

Internal Committee 17th July 2017

Focus Group Updates

Agenda Item 7

Town Hall Focus Group

Canon Rev. Lindsay Hammond gave a presentation on the proposed changes for St Mildred's. This was requested by the group to ensure that there was no duplication of facilities offered.

The listed buildings officer would be asked to view the Town Hall and advise on what can be touched and what cannot. Arrangements are advanced and this is likely to occur in advance of the next meeting.

Details of usage of the assembly room and other halls about Tenterden would also be made available to the group.

Recreation Ground Focus Group

Interviews were held on 24th July (attended by Ben Moyle of ABC, Cllrs Mulholland and Sugden and myself) for the shortlisted landscape architects and interviewees were marked based on such issues as relevant experience, design flair and ideas, understanding of the process, facilitation skills and price. Choice of candidate had been delegated to the councillors involved but in the event, the decision was unanimous and "Ground Control" were selected.

Subject to satisfactory completion of the procurement questionnaire and financial checks on the company, Ground Control will be asked to produce preliminary designs and host the focus group sessions.

Proposal: Information item



Phil Burgess
Town Clerk

Recreation Ground

Impact on Crime and Disorder :	Positive – promotes social cohesion and self-policing
Impact on Bio-diversity :	Positive – more planting schemes introduced
Budgetary Impact :	Part of Tent1 Expenditure



17 July 2017

Ref: TTC005
Tenterden Town Council
Town Hall
24 High Street
Tenterden
Kent
TN30 6AN

Dear Phil

Re: Upgrade of CCTV

Further to your recent and valued enquiry please see the following estimate to carry out upgrade of CCTV cameras.

Station Road toilets

- Replace 1x CCTV camera in ladies' toilet for HD vandal resistant dome camera
- Replace 2x CCTV cameras in gent's toilet for HD vandal resistant dome cameras
- Carry out set up and programming of cameras to existing DVR recorder

Recreation ground toilets

- Replace 1x CCTV camera in ladies' toilet for HD vandal resistant dome camera
- Replace 1x CCTV camera in gent's toilet for HD vandal resistant dome camera
- Carry out set up and programming of cameras to existing DVR recorder

St Michaels toilets

- Remove existing CCTV system, retaining camera and wiring on pole by skate park
- Install new wiring for two external wall mounted HD vandal resistant dome cameras
- Install 2x new HD vandal resistant dome cameras
- Supply and install new DVR recorder in mains room

The estimated cost to carry out the works £2539.88

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
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CCTV in public toilets

Agenda Item 8

CCTV at St Michaels toilets was installed some years ago and the system there is unreliable and restrictive. The toilets there have also been completely reordered and a revised set-up is required.

In the case of the Station Rd and the Recreation Ground, CCTV systems were installed more recently and although the equipment is reliable, the cameras are subject to regular vandal attacks and are often moved prior to acts of vandalism to conceal the offence.

In addition, movement of the cameras could result in invasion of privacy.

The proposed cameras are vandal-proof and cannot be redirected.

All the relevant checks on CCTV legislation were carried out prior to installation of the Station Rd and Recreation Ground Rd cameras. The St Michaels system will be purely external.

The quote is from an electrician we have used in the past and he is very reasonably priced.

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



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	Positive
Impact on Bio-diversity	:	None
Budgetary Impact	:	St Michaels exceeds budget, other sites within budget

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Web Site Features

Agenda Item 9

Cllr Knowles has suggested that our web site should include a “quick question” or “ask Claire” feature which is similar to twitter and is restricted to a certain number of characters. More complex queries would still need to be dealt with by e-mail or personal call to the office.

This would improve the council’s profile within the community and reach more residents. There would of course, be an impact on working practices within the office and the site would require monitoring out-of-hours with the resultant impact on overtime.

In addition to this, a “frequently asked questions” page could be constructed to address regular queries. These would be centred around responsibilities for different councils and links to the relevant web page to report a problem if the issue did not relate to the Town Council.

The majority of the set-up work for these features will be handled in-house and any intervention from our web providers would be of minimal cost

Proposal: That both the above measures should be introduced.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Potential increase in staff costs

Internal Committee – 7th August 2017
Town Hall Security Arrangements
Agenda Item 11

At present Claire Gilbert is trained as an SIA (Security Industry Authority) door person. This is very useful to the council as it allows Claire to cover security at the Town Hall instead of calling in an outside company.

We currently do use an outside contractor on an ad-hoc basis for those events which Claire is unable to cover or where 2 security guards are required (events with more than 76 people in attendance or where alcohol is served).

Our site manager Lee has offered to undertake the same qualification. This would allow greater flexibility for bigger events/alcohol events and would allow Lee to cover smaller events in Claire's absence. Claire and Lee are often present in any case at council functions.

The cost of the course is £461.

Proposal: That the cost of the course and certification for Lee should be met by the Town Council.



Phil Burgess
Town Clerk

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

Internal Committee 7th August 2017

Investigation into public participation at Council Meetings

Agenda Item 12

The Town Council should look at the format and structure of its meetings periodically to ensure that members of the public can play an active role in the business of the Town Council. This will enable greater participation in the decisions that the Town Council makes and enable the public to have a greater voice in Council processes.

Feedback from the public has indicated that the current system of written questions and 3 minutes to ask questions within meetings was restrictive and intimidating and did not allow for constructive communication. Changing the format of Council meetings could allow greater public participation, whilst keeping to the mandated process.

A Sub-Committee comprising Council members and members of the public could be put together to investigate best practice at other Town Councils, and to gather feedback from the residents of the Town and report back to the Internal Committee with recommendations to be taken to Full Council.

The committee should be mainly driven by the public and as such, councillor involvement should be restricted to 3. The public would be invited to participate and give their reasons for membership in a similar fashion to the recent focus group recruitment.

Proposal: That a Sub Committee be formed to look at public participation at Town Council meetings

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