

	A	B	C	D	E	F	G	H
1	TENTERDEN TOWN COUNCIL							
2	Precept budget 2018-19							
3								
4		Budget	Actual	Budget	Actual	Budget	Actual	Proposed
5	INTERNAL INCOME	2016-17	2016-17	2017-18	17-18	2018-19	18-19(6mth)	2019-20
6	Precept	368,093	368,093	335,700	335,700	415,914	415,914	
7	Concurrent Function Grant	3,360	3,360	3,360	3,360	3,360	3,360	3,360
8	Council Tax Support Grant	5,250	5,250	5,100	5,100	5,100	5,170	5,170
9	Interest Received	1,000	3,393	0	42,480	35,000	22,309	0
10	Grants/S.106 Received	0	9,955	0	0	2,000	0	2,000
11	Miscellaneous	0	463	0	30	0	10	0
12	Civic Events Tickets sold						45	0
13	Insurance Claims	0	0	0	0	0	0	0
14	Wayleaves and Licences	659	1,803	600	138	600	0	600
15	Sub-Totals	378,362	392,317	344,760	386,808	461,974	446,808	11,130
16	Town Hall Lettings	11,000	19,964	14,000	16,593	15,000	4,497	10,000
17	Pebbles Income	35,300	36,425	35,300	35,250	35,300	17,625	35,300
18	Weddings Income	3,500	5,039	4,500	3,315	4,500	1,590	3,000
19	Pavilion Hire	5,000	2,028	4,000	3,464	3,000	1,712	3,500
20	Public Toilets		23		212	200	121	200
21	Sub-Totals	54,800	63,479	57,800	58,834	58,000	25,545	52,000
22	Recreation Ground	6,000	6,250	7,500	7,615	7,500	6,000	7,500
23	Football Pitch	1,000	216	500	0	200	0	0
24	Tennis Courts	2,000	360	1,000	4,675	1,000	743	1,000
25	Bowling Green	200	367	200	167	200	0	200
26	Miscellaneous Income	0	1,500	0	5	0	0	0
27	Bench Donations	0	2,860	0	0	0	0	0
28	Allotment receipts	150	140	150	0	100	0	100
29	Sub-Totals	9,350	11,693	9,350	12,462	9,000	6,743	8,800
30								
31	Internal Totals	442,512	467,489	411,910	458,104	528,974	479,096	71,930
32								

	A	B	C	D	E	F	G	H
		Budget	Actual	Budget	Actual	Budget	Actual	Proposed
33								
34	EXTERNAL INCOME	2016-17	2016-17	2017-18	2017-18	2018-19	18-19 (6 mth)	2019-20
35	ABC Revenue Income			22,876	25,016	22,876		22,876
36	KCC Capital Income			0	10,000	0		0
37	KCC Revenue Income			8,000	15,135	15,000	5,180	15,480
38	Miscellaneous Income	0	1,500	0	0	0	0	0
39	Friday Market						2,510	4,000
40	Bench Donations	0	2,860	0	325	0	325	0
41	Land Sale						84,743	0
42	External Total	0	4,360	30,876	50,476	37,876	92,758	42,356
43								
44	Income Grand Total	442,512	471,849	442,786	508,580	566,850	571,854	114,286
45								
46								
47								
48								
49								
50	Precept budget 2018-19							
51		Budget	Actual Exp	Budget	Actual Exp	Budget	Actual Exp	Proposed
52	INTERNAL EXPENDITURE	2016-17	2016-17	2017-18	2017-18	2018-19	18-19(6mth)	2019-20
53	Council Staff Costs	167,000	175,571	167,000	195,119	195,000	98,232	210,000
54	Refreshments			0	544	600	137	600
55	Gifts			0	341	200	237	500
56	Insurance	10,000	13,071	12,500	12,701	13,000	13,352	15,000
57	Solicitors Fees				1,973		0	
58	Consult'/Arch'/Surveyor	35,000	18,454	35,000	6,661	35,000	24,325	45,000
59	Other Professional Fees		4,644		21,469		12,588	
60	Cllr & Staff Training & Exp	3,000	3,519	3,000	6,365	4,000	2,533	6,000
61	Advertising & Publicity	3,500	1,254	3,500	3,165	5,000	1,380	5,000
62	Website	7,500	11,640	5,000	1,318	1,500	195	1,500
63	Printing, Stationery Etc	1,000	1,035	1,000	642	1,000	1,000	1,500
64	Photocopier	2,000	2,803	2,000	2,961	2,000	2,120	1,500

	A	B	C	D	E	F	G	H
65	Telephone/Fax/Internet	2,400	2,623	3,000	1,587	2,000	1,106	2,200
66	Postage	800	675	800	1,133	1,000	377	750
67	Bank Charges	500	869	500	647	500	135	500
68	Misc Office Expenses	300	2,203	1,000		0	172	0
69	Office Equipment & IT	2,500	6,239	3,500	8,009	4,000	5,551	25,000
70	PR Consultancy			0	8,448	13,000	6,336	13,000
71	GDPR Cost					0	1,420	0
72	Election Expenses					0	3,672	0
73	Robes & Uniforms	300	866	600	119	600	162	600
74	Mayor's Sunday	1,500	1,568	1,500	1,894	2,000	1,609	2,000
75	General Civic Exp & Events	1,000	1,201	1,500	3,933	1,000	471	4,000
76	Mayoral engagements	3,000	1,704	3,000	2,005	3,000	2,084	4,000
77	Subscriptions	3,000	1,903	3,000	1,795	2,000	2,203	3,000
78	Local Council Aw' scheme	500	0	500		500	0	500
79	Community involvement	2,500	0			2,500	1,206	2,500
80	Youth Projects					0	6,000	6,000
81	Section 137 expenditure	400	400	0	0	0	0	0
82	TH Cleaning and Materials	13,000	9,906	13,000	10,482	12,000	4,834	12,000
83	TH Water & Sewage	1,000	589	800	429	600	379	700
84	TH Gas	4,500	2,761	3,500	1,771	3,500	1,531	4,000
85	TH Electricity	3,000	2,125	3,000	1,623	3,000	1,582	4,000
86	TH Rates	11,000	11,197	11,000	10,550	11,000	6,539	11,000
87	TH Maint'ce & Proj	6,000	11,194	8,000	11,878	8,000	11,108	8,000
88	Flower Boxes & Baskets	1,200	1,236	1,200	2,257	2,000	1,531	2,000
89	TH Flags and Access's	500	0	500	595	500	253	500
90	Weddings	1,200	556	1,200	172	1,000	358	1,000
91	TH Security Cover	3,200	1,557	500	1,250	1,000	456	1,500
92	TH Premises Expenses	1,000	307		266	500	295	500
93	Pav Reprs & Maint	2,500	3,639	2,500	3,792	2,000	988	2,000
94	Pavilion Electricity	500	707	600	435	600	461	1,000
95	Pavilion Water&Sewage	1,000	694	500	666	500	492	600
96	Storage Facility Rates	500	0	0	885	1,000	548	1,000

	A	B	C	D	E	F	G	H
97	Storage Fac' Util's & Maint	1,000	152	1,000	261	1,000	1,097	1,500
98	Pebbles Maint & Cons'	8,000	0	8,000	0	8,000	0	8,000
99	Public Toilets Rec	20,000	20,673	22,000	20,938	20,000	12,420	22,000
100	Public Toilets Station Rd	20,000	19,537	22,000	20,261	20,000	9,919	19,000
101	Public Toilets St Michaels	10,000	23,784	11,000	14,622	10,000	3,344	8,000
102	Defibrillator Costs	200	358	500	141	500	50	500
103	Misc. PB Expense	0		0	-11	0	0	0
104	Repairs/Maint (+Machinery)	3,000	2,046	3,000	972	900	1,727	1,000
105	Fuel	1,750	1,073	1,750	447	200	370	500
106	General & Ground Maint	18,000	55,143	10,000	7,913	6,000	2,797	6,000
107	Vehicle & equipment purch	5,000	20,405	5,000	33	1,000	111	1,000
108	Vehicle Insurance	700	0	0	220	250	565	1,000
109	Benches	1,000	1,241	1,000	600	500	0	500
110	Children's Play Areas	0		0	10,434	5,000	199	5,000
111	Tools & Sundries	3,000	4,146	3,000	396	500	420	600
112	Pest Control	0		0	0	300	0	300
113	Trees				1,598	2,500	1,600	2,500
114	Town Beacon				0	0	1,231	0
115	PPE & Clothing			2,000	719	1,000	368	1,000
116	Town Projects							30,000
117	Neighbourhood Plan							11,000
118	Internal Total	389,450	447,268	384,450	409,424	414,250	256,176	519,850
119								
120		Budget	Actual	Budget	Actual	Budget	Actual	Proposed
121	EXTERNAL EXPENDITURE	2016-17	2016-17	2017-18	2017-18	2018-19	18-19 (6mth)	2019-20
122	Salaries			40,000	25,606	55,000	27,586	57,750
123	Town Events	8,200	5,687	10,500	6,533	10,500	4,650	7,150
124	SID						6,067	0
125	Volunteer Support Warden				585	0	0	1,500
126	Youth Provision					10,000	0	20,000
127	Grants to Organisations	5,000	3,150	2,150	6,370	5,000	1,800	6,000
128	Repairs/Maint (Machinery)	3,000	2,046	3,000	3,552	3,600	3,378	6,000

	A	B	C	D	E	F	G	H
129	Fuel	1,750	1,073	1,750	1,798	2,500	1,261	2,500
130	General & Ground Maint	18,000	55,143	10,000	5,633	6,000	2,989	6,000
131	Vehicle & equipment purch	5,000	20,405	5,000	20,964	10,000	692	10,000
132	Vehicle Insurance	700	0	0	881	1,000	565	1,000
133	Benches	1,000	1,241	1,000	680	500	1,662	1,000
134	Tools & Sundries	3,000	4,146	3,000	75	500	172	500
135	War Memorial	0	0	0		4,500	332	1,000
136	Xmas Lights	3,500	5,111	11,000	23,352	40,000	3,928	25,000
137	Friday Market				73		982	2,000
138	Tourism & Business				87		0	20,000
139	Consultants/Architect.Surveyors				378		0	
140	PPE & Clothing			2,000	1,607	1,000	767	1,000
141	External Total	49,150	98,002	89,400	98,174	150,100	56,831	168,400
142								
143	Expenditure Grand Total	438,600	545,270	473,850	507,598	564,350	313,007	688,250
144								
145								
146								
147								
148	2019-20 budget	Expenditure	Income					
149	Internal	519,850	71,930	447,920	Precept Claim Internal			
150	External	168,400	42,356	126,044	Precept Claim External			
151	Grand Totals	688,250	114,286	573,964	Precept Claim Overall			

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

PROJECT OVERVIEW AND SECTION 106 SUB-COMMITTEE

MINUTES OF A MEETING ON 19th November 2018

Councillors Present: Carter, Crawford, Gooch, Isworth, Nelson & Mrs Smith & the following non-members Mrs Curteis, Mrs Ferguson, Dr Lovelidge, Mulholland & Sugden

Cinema Focus Group Members: Tom Evans, Colin Campbell, Paul Hale.

The Town Clerk, Phil Burgess was present and took notes.

1. Apologies for absence: Cllrs Carter (joined the meeting later) & Mrs Walder

2. Appointment of chair. Councillor Isworth was elected chair.

3. Cinema Funding Bid. The clerk confirmed that the office had approached the conservation officer following concerns expressed by Cllr Clokie at the External meeting and a visit to Pebbles was due shortly. Tom Evans asked the committee if the informal approach could be abandoned in favour of obtaining written pre-planning advice from ABC arranged through the architect (see cinema group proposal attached). This and the £4200 architect's fee was agreed by committee. The Clerk would cancel the proposed visit by the conservation officer.

Cllr Mulholland queried the £12,500 already spent by the Town Council. This related to the pre-feasibility report (economic feasibility for a cinema in Tenterden) and the feasibility report (building selection and comparative suitability). The further work relates purely to the Pebbles Building and business consultancy as detailed in the report to the External Committee on 12th November.

Tom Evans stated that the building listing does not detail internal requirements and the town Clerk confirmed that in previous contact with the planners, the architects had indicated that the High Street view was their primary concern.

Cllr Nelson requested written expressions of interest from providers. (these would be provided by CFG).

Cllr Crawford raised the following questions (CFG response in brackets):

- Would the amount agreed for the architects fee be deducted from the £30,000 requested (yes)
- There was no breakdown of the estimated cinema costing of £2.5m, increased from the architect's estimate of £1.8m to accommodate fees, VAT and contingency. (This would be provided by CFG).
- He was uncomfortable with the council being a shareholder and the Pebbles freehold must remain in TTC possession. Cllr Nelson said that no risk was attached to a shareholder in a limited company. (Tom Evans said that TTC would be involved in the decision on the best structure and return on investment. A Community company or company limited by guarantee may be used)
- Is PWLB loan still being considered, as this would need to be sought through TTC (PWLB application has been written off).
- The rate of commercial rental was queried. (Colin Campbell said that this was dependent of the level of investment from the provider- i.e. higher capital input generally equals lower rental requirement.)
- Does the group require TTC to be a guarantor (No).

- Would there be any further requests for assistance from TTC following the latest £30,000 bid. (Tom Evans stated there would be no further requests for cash from TTC. TTC expenditure on the project as a whole would be capped at £500k and the £30,000, if agreed by council would be deducted from that £500,000).

Recommendations to Committee (Cinema Bid):

- Formal pre-planning advice should be sought
- Architects fees of £4200 should be met to see this process through prior to consideration of the additional funding.

The sub-committee moved into closed session.

4. Bids for funding and internal projects.

Minutes are contained in confidential document number 603A.

5. AOB. None

6. Next Meeting. TBC

Meeting Closed at 7.00 p.m.

Internal Committee 10th December 2018
Public Engagement Sub-committee – Lead Councillors
Agenda Item 8b

Following the adoption of the recommendations of the Public Engagement Sub-committee on 12th November 2018 regarding top priorities from the residents' survey, there are three priorities which do not have Lead Councillors assigned. Lead Councillors are not intended to do all the work, however, they are assigned to ensure action is taken and the priority is progressed.

Councillors to be Assigned to:

Summer Events/Events in General
TTC Management & Website
Congestion

The following Councillors have already been assigned for the following priorities:

Parking – Justin Nelson
Potholes & Pavements – Sue Ferguson
Town Appearance – Alan Sugden
High Street Regeneration – Referred to Tourism & Business Sub-Committee
Policing – Ken Mulholland
Youth Provision – Justin Nelson & Matthew Freeman
Affordable Housing – Justin Nelson & Mike Carter

Proposal: to assign Lead Councillors to the above three priorities.

C. Guise

Claire Gilbert
Deputy Town Clerk

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

Internal Committee 10th December 2018

Website Sub-committee

Agenda Item 8c

At the Internal Committee meeting on 12th November 2018, the minutes of the Website Sub-committee were **NOTED**. However, there were several recommendations contained in the minutes which required ratification by the Council. Please see the minutes below.

Minutes 4.2 and 4.4 of Website Sub-committee meeting on 29th October 2018:

- 4.2 CMS Upgrade/Website Design Refresh – as the website has been up and running for nearly two years, WebBox advised that it would be a good time to consider upgrading the CMS and refreshing the design. They suggest that both come hand in hand because a CMS upgrade would require extensive work, so it would not take much longer to refresh the design at the same time. They have, however, separated the costs below.

CMS Upgrade – allowing for easier content entry and applying the latest security and speed patches: £2,475.00 plus VAT.

Website Design Refresh – this would include a fresh design to bring important pages to the ‘front’ and take on board the learnings over the past two years: £3,300.00 plus VAT.

Members discussed the above proposals and agreed that the CMS upgrade should take place, and this would be recommended to the Internal Committee. Claire will find out from WebBox if it is a new platform or just an upgrade to existing platform. With regard to the website design refresh, it was agreed to delay this until the new Council year.*

- 4.4 Town Venues/Hireable Spaces in Tenterden – Claire had discussed with WebBox ideas on where this new page would be situated on the website. It was suggested that the current ‘Bookings’ tab could be renamed to ‘Hireable Venues’ and there would be two options: Town Council Venues and Tenterden Venues. The Town Council Venues page would be as it is now, and the Tenterden Venues page would consist of:

- List of hireable spaces starting with Community venues first;
- An alphabet key which is linked between the venues and a map of Tenterden & St Michaels;
- A ‘click here’ tab for each venue which would take you to a pdf of the venue’s basic details. Ken suggested there being a direct link to the venue’s website if they have one.

The development cost for the above would be £880.00 plus VAT. Claire would upload the PDFs for each venue.

It was agreed that the above would be referred back to the Virtual Hub Focus Group for approval before going to the External Committee for ratification.

* I have been in touch with WebBox and they have confirmed that the CMS upgrade would still be using our CMS, but it has been developed significantly since they last implemented our website. It is now even easier to use and has some new features such as drag and drop image uploads.

With regard to the website design refresh, WebBox would not recommend undertaking the CMS upgrade and website design refresh separately, as this would take longer than doing them at the same

time. As WebBox had stated above, "these come hand in hand", therefore it would be best to do this at the same time. The reason behind this is because they would need to re-build our website in order to upgrade the CMS (as there have been extensive changes to the CMS over the past few years) therefore it is cost effective to refresh the design at the same time.

I have also been in touch with all members of the Virtual Hub Focus Group and they have confirmed they are happy to proceed with the proposed layout on the Town Council's website for hireable venues.

Proposal: (i) to approve the CMS Upgrade at a cost of £2,475.00 plus VAT;
(ii) to reconsider the website design refresh at a cost of £3,300.00 plus VAT;
(iii) to approve the development cost for the hireable venues addition to the Town Council's website at a cost of £880.00 plus VAT.

C. Guiser

Claire Gilbert
Deputy Town Clerk

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

Internal Committee 10th December 2018

Maintenance facility

Agenda Item 9

Planning permission has been approved for the maintenance facility with conditions as per the document attached.

Provision of the maintenance facility on St Michaels recreation ground will offer the following advantages:

- Release of the tractor shed to facilitate re-ordering of Tenterden recreation ground.
- Termination of the rentals of garages for storage.
- Permanent secure storage for the trailers.
- Hard surface parking for all maintenance staff
- All equipment will be held in the same place
- A regular presence there will deter vandalism

The plans for the facility had been prepared by Maylands and it makes sense for them to handle the construction tender process.

Proposal: That Maylands surveyors be engaged to handle the tender process and ensure discharge of conditions.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: Beneficial – potential reduction in anti-social behaviour
Impact on Bio-diversity	: Slight
Budgetary Impact	: Costed project

ASHFORD BOROUGH COUNCIL

GRANT OF PLANNING PERMISSION



IMPORTANT NOTES

Notification of permission under the Planning Acts does **NOT** convey consent under The Building Regulations

1. The development to which the attached planning permission relates may also require a separate approval under the Building Regulations.
2. If the planning permission refers to amended plans, any necessary Building Regulations approval should also cover those amendments.
3. If the development involves any demolition work, notice of this is required under the Building Act 1984.

ADVICE ON EACH OF THE ABOVE IS AVAILABLE FROM THE BUILDING CONTROL SECTION – CONTACT 01233 330282 OR ALTERNATIVELY EMAIL building.control@ashford.gov.uk

4. Where plans for the erection or extension of a building are submitted for Building Regulations approval, Section 53 of the County of Kent Act 1981 requires that the Plans are rejected unless they show;
 - a) adequate means of access for the Fire Brigade to the building or buildings as extended and;
 - b) that the building and extension will not render inadequate, existing means of access for the Fire Brigade to a neighbouring building.

ADVICE ON THIS MATTER IS AVAILABLE FROM THE FIRE PREVENTION OFFICER, ASHFORD FIRE STATION, HENWOOD, ASHFORD, KENT TN24 8YF

Notes for the Applicant

Appeals

1. If you are unhappy with the disclosed Decision to grant permission subject to conditions, you may appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990. **Any appeal must be made within 6 months of the date of decision.**

The necessary form is obtainable from the Planning Inspectorate, Customer Support Unit, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN or via their website:

www.planning-inspectorate.gov.uk/pins/index.htm

A longer period for the giving of notice of an appeal may be allowed by the Planning Inspectorate but normally asks what special circumstances there are which excuse the delay in giving notice of an appeal.

The Secretary of State is not required to entertain an appeal if it appears to him that permission for the proposed development could not have been granted by the Borough Council.

Beneficial Use

2. If permission to develop land is granted subject to conditions, whether by the Borough Council or by the Secretary of State and you, as owner of the land, claim that it has become incapable of reasonable beneficial use, you may serve on the Borough Council a Purchase Notice requiring the Borough Council to purchase your interest in the land in accordance with the provision of Part IV of the Town and Country Planning Act 1990.

Before following this course of action it is suggested that you seek the advice of a Planning Consultant or a Solicitor.

Discharging of Conditions

3. Some conditions attached to the grant of permission may require you to submit details and/or information before you start work.

4. A national fee is set by Government to discharge conditions. These charges are as follows:

- Where the request relates to a permission relating to an enlargement, improvement or other alteration of existing dwelling houses or the erection of a building within the curtilage of an existing dwelling house for purposes ancillary to the enjoyment of the dwelling house the fee will be **£34** per submission.
- Where the request relates to permission for development which falls within any other category the fee will be **£116** per submission.
- **Together with the fee, you are also required to complete an application form for this process. The forms are available on our website.**

Please note that we aim to deal with these requests within 8 weeks.

NOTIFICATION OF DECISION OF THE LOCAL PLANNING AUTHORITY

Date of Decision

07 November 2018



ASHFORD
BOROUGH COUNCIL

Civic Centre
Tannery Lane
Ashford
Kent TN23 1PL
01233 331111
www.ashford.gov.uk

Mr Robert Filmer
Maylands Consulting
Milroy House
Sayers Lane
Tenterden
Kent
TN30 6BW

Town and Country Planning Act 1990 (as amended)
Application for Full Planning Permission

APPLICATION NO: 18/01153/AS
PROPOSAL: Extension to existing public convenience to provide vehicle maintenance facility with footpath
LOCATION: Public Convenience at St Michaels Recreation Ground, Ashford Road, St Michaels, Tenterden, Kent
APPLICANT: Tenterden Town Council c/o Agent

DECISION: PLANNING PERMISSION IS GRANTED in accordance with the application and plans

Subject to the following conditions:

- 1 The development hereby permitted shall be begun before the expiration of 3 years from the date of this decision.

Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

- 2 The development shall be carried out in accordance with the plans listed in the section of this decision notice headed Plans/Documents Approved by this decision, unless otherwise agreed by the Local Planning Authority.

Reason: To ensure the development is carried out in accordance with the approval and to ensure the quality of development indicated on the approved plans is achieved in practice.

- 3 Written details including source/ manufacturer, and samples of bricks, tiles and cladding materials to be used externally shall be submitted to and approved in writing by the Local Planning Authority prior to any works above foundation level and the development shall be carried out using the approved external materials.

Reason: In the interests of visual amenity.

- 4 Prior to the commencement of the development details of drainage works, designed in accordance with the principles of sustainable urban drainage, shall be submitted to and approved in writing by the Local Planning Authority and the works shall be carried out and maintained in accordance with these details.

Reason: In order to reduce the impact of the development on flooding, manage run-off flow rates, protect water quality and improve biodiversity and the appearance of the development pursuant to Core Strategy Policy CS20

- 5 The development approved shall be made available for inspection, at a reasonable time, by the local Planning authority to ascertain whether a breach of planning control may have occurred on the land (as a result of departure from the plans hereby approved and the specific terms of this permission/consent/approval).

Reason: In the interests of ensuring the proper planning of the locality, the protection of amenity and the environment, securing high quality development through adherence to the terms of planning approvals and to ensure community confidence in the operation of the planning system.

Notes to Applicant

This grant of planning permission does not give any legal right to carry out the development on over or under the land of another person or contrary to the rights of any such person. If there is any doubt the applicant should seek his/her own independent legal advice before implementing the planning permission.

Working with the Applicant

In accordance with paragraph 38 of the NPPF Ashford Borough Council (ABC) takes a positive and proactive approach to development proposals focused on solutions. ABC works with applicants/agents in a positive and proactive manner by;

- offering a pre-application advice service,
- as appropriate updating applicants/agents of any issues that may arise in the processing of their application
- where possible suggesting solutions to secure a successful outcome,
- informing applicants/agents of any likely recommendation of refusal prior to a decision and,
- by adhering to the requirements of the Development Management Customer Charter.

In this instance

- the application was acceptable as submitted and no further assistance was required.
- The application was dealt with/approved without delay.

Plans/Documents approved by this decision

Location plan, block plan and existing elevations 001
Proposed block plan and elevations 002 C
Proposed layout plan 003D
Existin and proposed block plan 004

The Council as Local Planning Authority expects the above Conditions to be complied with promptly. Where Conditions require details or other matters to be approved by the Council prior to commencement or occupation of the development, these must be submitted to the Council for its consideration well in advance, to ensure that there is no delay or loss to your project. Failure to observe the Conditions may result in enforcement action by the Council.

A handwritten signature in black ink, appearing to read 'K. Kavel'.

Head of Development Management and Strategic Sites

Please refer to the statement of the Applicants rights following this decision and the general information enclosed with this notice.

Internal Committee 10th December 2018

Mayoral Selection

Agenda Item 10

This issue has been referred back to committee to revisit the recommendation of the Standing Orders Sub-committee regarding mayoral selection following an objection at Town Council. That recommendation on the 6th August was as follows:

“The proposal to appoint a mayor-elect was rejected as it does not guarantee selection at the annual council meeting (ACM - the only legally binding vote). The model used by Deal Town Council was thought to be appropriate. The ACM is treated as a non-robed meeting devoted purely to business, the first item being mayoral selection as required by law. The new Mayor will preside for the remainder of that meeting. All the usual business of the ACM will be carried out at this stage except the civic ceremony. A second Mayoral Invitation evening, held within a short time of the ACM, will see the investiture of the new Mayor and Deputy Mayor.”

The advantage of a mayor-elect system is that the Council knows in advance the Mayor and Deputy for the forthcoming year. This aids advanced planning and avoids the log-jam of invitations awaiting the new mayor following appointment. This system would not, however, have worked in two of the most recent 6 years. It is also not possible to predict whether a favoured candidate would be re-elected in an election year (the next one being 2019). The votes of any new councillors are also unpredictable.

The system also requires the disrobing of a Deputy Mayor in public session should he/she not be elected Mayor. This procedure is both upsetting and demeaning.

The fact remains that the only true election is that required by law on the night of the Annual Council Meeting. At this point nominations can be legitimately received even for members not previously nominated.

Whilst the recommendation of the Sub-committee is not ideal, it would work consistently and has been tried and tested in two local Cinque Port Councils. One of these Councils in particular (Deal) has used this effectively for 2 years after experiencing greater problems than TTC.

Proposal: That the recommendation of the Sub-committee should be adopted and the mayoral election should be held in a non-robed Annual Council Meeting followed by a later separate civic investiture for the Mayor and Deputy.



Phil Burgess
Town Clerk

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

TENTERDEN TOWN COUNCIL

Internal Committee - background for agenda item 11 on 10 December 2018

Improving the Annual Town Meeting

Background

I believe it is common ground amongst councillors and residents alike that the Annual Town Meeting (ATM) is not fit for purpose in either form or procedure and needs reviewing with a view to implementing improvements.

Holding an ATM is a statutory obligation, but the only guidance as to how it is run is that it must be chaired by the Mayor. We have tried various different formats over the past few years, but the meeting always seems to descend into either a bureaucratic litany or a “them and us” series of criticisms and defensiveness – or both.

I suggest we need to find a form for the meeting that will enable it to be a useful means for residents to express their wishes and suggestions for the town and a procedure that will enable those to be considered and progressed efficiently.

I do not have an answer – but I think I know someone who can help us find one (or more): recently, I attended a training session by Moar Communities - <http://moarcommunities.com/> - on public consultation techniques, and the trainer mentioned that she and a colleague were developing training to “re-vamp public meetings”. I have been following that up since and, while the training course is not yet fully developed, Maxine Moar of Moar Communities is willing to offer a bespoke training session in Tenterden, for which she would charge £700 plus expenses.

Based on my experience of the public consultation training I attended, the course will be structured and guided, but open to suggestions from and discussion amongst all those who attend, with a view to proposing a more constructive and productive way of holding ATMs, specifically for Tenterden, in the future.

I would like the Town Clerk to explore this possibility further, liaising with Ms Moar as to the best date, time and duration of such a course, setting it up, and inviting councillors, council staff, members of the Public Engagement sub-committee and interested members of the public and representatives of local organisations to attend. To allow for refreshments as well as Ms Moar’s expenses, I suggest a budget limit of £1,000

Proposal

I propose that the Town Clerk be instructed to arrange a suitable training session in liaison with Moar Communities, issue invitations to attend, and manage the whole process, with a maximum budget of £1,000 and with a view to a report and recommendations being submitted to the External Committee for consideration as to further action. If the Town Clerk decides there are better ways to achieve the desired outcome, then he can – at his discretion – use the budget to pursue these better ways.

Crime and disorder reduction impact: None

Biodiversity conservation impact: None

Suggested source of funds: Training budget

Cllr Justin Nelson – 10 November 2018

Internal Committee 10th December 2018

Lions Tree on Recreation Ground

Agenda Item 12

There is a fairly mature tree situated on the recreation ground which was donated by the Lions in association with Tenterden Junior School.

The tree is situated between the parallel paths to the pavilion from Recreation Ground Rd. This area will be used by the surgery to accommodate portacabins during the building works, in order to maintain continuity of medical services.

The Lions organisation has agreed with the School that it could be re-planted within the School grounds. The removal will be organised by the Lions.

Proposal: Information only



Phil Burgess
Town Clerk

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

Internal Committee 10th December 2018

Christmas Eve

Agenda Item 13

It has been customary in the past for staff to work on Xmas Eve, closing the office at 12 noon. It is very rare for residents to call into the office on Christmas Eve, and apart from sparkly pink beards from colourful former members of staff, very little tends to happen.

Staff are required to take 3 days annual leave to span the office closure between Boxing day and New Year's Eve. In previous years the bank holidays have occurred in such a way that this spans two weekends.

Christmas Eve this year falls on a Monday. This would require staff to return to work for 3 hours after the weekend of the 22nd/23rd.

ABC will not supply staffing for that day and will be treating Christmas Eve as a statutory holiday. No other hirers or office users will be present that day.

If the Council were to close the office for that day, the heating could be set on tick-over until the new year rather than heating it over the weekend and changing the setting on the Monday.

Staff would make up the additional 3 hours after the new year.

Proposal: That the office should be closed on Christmas Eve.



Phil Burgess
Town Clerk

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

Internal Committee 10th December 2018

Sponsored Christmas Trees

Agenda Item 14

Three Xmas trees, sited at the William Caxton, the Recreation Ground and the Fat Ox green were authorised last year by Council.

At the time a charge of £300 each was made for sponsorship of the trees. The Council met the underground connection charges for the trees and charges for the metal sleeve fitting to hold the trees. Baubles and lights were purchased, and the maintenance staff erected the trees and dressed them with lights.

The trees are donated.

This year a 50% reduction has been made in the charge for the trees as there is no initial capital set-up fee and the baubles and lights are still available. The trees still represent very reasonably-priced publicity. We have been unable to make contact with the William Caxton pub to arrange sponsorship, so the tree has been installed and illuminated at council expense.

A resident has raised the issue of the sponsorship money and whether that should go to charity. Last year the £900 receipts were used to defray our initial expenses.

On-going income would be a maximum of £450 per annum.

Proposal:

1. That the council should decide whether these trees should continue to be sponsored or simply provided as an improved decoration for the town.
2. That council should decide whether the £300 sponsorship money *this* year should go to the mayor's charity or be used to offset staffing and power costs associated with the trees.
3. That an amount for sponsorship should be set for future years (2019 onwards) if councillors feel (see 1 above) that the trees need to be sponsored.



Phil Burgess
Town Clerk

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