (Ian Brook)

*Date:* 2<sup>nd</sup> October @3pm  
*Location:* Homewood School  
*Present:* Ian Brooks & Matt Nokes (GC)

1. Youth Café Is Yr 6+ (informal drop in) targeted works. Runs Mon & Wednesday evening.  
Used to use Pavilion in Park
2. Local PCO – Oliver Welsh (Speak to on safety and secure by design)
3. Skate park –
  - a. Has been going on for years.
  - b. Separate funding pot with ABC circa £61K.
  - c. Past design undertaken (see attached)
  - d. Circa build cost of £115K back in 2009.
  - e. For skate, bmx & scooter
  - f. Floodlight on timer (for night use).
4. Past consultation work undertaken through police and others (see attached)
  - a. Need to consider adventure park, key request from previous consultation One aspect not included in current discussions
  - b. MUGA for youth with Basket-ball court/ 5 aside football pitch.



## RECREATION GROUND MAINTENANCE

*Date:* 21<sup>st</sup> August  
*Location:* Telephone Conversation  
*Present:* Lee (Maintenance Manager) & Rahsan Arber (GC)

1. The routine maintenance regime includes grass cutting, hedge pruning, litter picking and trees but not shrub pruning.
  - Grass – Cut as often as required during summer months
  - Hedge – Twice a year
  - Play equipment – visually checked every Friday
  - Litter collection – Every visit
  - Trees – Regular visual inspection. Not specific timescales given.
2. The maintenance team is on site every day.
3. The machinery used for the maintenance works includes; Ride on mower, strimmer and 4x4 buggy. The ride on mower is not suitable for the grass mounds as too steep and therefore maintained by the strimmer. The suitable angle for the ride on mower is max 30%.
4. Tenterden Town Council maintains the top and outside of the bowls green hedge and the Bowls club maintains the inside of the hedge and green.
5. They have no specific access requirement as they have a buggy which can go anywhere but hardscaped access would be required from road to the green for the lorries and vehicles for the fairs, circus and other events.
6. The Recreation Grounds is maintained by TTC including the mound and toilet building. The car park and pavilion is maintained by Ashford. Ashford Council does not do anything within the recreation ground.
7. There is no specific requirement for onsite facilities even though maintenance facilities will be moved off site.

<u>Transaction Detail</u>	<u>Date Paid</u>	<u>Amount</u>	<u>Payee Name</u>
Non Domestic Rates-Town Hall	01/08/2017	£1,055.00	Ashford Borough Council
Rates-Station Rd Toilets	01/08/2017	£280.00	Ashford Borough Council
Cleaning July 17	03/08/2017	£103.92	Tenterden Twilight - Laura
Cleaning July 17	03/08/2017	£701.46	Tenterden Twilight - Laura
Cleaning July 17	03/08/2017	£350.73	Tenterden Twilight - Laura
Cleaning July 17+Tentertainment	03/08/2017	£1,299.00	Tenterden Twilight - Laura
July fees & newsletter	03/08/2017	£1,056.00	Richard Harvey
Balcony structural report	03/08/2017	£695.00	Alan Baxter Partnership
Flails to Trimax	03/08/2017	£547.87	Burden Bros Ltd
Faulty light & vandalised cable	03/08/2017	£210.00	M D Lawrence Electrical
Replace external lights	03/08/2017	£389.00	M D Lawrence Electrical
National flag	03/08/2017	£341.50	Hampshire Flag Company
t'shirts, trousers, hoodies	03/08/2017	£194.33	JKL Clothing
installation- stage light	03/08/2017	£131.60	M D Lawrence Electrical
July 17 Bin hire	03/08/2017	£105.00	Tenterden Leisure Centre Trust
Independent Int.Audit 19.05.17	03/08/2017	£422.50	David J Bucket
Mower -1066 Archery Club	04/08/2017	£1,600.00	Mower Plant Services
padlocks/cable/funnel/chain	04/08/2017	£127.42	Stanley George Ltd.
Armed Forces Day Wine & Refres	08/08/2017	£124.47	Barclaycard
MSFT 17x online services	08/08/2017	£629.66	Barclaycard
stamps & missing stamps fee	08/08/2017	£262.72	Barclaycard
Battery Charger/Van service	08/08/2017	£309.85	Barclaycard
Vitax Vitafeed & traffic signs	08/08/2017	£453.05	Barclaycard
Brushcutter Protective Trouser	08/08/2017	£237.50	Barclaycard
Ernest Doe-Blower&Strimmer	08/08/2017	£1,099.60	Barclaycard
Loan to St Michael's Village H	17/08/2017	£40,000.00	St Michael's VH
Referb set of hand bells	25/08/2017	£2,246.60	Whitechapel Bell Foundry
Cleaning 31.07.17 to 27.08.17	25/08/2017	£103.92	Tenterden Twilight - Laura
Cleaning 31.07.17 to 27.08.17	25/08/2017	£623.52	Tenterden Twilight - Laura
Cleaning 31.07.17 to 27.08.17	25/08/2017	£623.52	Tenterden Twilight - Laura
Cleaning 31.07.17 to 27.08.17	25/08/2017	£311.76	Tenterden Twilight - Laura
Cleaning July 17	25/08/2017	£705.25	Belhart Cleaning



Amends to audio&regen projects	25/08/2017	£315.00 WebBox Digital
Blinds for Town Clerk Office	25/08/2017	£263.33 ABS Blinds
St Michael's Hedgecutting	25/08/2017	£150.00 AES Contracting
Aug 17 Bin Hire	25/08/2017	£105.00 Tenterden Leisure Centre Trust
Fuel July 2017	25/08/2017	£136.86 CB Motors
Annual Grant -Museum	25/08/2017	£1,000.00 Tenterden & District Museum
Annual Grant 2017/18&16/17	25/08/2017	£300.00 St Michael's Church
St Mildred's PCC-Annual Grant	25/08/2017	£150.00 St Mildred's PCC
Elec.Estimate 13.08.17	29/08/2017	£162.45 E.On
It Support&B'Band to30.09.17	31/08/2017	£129.94 Infinity Technology Solutions
Raffle Money-Mayor's Charity	01/09/2017	£783.80 Jean Curties
Non Domestic Rates-Town Hall	01/09/2017	£1,055.00 Ashford Borough Council
Rates-Station Rd Toilets	01/09/2017	£280.00 Ashford Borough Council
Sx toilet seats	01/09/2017	£191.25 The Bathroom Shop
Replace Gents damaged door	04/09/2017	£410.00 Andy Gill Ltd
Website mgmt -7 hrs	04/09/2017	£315.00 WebBox Digital
Annual Gas Safety Inspection	04/09/2017	£125.00 Paul Haselup
August Fee-R Harvey	04/09/2017	£1,056.00 Richard Harvey
Deposit-Lexon Sheeting-Notice Boards	04/09/2017	£140.87 Croft Glass
R Ellis-Woolover Events 17/75	06/09/2017	£281.54 Woolover Events
Photocopier Quarterly chg	07/09/2017	£426.46 Managed Technology Corporation
SSL Certificate 1Year subs	07/09/2017	£250.00 WebBox Digital
3 seat Cranbrook Bench	08/09/2017	£274.95 Barclaycard
Antimist Glasses	08/09/2017	£163.25 Barclaycard
August Fuel-CB Motors	13/09/2017	£232.02 CB Motors
Fees for Annual Return 2016/17	13/09/2017	£3,200.00 PKF Littlejohn LLP
Westwell Court Pt1-B Monkshse	13/09/2017	£973.10 Batcheller Monkhouse
Station Rd -Building Survey	13/09/2017	£750.00 RL Surveys
Air Freshner/Nappy Unit/FHU	13/09/2017	£347.32 Infinity Technology Solutions
Air Freshner/Nappy Unit/FHU	13/09/2017	£272.32 Infinity Technology Solutions
Rugged Tablet	13/09/2017	£500.00 Kent IT Maintenance
Resident's Newsletters	13/09/2017	£487.50 The Wow Factory
August Cleaning-Belhart	13/09/2017	£581.25 Belhart Cleaning

Refund Deposit-S J Parry	13/09/2017	£250.00 S J Parry
Auto Doors Maintenance	13/09/2017	£170.00 Record 247
Demolish f'ball field shelters	13/09/2017	£1,500.00 AES Contracting
Hedgecutting x3 days-AES	13/09/2017	£420.00 AES Contracting
Hedgecutting x3 days-AES	13/09/2017	£630.00 AES Contracting
Christmas Lights-CS Mitchell	14/09/2017	£7,000.00 CS Mitchell Ltd
Security- St Michael's 2.9.17	14/09/2017	£590.50 TMS Protection
Refund deposit-Forrest Fairs	18/09/2017	£500.00 JH & O Forrest
Balance- Notice Boards-Lexon Sheeting	19/09/2017	£192.67 Croft Glass
Leisure Centre Advice Fees	25/09/2017	£751.35 Clague Architects
Xmas Event Planning & Mgmt	25/09/2017	£600.00 Natasha Mahoney
Autumn Newsletter Delivery	25/09/2017	£300.00 Streets Ahead Leaflets
Holster Pocket Trousers x2	25/09/2017	£135.16 JKL Clothing
Bin Hire Sept 17	25/09/2017	£105.00 Tenterden Leisure Centre Trust
2017-18 Donation-Folk Day	26/09/2017	£2,500.00 Tenterden Folk Day Trust
Infinity-1.10.17 to 31.10.17	29/09/2017	£129.38 Infinity Technology Solutions



17/10/2017

## Tenterden Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 01/10/2017

Month No: 6

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Internal</b>							
<b>100 Administration</b>							
1076 Precept	335,700	0	(335,700)			0.0%	
1077 Concurrent Function Grant	3,360	0	(3,360)			0.0%	
1078 Council Tax Support Grant	5,100	0	(5,100)			0.0%	
1090 Interest Received	19,434	0	(19,434)			0.0%	
1200 Lettings & Rental	30	0	(30)			0.0%	
1900 Miscellaneous Income	(13)	0	13			0.0%	
<b>Administration :- Income</b>	<b>363,611</b>	<b>0</b>	<b>(363,611)</b>				<b>0</b>
4000 Staff Costs	102,204	207,000	104,796		104,796	49.4%	
4005 Refreshments	178	0	(178)		(178)	0.0%	
4010 Gifts	59	0	(59)		(59)	0.0%	
4050 Insurance	13,082	12,500	(582)		(582)	104.7%	
4055 Councillor & Staff Training	2,623	3,000	377		377	87.4%	
4060 Advertising & Publicity	2,274	3,500	1,226		1,226	65.0%	
4065 Website	700	5,000	4,300		4,300	14.0%	
4070 Printing, Stationery, etc.	373	1,000	627		627	37.3%	
4075 Photocopier	1,195	2,000	805		805	59.8%	
4080 Telephone/Fax/Internet	804	3,000	2,196		2,196	26.8%	
4085 Postage	588	800	212		212	73.6%	
4090 Bank Charges	244	500	256		256	48.7%	
4095 Office Equipment & IT	4,722	3,500	(1,222)		(1,222)	134.9%	
4100 Subscriptions	1,760	3,000	1,240		1,240	58.7%	
4105 P.R. Consultancy	2,112	0	(2,112)		(2,112)	0.0%	
4150 Local Council Awards Scheme	0	500	500		500	0.0%	
4205 Consultant/Architect/Surveyors	695	0	(695)		(695)	0.0%	
4245 PPE & Clothing	58	0	(58)		(58)	0.0%	
4330 Section 137 Payments	0	400	400		400	0.0%	
4455 Repairs & Maintenance	480	0	(480)		(480)	0.0%	
4900 Miscellaneous Expenditure	217	1,000	783		783	21.7%	
<b>Administration :- Indirect Expenditure</b>	<b>134,369</b>	<b>246,700</b>	<b>112,331</b>	<b>0</b>	<b>112,331</b>	<b>54.5%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>229,242</b>						
<b>110 Professional Fees</b>							
4200 Solicitor Fees	1,973	0	(1,973)		(1,973)	0.0%	
4205 Consultant/Architect/Surveyors	3,145	35,000	31,855		31,855	9.0%	
4210 Other Professional Fees	4,263	0	(4,263)		(4,263)	0.0%	
<b>Professional Fees :- Indirect Expenditure</b>	<b>9,380</b>	<b>35,000</b>	<b>25,620</b>	<b>0</b>	<b>25,620</b>	<b>26.8%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(9,380)</b>						

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>120 Civic</b>							
4250 Robes & Uniforms	3	600	597		597	0.5%	
4255 Mayor's Sunday	1,894	1,500	(394)		(394)	126.3%	
4260 General Civic Exps & Events	207	1,500	1,293		1,293	13.8%	
4265 Mayoral Engagements	1,412	3,000	1,588		1,588	47.1%	
<b>Civic :- Indirect Expenditure</b>	<b>3,517</b>	<b>6,600</b>	<b>3,083</b>	<b>0</b>	<b>3,083</b>	<b>53.3%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,517)</b>						
<b>180 May Fayre</b>							
1180 May Fayre Income	412	0	(412)			0.0%	
<b>May Fayre :- Income</b>	<b>412</b>	<b>0</b>	<b>(412)</b>				<b>0</b>
4350 May Fayre Expenditure	1,145	900	(245)		(245)	127.2%	
<b>May Fayre :- Indirect Expenditure</b>	<b>1,145</b>	<b>900</b>	<b>(245)</b>	<b>0</b>	<b>(245)</b>	<b>127.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(733)</b>						
<b>200 Town Hall</b>							
1200 Lettings & Rental	7,953	14,000	6,047			56.8%	
1205 Wedding Income	2,420	4,500	2,080			53.8%	
<b>Town Hall :- Income</b>	<b>10,373</b>	<b>18,500</b>	<b>8,127</b>			<b>56.1%</b>	<b>0</b>
4450 Cleaning & Materials	3,496	13,000	9,504		9,504	26.9%	
4455 Repairs & Maintenance	(2,150)	8,000	10,150		10,150	(26.9%)	
4460 Rates	6,330	11,000	4,670		4,670	57.5%	
4465 Gas	755	3,500	2,745		2,745	21.6%	
4470 Electricity	868	3,000	2,132		2,132	28.9%	
4475 Water & Sewage	118	800	682		682	14.7%	
4480 Flower Boxes & Baskets	0	1,200	1,200		1,200	0.0%	
4485 Flags & Accessories	0	500	500		500	0.0%	
4490 Wedding Expenditure	79	1,200	1,121		1,121	6.6%	
4495 Security Cover	716	500	(216)		(216)	143.2%	
4500 Premises Expenses	86	0	(86)		(86)	0.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>10,298</b>	<b>42,700</b>	<b>32,402</b>	<b>0</b>	<b>32,402</b>	<b>24.1%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>75</b>						
<b>210 Pavilion</b>							
1200 Lettings & Rental	1,571	4,000	2,429			39.3%	
<b>Pavilion :- Income</b>	<b>1,571</b>	<b>4,000</b>	<b>2,429</b>			<b>39.3%</b>	<b>0</b>
4455 Repairs & Maintenance	1,706	2,500	794		794	68.2%	



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4470 Electricity	217	600	383		383	36.2%	
4475 Water & Sewage	196	500	304		304	39.3%	
Pavilion :- Indirect Expenditure	2,120	3,600	1,480	0	1,480	58.9%	0
Movement to/(from) Gen Reserve	(549)						
<b>220 Storage Facility</b>							
4455 Repairs & Maintenance	22	1,000	978		978	2.2%	
4460 Rates	529	0	(529)		(529)	0.0%	
4470 Electricity	171	0	(171)		(171)	0.0%	
Storage Facility :- Indirect Expenditure	723	1,000	277	0	277	72.3%	0
Movement to/(from) Gen Reserve	(723)						
<b>230 Pebbles</b>							
1200 Lettings & Rental	20,563	35,300	14,738			58.3%	
Pebbles :- Income	20,563	35,300	14,738			58.3%	0
4455 Repairs & Maintenance	0	8,000	8,000		8,000	0.0%	
Pebbles :- Indirect Expenditure	0	8,000	8,000	0	8,000	0.0%	0
Movement to/(from) Gen Reserve	20,562						
<b>240 Public Toilets</b>							
1210 Public Toilets income	109	0	(109)			0.0%	
1900 Miscellaneous Income	5	0	(5)			0.0%	
Public Toilets :- Income	114	0	(114)				0
4205 Consultant/Architect/Surveyors	750	0	(750)		(750)	0.0%	
4600 Station Road Toilets	11,387	22,000	10,613		10,613	51.8%	
4605 Recreation Ground Toilets	7,955	22,000	14,045		14,045	36.2%	
4610 St Michaels Rec Ground Toilets	12,083	11,000	(1,083)		(1,083)	109.8%	
Public Toilets :- Indirect Expenditure	32,174	55,000	22,826	0	22,826	58.5%	0
Movement to/(from) Gen Reserve	(32,060)						
<b>250 Kiosk</b>							
4650 Recreation Ground Kiosk	0	100	100		100	0.0%	
Kiosk :- Indirect Expenditure	0	100	100	0	100	0.0%	0
Movement to/(from) Gen Reserve	0						

## Detailed Income &amp; Expenditure by Budget Heading 01/10/2017

Month No: 6

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>260 General Public Buildings</b>							
4670 Defibrillator Costs	141	500	359		359	28.2%	
General Public Buildings :- Indirect Expenditure	141	500	359	0	359	28.2%	0
<b>Movement to/(from) Gen Reserve</b>	<b>(141)</b>						
<b>300 Highways &amp; Amenities Internal</b>							
1300 Recreation Ground Income	7,400	7,500	100			98.7%	
1310 Football Pitch	0	500	500			0.0%	
1320 Tennis Courts	300	1,000	700			30.0%	
1330 Bowling Green	167	200	33			83.3%	
1340 Allotment Income	0	150	150			0.0%	
Highways & Amenities Internal :- Income	7,867	9,350	1,483			84.1%	0
4245 PPE & Clothing	1,376	2,000	624		624	68.8%	
4455 Repairs & Maintenance	334	0	(334)		(334)	0.0%	
4700 Vehicle/Mach. Repairs & Maint	1,337	3,000	1,663		1,663	44.6%	
4705 Vehicle/Mach. Purchases	0	5,000	5,000		5,000	0.0%	
4710 Fuel	92	1,750	1,658		1,658	5.3%	
4715 General Grounds Maintenance	5,638	20,000	14,362		14,362	28.2%	
4725 Bench Expenditure	275	0	(275)		(275)	0.0%	
4730 Children's Play Areas	10,196	0	(10,196)		(10,196)	0.0%	
4735 Tools & Sundries	130	3,000	2,870		2,870	4.3%	
4750 Christmas Lights	7,000	0	(7,000)		(7,000)	0.0%	
4755 Trees	1,530	0	(1,530)		(1,530)	0.0%	
Highways & Amenities Internal :- Indirect Expenditure	27,908	34,750	6,842	0	6,842	80.3%	0
<b>Movement to/(from) Gen Reserve</b>	<b>(20,041)</b>						
<b>Internal :- Income</b>	<b>404,510</b>	<b>67,150</b>	<b>(337,360)</b>			<b>602.4%</b>	
<b>Expenditure</b>	<b>221,774</b>	<b>434,850</b>	<b>213,076</b>	<b>0</b>	<b>213,076</b>	<b>51.0%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>182,735</b>						
<b>Grand Totals:- Income</b>	<b>404,510</b>	<b>67,150</b>	<b>(337,360)</b>			<b>602.4%</b>	
<b>Expenditure</b>	<b>221,774</b>	<b>434,850</b>	<b>213,076</b>	<b>0</b>	<b>213,076</b>	<b>51.0%</b>	
<b>Net Income over Expenditure</b>	<b>182,735</b>	<b>(367,700)</b>	<b>(550,435)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>182,735</b>						



INT 8 C

Date: 02/10/2017

Tenterden Town Council

Page 1

Time: 14:30

**Bank Reconciliation Statement as at 30/09/2017  
for Cashbook 1 - Current Bank Account**

User: JCM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account - 59308249	05/09/2017	622	730,201.10
			<u>730,201.10</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			730,201.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			730,201.10
		<b>Balance per Cash Book is :-</b>	<b>730,201.10</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/09/2017  
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander Savings - 41381306	30/09/2017		1,905,503.06
			0.00
			<u>1,905,503.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			<u>1,905,503.06</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			<u>1,905,503.06</u>
		Balance per Cash Book is :-	1,905,503.06
		Difference is :-	0.00



**Bank Reconciliation Statement as at 30/09/2017  
for Cashbook 3 - Mayor's Charity Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity Acc - 96630485	30/09/2017	124	1,109.52
			<u>1,109.52</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,109.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,109.52
		<b>Balance per Cash Book is :-</b>	<b>1,109.52</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 02/10/2017

Tenterden Town Council

Page 1

Time: 14:31

User: JCM

**Bank Reconciliation Statement as at 30/09/2017  
for Cashbook 4 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/05/2017		110.00
			<u>110.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			110.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			110.00
		Balance per Cash Book is :-	110.00
		Difference is :-	0.00



**Bank Reconciliation Statement as at 30/09/2017  
for Cashbook 5 - Credit Card**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	30/04/2016		0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/09/2017  
for Cashbook 6 - CCLA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA	31/03/2017		0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book Is :-	0.00
		Difference Is :-	0.00



Bank Reconciliation Statement as at 30/09/2017  
for Cashbook 7 - Nationwide

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tenterden Town Council	30/11/2016		600,000.00
			<u>600,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			600,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			600,000.00
		Balance per Cash Book is :-	600,000.00
		Difference is :-	0.00

**Internal Committee 30th October 2017**

**Pebbles easement**

**Agenda Item 9**

A request has been received from a landowner via his solicitor for permission to connect services under the footway adjoining the Pebbles building (55 High Street).

A copy of the request is attached.

I have talked to our solicitor and he is happy to examine the easement request and ensure its compliance with requirements over nuisance during the work and making good afterwards.

The fees for our solicitor would normally be met by the applicant.

**Proposal: That council permission should be given for the work.**



Phil Burgess  
Town Clerk

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





**TENTERDEN TOWN COUNCIL - TERMS OF REFERENCE**

<b>Name of group</b>	<b>Internal Complaints Sub-Committee</b>
<b>Membership and appointment</b>	Membership is to comprise – The most senior 5 councillors, excluding any councillor to whom a complaint relates. <i>Or members to be selected by the drawing of lots.</i> <i>A substitute will be selected in each case to ensure 5 sitting members.</i>
<b>Chairing</b>	The Sub-Committee shall elect its own chairman for each sitting on the basis of a vote by the majority of the Sub-Committee members in attendance.
<b>Frequency of meetings and quorum</b>	The Sub-Committee shall meet as often as it deems appropriate to fulfil its functions and exercise its delegated authority. All 5 members must sit. No quorum applies. Non-members of the sub-committee may not attend unless invited by the sub-committee to give a factual report. Only the date of the sub-committee meeting (not its agenda items) is to be published or distributed under Standing Order 3(b).
<b>Record of meetings</b>	Minutes will be taken by the Town Clerk, and will be confidential within the council.
<b>Reporting mechanism</b>	The Sub-Committee summary of findings shall be reported to the Internal Committee in open session for transparency.
<b>Functions &amp; delegated authority</b>	<p>The role of the Sub-Committee is to;</p> <p>(a) Investigate complaints from the public and other councillors relating to procedural issues (breaches of standing orders). Ethical issues (code of conduct complaints) are not within the remit of this sub-committee.</p> <p>(b) Rule on sanctions to be taken against the councillor (if applicable). These may include:</p> <ul style="list-style-type: none"> <li>• Name and shame</li> <li>• Removal from committees or sub-committees</li> <li>• Requiring training</li> </ul> <p>(c) The sub-committee may call the complainant to give a report if deemed appropriate.</p> <p>(d) All relevant parties should be given the chance to address the sub-committee.</p> <p>(e) The sub-committee decision shall not be subject to change by the standing committee.</p> <p>(f) Any decision will be relayed in writing to the complainant within 7 days in addition to the report at standing committee level.</p>

**Internal Committee 30th October 2017****Internal Complaints Handling****Agenda Item 10**

Complaints against councillors, whether from members of the public or from other councillors are normally referred to the monitoring officer at ABC when they relate to alleged breaches of the code of conduct. These complaints relate to ethical issues relating to the principles of public life.

Procedural complaints, however, which relate to breaches of standing orders can and should be dealt with internally. KALC advise that a sub-committee should be set-up to investigate such complaints with the following sanctions at their disposal: "name and shame", removal from committees/sub-committees or compulsory training.

I have gone back to KALC on a number of occasions to confirm that my understanding is correct. Their advice was that, for a council the size of Tenterden, we should select 5 members to sit on the sub-committee.

Selection of sub-committee members is a thorny problem and it has been suggested to me that the most senior councillors, excluding the councillor to whom the complaint relates, should sit on the committee.

This method would have 2 advantages. Firstly, the sub-committee would not need to be re-elected following councillor changes. Secondly, in this instance, the balance is fair.

I have attached draft terms of reference for approval, which includes an option for the drawing of lots.

**Proposal:**

- 1. That the sub-committee should be formed with the attached draft terms of reference.**
- 2. That a method of selection to the sub-committee be decided.**



Phil Burgess  
Town Clerk

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

**Internal Committee 30th October 2017**  
**Recommendations of the Public Consultation**  
**Agenda Item 11**

Following the public consultation last year, the Lipton Group produced a report on Tenterden Regeneration and made recommendations regarding each of the proposed projects.

The report has been approved for publication by council, but of course the council is not bound by its recommendations.

Since that time, the focus groups have been formed. Cllr Knowles has proposed that the focus groups should consider the Lipton recommendations and, in turn, recommend their acceptance or rejection to council. This would continue the public involvement in the projects and create a list of approved targets.

**Proposal: That the focus groups should asked to consider a listing of the Lipton recommendations, and give their opinion to council as to whether each recommendation should be accepted, amended or rejected**



Phil Burgess  
Town Clerk

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



**Internal Committee 30th October 2017**

**Photographic club calendar**

**Agenda Item 12**

We have received a request from the photographic club in Tenterden. Each year they sell calendars showcasing local views and give the proceeds to charities (a large part of this goes to the Day Centre).

The photographic club has asked if we would like to sell calendars on their behalf. The proceeds, in this instance, would go to the Mayor's chosen charities.

Calendars would be sold to TTC for £6.50 and are sold to the general public at £10. (i.e. a £3.50 profit for each calendar if all are sold.

The office would order/re-order the calendars based on the footfall we expect and the number of calendars we are likely to sell.

I have attached an e-mail from Stuart Kirk requesting the service.

In the long term this could perhaps be a function of the TIC but at present there is no cash-handling function there.

**Proposal: That the council should accept a number of calendars for sale**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Mayor's Charity only

**Town Hall**

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**From:** Stuart Kirk <Stuart@StuartKirkPhotography.co.uk>  
**Sent:** 10 October 2017 19:36  
**To:** Town Hall  
**Cc:** Justin Nelson  
**Subject:** Tenterden Camera Club Calendar

Hi Claire

You may remember we talked about the possibility of the Town Hall selling the Club Calendar.

Well, we've actually got them now ([go to my Facebook page](#))

We're selling them elsewhere for £10 and if you decide to go ahead it would be nice if you stuck to that figure.

We're also saying that at least £3.50 will go to a local charity.

For the bulk of the sales that will be the Day centre but you could decide to nominate the Mayors Charity for example for the ones you sell.

So we would sell them to you for £6.50.

Hope that is of interest to you but I do appreciate that the Council may have commercial restraints.

Kind regards

Stuart

**Stuart Kirk**



[www.StuartKirkPhotography.co.uk](http://www.StuartKirkPhotography.co.uk)

[www.facebook.com/StuartKirkPhoto](https://www.facebook.com/StuartKirkPhoto)

**Tel: 01580 764899**

**Mob: 07775 832615**